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Supplier Management Setup and Administration Guide

SAP Ariba Supplier Lifecycle and Performance
SAP Ariba Supplier Information and Performance Management (new architecture)

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Supplier Management Setup and Administration Guide

This guide is for SAP Ariba buyer template creators and administrators seeking information about how to maintain supplier data and set up processes for managing supplier lifecycles.

Buyers use supplier lifecycle processes to add new suppliers, gather and maintain supplier profile information, and decide which suppliers are qualified or preferred in specific domains.

This guide applies to:

- SAP Ariba Supplier Lifecycle and Performance
- SAP Ariba Supplier Information and Performance Management (new architecture)
- SAP Ariba Strategic Sourcing Suite

Related Guides

Quick Reference to Optional Supplier Management Features [page 624]

Managing Suppliers and Supplier Lifecycles

Supplier Data API with Pagination

Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions

Strategic Sourcing and Supplier Management Group Descriptions

Migrating Suppliers to the Unified Vendor Model

Configuring Supplier Performance Management Reviews

Running Supplier Performance Management Reviews

Managing Project Email Notifications

Project Template Guide

Managing Projects, Teams, Documents, and Tasks

Introduction to Supplier Management in SAP Ariba Supplier Management Solutions

SAP Ariba Supplier Management solutions provide a set of linked projects for managing suppliers. Category and supplier managers use supplier profile to manage these processes and monitor their suppliers in one place.

The following diagram illustrates the complete set of projects in an SAP Ariba supplier lifecycle:



SAP Ariba Supplier Management solutions include SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture). Both solutions offer:

- Defined, template-based projects for managing suppliers that scale easily to bring large numbers of suppliers under management. These projects include:
  - Internal and external requests for adding new suppliers to your vendor database.
  - Supplier registrations for collecting and maintaining detailed profile information.
  - (Optional) Supplier performance management (SPM) projects for evaluating the performance of the suppliers with which you do business.
  - Modular questionnaires for managing supplier certificates and collecting other reusable chunks of information.
- A centralized supplier database with a complete, unified vendor model, and bidirectional integration with SAP ERP, SAP S/4HANA, and SAP MDG.
- A complete supplier profile for each supplier that provides guided navigation for supplier information and lifecycle management activities.
- Supplier self-service through SAP Business Network

SAP Ariba Supplier Lifecycle and Performance also includes:

- "Matrix"-based supplier qualifications, preferred category status requests, disqualifications, and miscellaneous lifecycle processes based on combinations of commodity categories, regions, and (optionally) departments. Supplier qualifications can be managed using dedicated supplier qualification projects or qualification process projects, which leverage modular questionnaires to collect information once and reuse it wherever it's applicable. The flexible process framework also supports miscellaneous processes that can be tailored to custom business processes and requirements.
- Built-in alignment with SAP Ariba Buying solutions and SAP Ariba Sourcing to leverage supplier qualifications and preferred status in procurement and sourcing activities.

Internal Supplier Requests [page 14]

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Transition from Supplier Organizations to Supplier Requests and Registrations [page 43]
Where to Find More Information [page 52]

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Supplier Disqualifications Using Supplier Disqualification Projects [page 30]

Internal Supplier Requests

Internal supplier request projects allow internal users to request to work with new suppliers. When a supplier request is approved, the supplier is created in your site.

Procurement agents, functional buyers, people running sourcing events, and others in your company who want to work with new suppliers can request a new supplier by filling out and submitting an internal supplier request form. Note that there's a separate project for suppliers to create an external supplier request [page 16].

The internal supplier request project template determines:

- What information users need to provide when submitting the request.
- Whether the request is automatically approved on submission or must be manually approved.

- If the request requires manual approval, which category or supplier managers approve the request, and whether other stakeholders at your company must also approve the request.

Requesters create internal supplier requests from the **Create** menu on the dashboard and monitor their progress in the **My Activities** area of the **Supplier Management** dashboard. As the requester enters information in an internal supplier request, an automatic duplicate check presents them with possible matches to suppliers that already exist in the database. The requester then has the option of canceling the request if they see a valid match or of submitting the request if they don't believe any of the potential matches are duplicates.

If your site is integrated with Dun & Bradstreet (D&B), the supplier request workflow also includes a step that looks up the supplier in the Dun & Bradstreet database. If if the supplier isn't found, this workflow can also include an exception process for requesting a non-D&B supplier.

Notifications inform approvers that the request requires approval. They can also see outstanding requests by choosing **Manage** > **My Tasks** on the dashboard. Notifications also inform the requester when the request has been approved or denied, and show the final approver so that the requester can have further discussions about denied requests. Approvers also see a list of potential duplicate suppliers so that they can deny duplicate requests and approve only requests for genuinely new suppliers.

When a supplier request is approved, either automatically or manually, the supplier is created in your site's supplier database. The information in the approved external supplier request shows in the **Supplier request** detail area of the supplier's profile. If your site is integrated with Dun & Bradstreet, the new supplier profile includes data from D&B.

If your site is integrated with SAP Master Data Governance for Suppliers (MDG-S), the supplier request workflow can also include a final step for validating approved supplier requests in SAP MDG-S before creating suppliers in the database. If MDG-S identifies the supplier as a duplicate, SAP Ariba marks the approved request as a duplicate, hides it, and redirects the requester to the existing, matched supplier instead. This option is only supported if your supplier requests don't use Dun & Bradstreet integration.

Newly created suppliers are eligible for registration, which gathers detailed profile information about them. Your site's configuration determines whether the supplier is automatically invited to register or a registration manager can manually start an internal or external registration. If your site is integrated with SAP ERP, SAP S/4HANA, or SAP MDG-S, your site's integration settings determine whether the new supplier is automatically or manually synchronized with the integrated system's vendor master list either at this point or during supplier registration.

Related Information

External Supplier Requests [page 16]
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Supplier Qualification and Requalification Using Supplier Qualification Projects [page 28]
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External Supplier Requests

External supplier request projects allow suppliers who want to do business with your organization to introduce themselves. When an external request is approved, the supplier is created in your site.

External supplier request projects aren't available by default and are only available in sites where the feature is enabled. As part of external supplier request enablement, SAP Ariba Support provides your organization with an external supplier request URL that's specific to your site. Your organization can provide this URL to potential new suppliers through specific outreach programs, by publishing it on a corporate website, or through other means. Suppliers can introduce themselves to your organization by clicking the URL, completing a ReCAPTCHA verification, and filling out and submitting the external supplier request form. Note that there's a separate type of request project for internal users at your company to request a new supplier [page 14]. External supplier requests are sometimes called self-registration, but the form submitted is a **request**, the first step in working with a supplier. Supplier registration [page 17], the next step, is a separate type of project.

The external supplier request project template determines:

- What information suppliers need to provide when submitting the request.
- Which category or supplier managers approve the request and whether other stakeholders at your company must also approve the request.

Notifications let the approver know that the external supplier request requires approval; they can also see outstanding external requests using **Manage** > **My Tasks** on the dashboard. Approvers see a list of existing suppliers in the database that match information in the external request so that they can deny duplicate requests and approve only requests for genuinely new suppliers.

When an external supplier request is approved, the supplier is created in your site's supplier database. The information in the approved external supplier request shows in the **Supplier request** detail area of the supplier's profile.

Depending on your site's configuration, the supplier can be automatically invited to register at this point, or a category or supplier manager can manually issue a registration invitation. If your site is integrated with SAP ERP, SAP S/4HANA, or SAP MDG-S, your site's integration settings determine whether the new supplier is automatically or manually synchronized with the integrated system's vendor master list either at this point or during supplier registration.

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New Supplier Registrations

Starting a new supplier registration creates a registration project with questionnaires to gather detailed profile information about a supplier.

After a new supplier is created, a registration manager starts a supplier registration by sending one or more external registration questionnaires to recipients. Registration projects can also include internal questionnaires, and starting the registration makes them available for editing. Approvers review the submitted questionnaires and approve or deny them. If the new registration is approved, the registration project then supports ongoing updates to both external and internal questionnaires.

There are two types of supplier registrations:

Table 1: Types of Supplier Registrations

Registration Type	Description
External	Invites a supplier contact to create an account or sign into an existing account on SAP Business Network to fill out and submit external registration questionnaires. Suppliers participate in external registrations, and you collect registration information directly from them. After a supplier completes an external registration, you can establish a fulfillment relationship with them.
Internal	Invites people in your organization to fill out and submit external registration questionnaires on behalf of the supplier. Suppliers don't participate in internal registrations, and you collect registration information about them from people in your organization. A registration manager can invite the supplier to participate in an internal registration later, converting it to an external registration. After an internal registration is completed for a supplier, you can only establish a fulfillment relationship with them if they have a linked SAP Business Network through another means, such as participation in a sourcing event or response to an external qualification questionnaire.

Both registration types use the same registration project and have the same registration statuses.

Depending on your site's configuration and the particular supplier, there are several different methods for starting a registration:

Table 2: Methods for Starting a Supplier Registration

Registration Method	Registration Type
Automatically whenever a supplier request is approved.	External
Manually by a registration manager.	External or Internal

Registration Method	Registration Type
Manually by choosing the **Set Registered** option in the **Registration** detail area of the supplier's profile	Internal
Through a mass invitation wave, which an administrator can create to onboard a specific set of suppliers at one time.	External
(In sites that include SAP Ariba Sourcing) Automatically whenever an uninvited supplier is invited to a sourcing event that requires that a registration status of at least **Invited**, if not higher, to participate in the event.	External
(In sites that include SAP Ariba Sourcing) Automatically when a previously uninvited supplier attempts to participate in a sourcing event if your site requires a minimum status of **Registered** to participate in sourcing events.	External

The registration process typically asks for detailed profile information about the supplier, such as the commodities they supply, the regions in which they operate, what standards they adhere to or agree with, financial details, and so forth. Depending on the way registration is set up in your site, it can include one or more external registration questionnaires to gather this information.

Supplier registration projects can also include internal questionnaires that allow internal stakeholders to answer questions about the supplier based on your organization's internal processes and to add internally important information to the supplier's profile.

It's possible to cancel a registration while it's in progress. Canceling is the only way to convert an external registration to an internal one after the supplier has been invited, and is useful if an external registration is stalled and you want to complete it internally instead.

The supplier registration project template determines:

- The number of external registration questionnaires and the number of internal questionnaires (if any), and their content.
- Registration approvers, and whether or not there are different approval flows and other tasks for new registrations versus questionnaire updates.
- Whether other tasks are part of the registration workflow.
- Whether or not denial of an internal questionnaire affects the supplier's registration status in a new registration.
- How long external questionnaires remain open so that suppliers can submit their answers.

Users with the appropriate permissions start the registration, send one or more external questionnaires to recipients, fill out any internal questionnaires, review the questionnaire responses, request more information, complete To Do tasks, approve or deny the registration, and view its progress and status in the **Registration** detail area of the supplier's profile.

In external registrations, the supplier submits external registration questionnaires in their SAP Business Network profile. To do so, they must create an SAP Business Network account if they don't already have one. The supplier's profile is automatically shared between SAP Business Network and SAP Ariba Supplier Management solutions. Once registration is complete, the supplier is public, meaning that they have a linked SAP Business Network account in your site.

In internal registrations, internal recipients in your organization submit external registration questionnaires in your site and the supplier doesn't participate at all. Internal registrations don't establish communications with the supplier through SAP Business Network. Unless you've interacted with the supplier through SAP Business Network for another activity, such as a sourcing event or an external modular questionnaire, they remain private, meaning that they don't have a linked SAP Business Network account in your site.

In registrations that are done using the **Set Registered** option, registration managers choose this option in the supplier's profile and the supplier doesn't participate at all. The **Set Registered** option is available only after the supplier request is approved. When registration managers choose this option, the system immediately sets the status of the supplier to **Registered**. In addition, the system synchronizes supplier data with your ERP systems automatically or with manual intervention depending on how your site is configured. This data then becomes available for supplier qualifications or for use in other SAP Ariba procurement applications. After setting a supplier as **Registered**, you can still start an internal or external registration project. However, if you do so, the registration process starts and the **Set Registered** option is only available again if you cancel the newly started registration.

Notifications inform:

- Questionnaire recipients that they've been invited to register, including a link to the external questionnaires.
- The requester for the supplier that the registration has started.
- Approvers that they need to approve a new or updated registration questionnaire.
- Internal stakeholders that they need to complete other tasks.
- The supplier that the registration has been approved, denied, or requires more information (in external registrations only).

If a registration invitation includes multiple external questionnaires, questionnaire recipients receive a separate notification for each questionnaire. If the registration has been canceled, notifications inform registration managers of the cancellation.

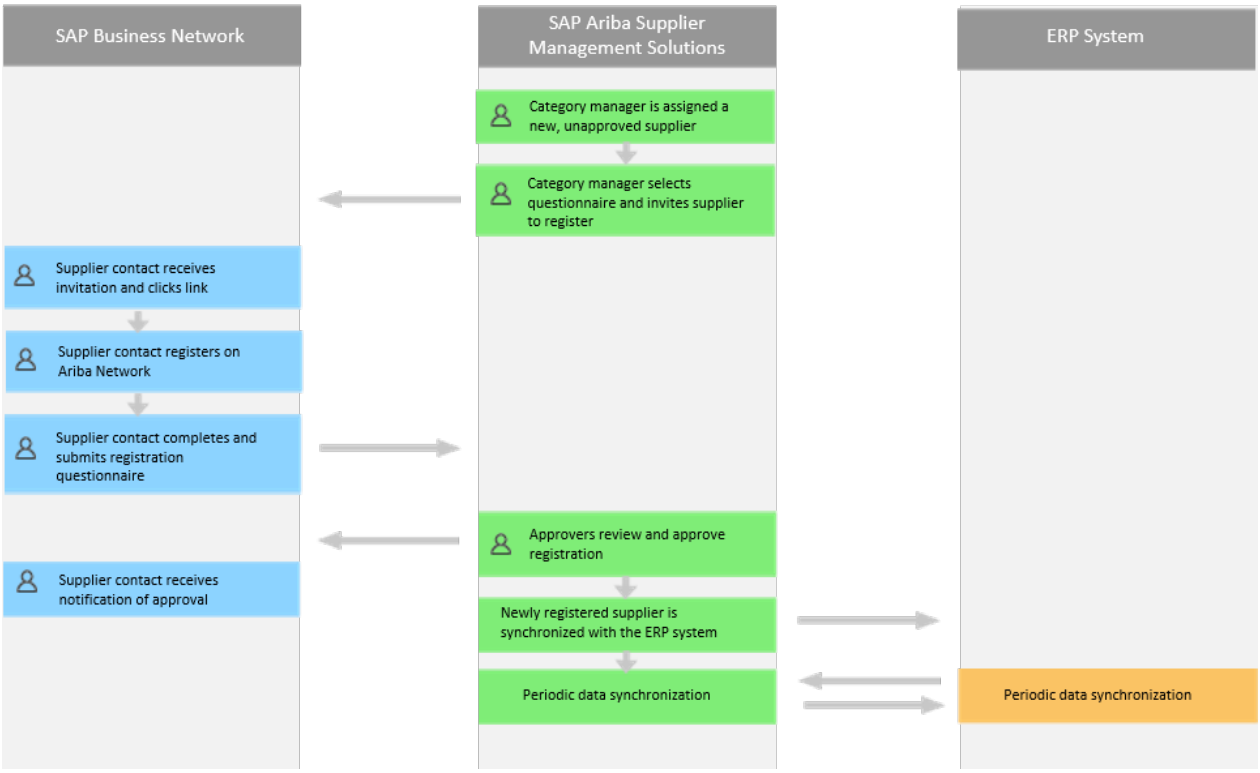
As your organization's registration process evolves over time, an administrator can upgrade existing registration projects to the latest version of the template. An upgrade can include changes to internal or external questionnaires, tasks, and approval flows. The administrator can opt to sent notifications about the upgrade to supplier contacts so that they can update affected questionnaires. Internal users don't receive upgrade notifications.

If your site is integrated with an SAP ERP system, your site's integration settings determine whether a new supplier is automatically or manually synchronized with your ERP vendor master list. Many organizations require registration before synchronizing a new supplier to the ERP system.

For suppliers with external registrations, additional settings allow registration managers to establish a fulfillment relationship with the supplier as they register, at the same time as the sourcing relationship is established.

In solutions that include SAP Ariba Sourcing, event templates can specify that suppliers must be registered to either participate in or be awarded events. There's also a configuration option for requiring a minimum registration status for participation in sourcing events.

The following diagram shows the workflow for a new external registration where integration is set to synchronize the supplier automatically with the ERP vendor master after registration is approved:



Related Information

Internal Supplier Requests [page 14]
External Supplier Requests [page 16]
Setting a Supplier as Registered Using the Set Registered Option
Supplier Qualification and Requalification Using Supplier Qualification Projects [page 28]
Preferred Category Statuses Management Projects [page 29]
Supplier Disqualifications Using Supplier Disqualification Projects [page 30]
Supplier Performance Evaluations Using SPM Projects [page 32]
Supplier Registration Updates [page 21]
About the Registration Detail Area in the Supplier Profile
Supplier Registration Status Flow
Inviting a Supplier to Register
Starting an Internal Supplier Registration on Behalf of a Supplier
Canceling an In-Progress Supplier Registration
Approving or Denying a Supplier Registration Questionnaire

Supplier Registration Updates

After a supplier is registered, external questionnaire recipients and people in your organization can update questionnaires to keep profile information for the supplier current.

Supplier registration projects can be set up to support different approval flows for new registrations and for updates to individual questionnaires.

When a new registration starts, external registration questionnaires are open for the amount of time defined in the template questionnaire's timing rules. Once the recipient submits the questionnaire the first time, it closes automatically. After all of the tasks in a new registration are completed and the supplier has **Registered** status, previously closed external questionnaires automatically reopen for an amount of time defined by your site's configuration and configurations in individual questionnaires. The default amount of time a questionnaire remains open is 365 days from the approval. The recipient assigned to the external questionnaires in a registration can navigate to them and submit updates at any time when they're not in approval. External questionnaires can be set up to generate periodic reminders asking suppliers for updates.

Internal registration questionnaires are also always open for update when they're not in approval.

In a new registration, once the recipient invited to the registration opens at least one questionnaire, only they can access the external questionnaires in the registration. In internal registrations, the registration project owner can also access external questionnaires. After the new registration is approved, you can reassign external questionnaires to a different recipient at any time when no external questionnaire updates are in approval. Only the assigned recipient or, in internal registrations, the registration project owner, can update the external questionnaires.

If a registration starts as an internal registration, meaning that people in your organization submit questionnaires on behalf of the supplier, internal recipients can continue to update those questionnaires. A registration manager can invite the supplier to an internal registration, transferring ownership of external questionnaires to a supplier contact. When a supplier contact submits external questionnaires from a registration that was previously internal for the first time, that initial submission is also treated as an updated.

As your organization's registration process evolves over time, an administrator in your organization can upgrade existing registration projects to the latest version of the template. An upgrade can include changes to internal or external questionnaires, tasks, and approval flows. The administrator can opt to sent notifications about the upgrade to supplier contacts so that they can update affected questionnaires. Internal users don't receive upgrade notifications. Suppliers or internal recipients can also choose to update registrations for other reasons.

When a recipient submits an update to an external registration questionnaire, the supplier remains in **Registered** registration status, but has a separate **Pending Approval** registration update status.

The new registration workflow includes all of the tasks associated with all of the questionnaires in a new registration. If your registration projects include one or more registration update phases to define tasks for registration updates, each questionnaire update is handled individually. When a respondent submits an update to an external or internal registration questionnaire, only the tasks associated with that questionnaire start, and task owners or approvers can complete the tasks related to the questionnaire being updated. When there are no remaining tasks in progress for the questionnaire that is being approved and no tasks in progress for the other questionnaires in the update phase, the update status is **Approved**.

If the registration update isn't set to auto-approve, approvers approve or request more information for registration updates. If the updates are approved, they're added to the supplier's profile. The supplier remains in **Registered** registration status, but has **Approved** registration update status. The registration update status is always based on the entire workflow defined by all of the tasks in registration update phases.

The registration status reflects the supplier's progress through the full initial registration process where your organization collects important profile information from them. Registration update status is useful mainly for tracking individual updates, which typically involve small changes to that profile information, and can be used to create conditions in the registration project. Registration update status does't show in the supplier's profile. However, you can search for registration projects using the search bar on the **Home** dashboard and filter the results by registration update status. If you have permission to access the advanced view of a registration project, you can see also its registration update status on the **Overview** tab. To see the advanced of a registration project, the **Advanced View** link for that project type must be enabled in your site and you must have the appropriate permissions.

Related Information

New Supplier Registrations [page 17]
Supplier Registration Status Flow
Project Advanced View

Qualification and Miscellaneous Supplier Management Process Projects

Your organization can use supplier management process projects to collect information about and decide status for supplier qualifications, other business processes, or their discontinuation.

A supplier management process project is a framework that includes a collection of modular questionnaires to gather information relevant to the process and a workflow for deciding an outcome. A process project can be for:

- **Qualification**: If your organization uses process projects for supplier qualifications, the modular questionnaires can ask for specific qualification-related information for a particular combination of commodities, regions, and departments. A qualification process can include one or more general modular questionnaires that cover your organization's universal qualification criteria. It can also include specific modular questionnaires related to critical information or certifications for specific commodities, regions, and departments. Qualification processes can include both internal and external questionnaires.
  If your company uses a qualification process and you're a process initiator for it, you can create and manage those qualification process projects in the **Qualifications** or **Processes** detail area of the supplier profile.
- **Miscellaneous processes**: If your organization uses process projects for any other types of supplier management process, they can also include external or internal modular questionnaires relevant to that specific process. If your organization uses a miscellaneous process and you're a process initiator for it, you can create and manage those process projects in the **Processes** detail area of the supplier profile.
- **Discontinuation**: If your organization uses qualification process projects, they can be disqualified using a discontinuation process. A discontinuation process can also include internal modular questionnaires to collect information about the reason for discontinuing the qualification process. You can fully or partially discontinue existing qualification processes in the **Qualifications** detail area of the supplier profile.

Data imported in your site determine whether a process is a qualification process, discontinuation process, or other (miscellaneous) process and the names of its statuses. The process project template determines:

- Who can start the process (process initiators) and set its final status (decision-makers).
- The intake form that process initiators fill out when creating or renewing a process. This intake form can include questions about the commodities, regions, and departments to which the process is applicable. A question about at least one of these three elements is required. It can also include questions that set schedules for the process's expiration and for expiration reminder notifications.
- The types of external or internal modular questionnaires used in the process.

Within a process, each modular questionnaire is defined by its own template, which determines:

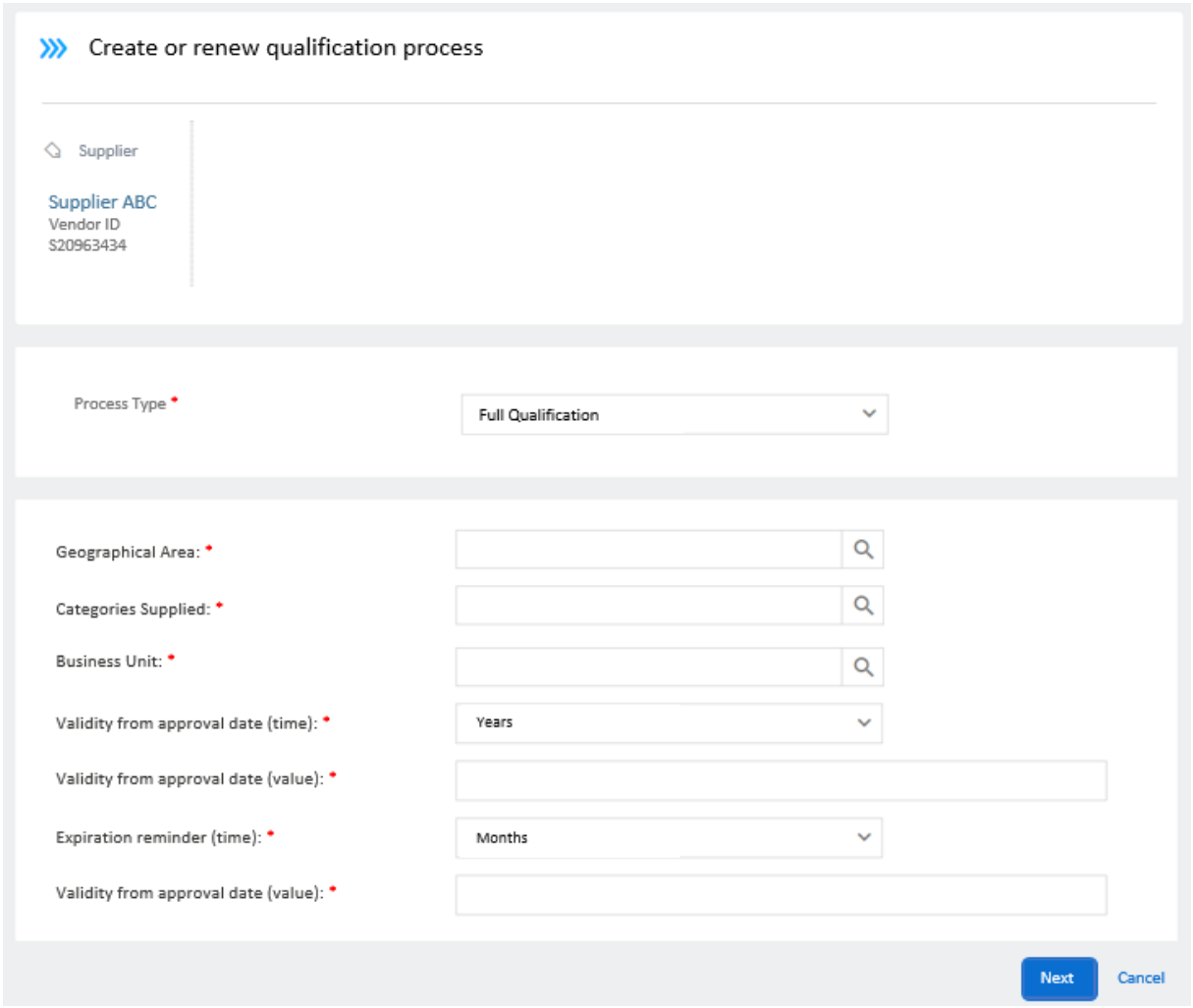
- The questionnaire's type, which determines the processes it's included in.
- Whether the questionnaire is internal or external.
- Whether or not the questionnaire is required in matching processes.
- The commodities, regions, and departments to which the questionnaire applies.
- The content of the questionnaire.
- The approval flow for the questionnaire.
- Whether there are other tasks in the questionnaire's workflow.
- Whether or not the questionnaire project itself has an expiration date, and if so, which people in your organization receive notifications of pending and elapsed expirations in addition to the questionnaire owner.
- Whether the expiration of a certificate in a questionnaire triggers the questionnaire project's expiration as well.
- Whether or not recipients can update the questionnaire after it's first approved, and if so, whether or not the updates also require approval and the update approval flow.
- Whether the questionnaire automatically generates update requests to recipients each time it's included in a new or renewed process.

Each modular questionnaire contains its own answers. Once a recipient has submitted a modular questionnaire for the first time, those answers are available in the questionnaire in any process that reuses it.

Users with the appropriate permissions create a process for a supplier in the relevant area of their supplier profile. Process creation involves several steps:

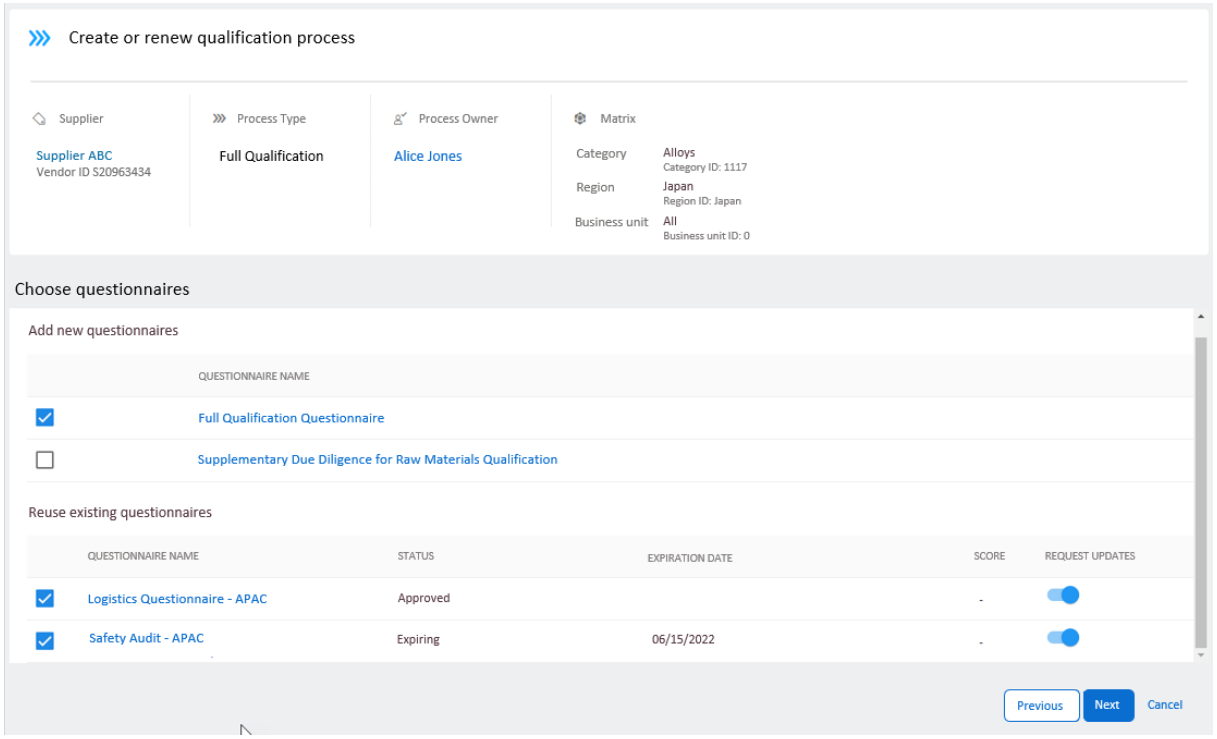
1. The process initiator chooses what type of process that they want to create, then specifies the commodities, regions, and departments for the process and answers any other questions in the process intake form. If the

intake form includes questions about an expiration schedule, they can also specify when the process expires and its expiration notification schedule. The following image shows an example of this step:

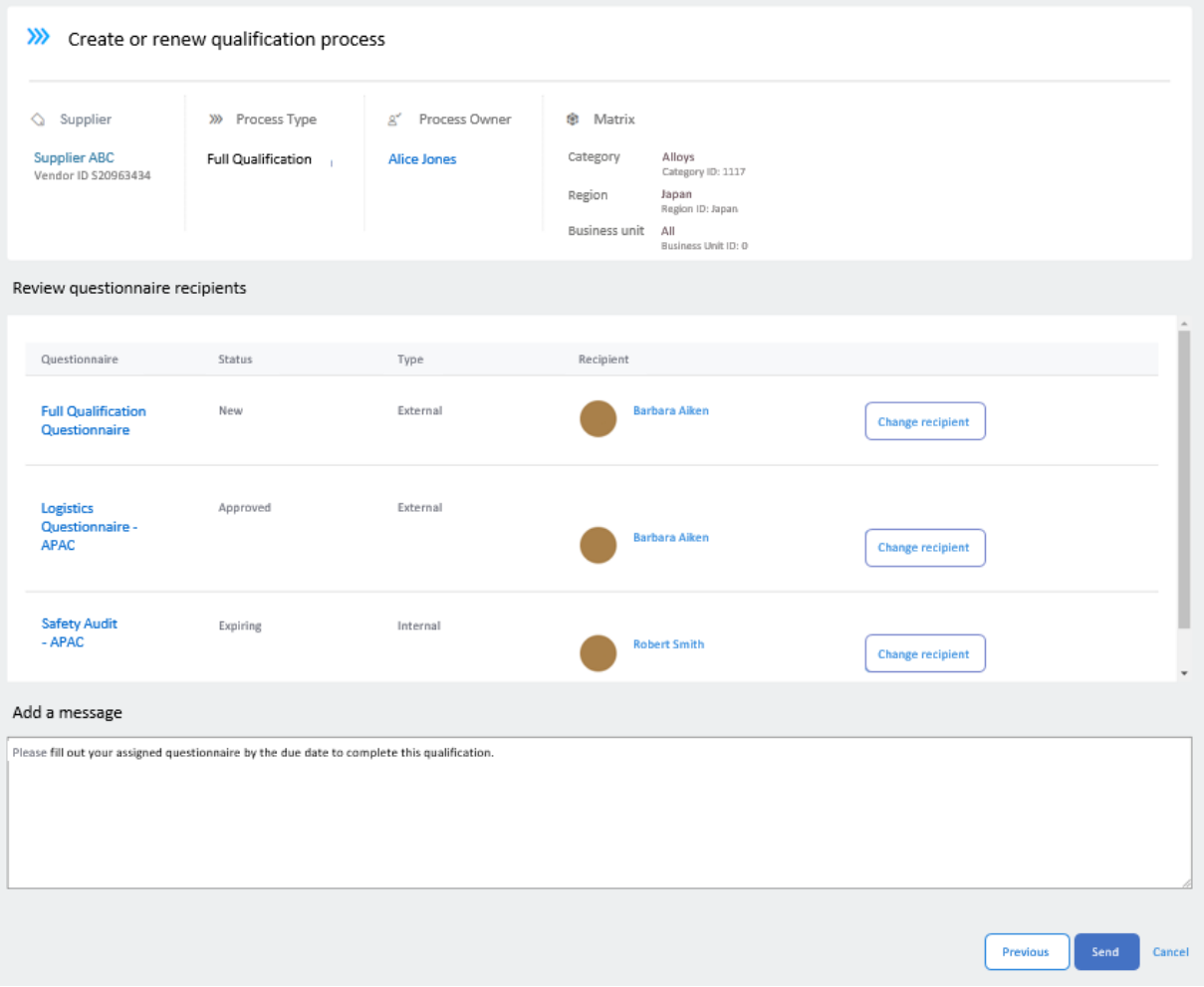


2. The process initiator sees the modular questionnaires that are both included in the process **and** match the process commodities, regions, and departments. These questionnaires can be newly assigned, meaning that they've never been filled out before for this particular supplier. If they've already been filled out and approved for the supplier, the process initiator has the option to request an update, or the update request

can be automatic. Questionnaires can be required or optional. The process initiator can choose which optional questionnaires to include in the process. The following image shows an example of this step:



3. The process initiator chooses recipients for both external and internal questionnaires and finishes creating the process project. The following image shows an example of this step:



Notifications let questionnaire recipients know that they need to fill out or update their assigned questionnaires and inform the supplier primary contact that they've been invited to participate in the process.

Suppliers fill out or update external modular questionnaires and view any processes to which they've been invited in their SAP Business Network account. Internal recipients fill out or update the internal modular supplier management questionnaires to which they've been assigned in the **Questionnaires** detail area of the supplier's profile or from the detail page for the process. Task owners and approvers complete To Do tasks and approve or deny individual questionnaires in the **Questionnaires** detail area or from the process details page as well.

While a process is in progress, the process project owner can cancel it if necessary.

After all approvals and other tasks for every questionnaire in the process are completed, a decision-maker for the process decides its final status in the **Qualifications**, or **Processes** detail area of the supplier profile. These final statuses have names that are specific to your organization's business process, but they correspond to an approved, conditionally approved, or denied status.

Once a process is complete, a process initiator can renew it to collect updated information for a new status decision. For qualification processes, a renewal is a requalification.

> **Note**
>
> Before starting a renewal, verify that the correct modular questionnaire is selected. Avoid canceling a renewal unless necessary. If a new renewal is created immediately after cancelation, the intake form may not display or accept values for **Commodity**, **Region**, or **Department**, which can prevent the process from starting. To prevent this from happening, wait briefly between canceling a renewal and creating a new one. Ensure all required fields are visible on the intake form.

Decision-makers can also update the final status for a process at any time without a renewal. For example, if a critical underlying questionnaire expires without an update, a decision-maker can change the final status of the process from approved to denied. Currently, no separate disqualification process is supported, but changing the status of a qualification process to denied produces the same result. The primary supplier contact, process project owner, and all the decision-makers receive notifications when a decision-maker sets or updates the final status of a process.

After a qualification process has been approved, category or supplier managers can evaluate the supplier for a preferred category status level (if your organization uses preferred supplier levels) for the same combination of commodities, regions, and departments or a subset. This option isn't available if the process is only conditionally approved.

The process initiator of an approved or partially approved qualification process can fully or partially discontinue the qualification process.

Administrators can also create processes using data imports. These processes aren't based on projects and don't have associated questionnaires or workflows. However, if the imported process has an eligible status, users with the appropriate permissions can:

- Cancel it using the same data import.
- Cancel or renew it (creating a process project for it) in the supplier's profile.

Canceling a process created using a data import doesn't generate any notifications, since there's no associated project.

Related Information

Creating a Qualification or Miscellaneous Supplier Management Process Project
Filling Out an Internal Questionnaire for a Supplier Management Process
Making a Status Decision for a Supplier Management Process
Approving or Denying a Modular Questionnaire in a Process Project
Canceling a Qualification or Other Process in the Supplier's Profile
Renewing a Qualification or Other Supplier Management Process
Requesting an Update or Changing the Recipient for a Modular Questionnaire
Workflow for Creating a Qualification or Other Supplier Management Process Project

Supplier Qualification and Requalification Using Supplier Qualification Projects

After a supplier is registered, a qualification manager can start qualifying the supplier for one or more specific combinations of commodities, regions, and (optionally) departments by starting qualification projects and sending qualification questionnaires. Approvers review the supplier's answers and approve or deny the qualifications.

> **Note**
>
> This topic describes qualification and requalification using supplier qualification projects. If your site uses the process projects to manage supplier qualifications, refer to Qualification and Miscellaneous Supplier Management Process Projects [page 22].

Although a customer administrator can set qualification statuses for suppliers using a data import operation in both SAP Ariba Supplier Management solutions, supplier qualification projects are only available in solutions that include SAP Ariba Supplier Lifecycle and Performance.

Supplier qualification questionnaires typically ask for detailed information from the supplier that's specific to the qualification's commodities and regions. For example, qualification questionnaires can ask suppliers about their sourcing and sustainability processes; shipping, delivery, and return policies; commodity-specific certifications; compliance with policies; and other matters. New qualifications are always based on commodities and regions that a qualification manager selects. They don't have to be for the commodities and regions for which the supplier is registered. Qualifications and requalifications are also based on departments if they're enabled in your site.

When a supplier has either been disqualified or had a qualification expire, they're eligible for requalification. Qualifications and requalifications use the same workflow; however, a requalification is always based on the same commodities, regions, and departments as the previous disqualification or expired qualification.

The supplier qualification project template determines:

- The questionnaire segments for various commodity, region, and department combinations, and which segments are required.
- The approvers for the qualification or requalification. In sites that use buyer category assignments, approvers are automatically assigned based on the commodities, regions, and departments of the qualification or requalification.
- The content of the questionnaire segments.
- Whether other stakeholders in your organization must also approve the qualification or requalification.
- Whether internal questionnaires or other tasks or documents are part of the qualification or requalification w.
- Whether the qualification expires after a specific date, and if so, whether there's a waiting period before the supplier can be requalified.

The category or supplier managers assigned to the supplier start a new qualification or a requalification, send the questionnaire, review the supplier's answers, request more information, approve or deny the qualification or requalification, and monitor the approval flow and status in the **Qualification** detail area of the supplier's profile on the **Supplier Management** tab of the dashboard. The supplier answers the qualification questionnaire in their Ariba Network for Suppliers profile. The supplier's profile information is automatically shared between SAP Business Network and SAP Ariba Supplier Management solutions.

Notifications let the supplier know that they've been invited to qualify for specific commodities, regions, and departments and provide a link to the questionnaire; let approvers know that they need to approve a supplier qualification or requalification; let supplier or category managers know when one of their qualifications has expired

or is eligible for requalification; and let the supplier know that the qualification or requalification has been approved, denied, or requires more information.

At any point after the supplier qualification or requalification has been approved, category or supplier managers can:

- Start new qualifications for additional combinations of commodities, regions, and departments.
- Evaluate the supplier for a preferred category status (if your company uses preferred supplier management projects).
- Disqualify the supplier for commodities, regions, and departments for which it was previously qualified.

In solutions that include SAP Ariba Sourcing, event templates can specify that suppliers must have specific qualification statuses for the event's commodities and regions to either participate in or be awarded events. Departments aren't considered for event eligibility.

Related Information

Internal Supplier Requests [page 14]
External Supplier Requests [page 16]
New Supplier Registrations [page 17]
Preferred Category Statuses Management Projects [page 29]
Supplier Disqualifications Using Supplier Disqualification Projects [page 30]
Supplier Performance Evaluations Using SPM Projects [page 32]

Preferred Category Statuses Management Projects

After the supplier is qualified for a specific commodity, region, and (optionally) department combination, a category or supplier manager can designate them as a preferred supplier for that combination.

Although a customer administrator can set preferred statuses for suppliers using a data import operation in both SAP Ariba Supplier Management solutions, preferred supplier management projects are only available in solutions that include SAP Ariba Supplier Lifecycle and Performance.

Supplier preferred category status is always based on a combination of commodity and region. It can also be based on departments if the department feature for supplier management projects is enabled in your site.

The preferred supplier management project template determines:

- What information users add to the preferred category status request form.
- Whether the preferred category status request requires approval, and if so, who the approvers are.
- Whether other stakeholders in your organization must also approve the status change.

Users request a preferred category status for a new commodity, region, and department combination, or a change to an existing status, in the **Preferred** detail area of the supplier's profile on the **Supplier Management** dashboard. Up to five status levels are supported, including the preferred level. They also remove preferred status levels there.

> **Note**
>
> - You can't combine multiple qualified combinations in the same preferred status request. For example, if a supplier has separate qualifications for **Electronic reference material** and **Printed media** in the Canada region, you must create individual preferred category status requests for each category.
> - If your site uses process qualifications, you can request preferred category status for any valid process qualification or a subset.

If the preferred supplier management workflow includes an approval flow, notifications let the approver know that the preferred status change request requires approval; let the requesting user know when the preferred status request has been approved or denied;s and show the final approver so that requesting users can have further discussions about denied preferred status requests.

In solutions that include SAP Ariba Sourcing, event templates can be set up to automatically invite the suppliers that are preferred for the event's commodities and regions. Department isn't considered for automatic event invitation.

Related Information

Preferred Supplier Level Data Import [page 80]
Internal Supplier Requests [page 14]
External Supplier Requests [page 16]
New Supplier Registrations [page 17]
Supplier Qualification and Requalification Using Supplier Qualification Projects [page 28]
Supplier Disqualifications Using Supplier Disqualification Projects [page 30]
Supplier Performance Evaluations Using SPM Projects [page 32]

Supplier Disqualifications Using Supplier Disqualification Projects

After a supplier is qualified or preferred, a qualification manager can ask to disqualify the supplier for previously qualified commodities, regions, and (optionally) departments by submitting a disqualification form.

Although a customer administrator can set qualification statuses for suppliers using a data import operation in both SAP Ariba Supplier Management solutions, supplier qualification and disqualification projects are only available in solutions that include SAP Ariba Supplier Lifecycle and Performance.

> **Note**
>
> Disqualification projects work with qualifications based on supplier qualification projects. If your site uses process projects to manage supplier qualifications, you don't use disqualification projects to manage disqualification statuses. For more information, refer to Qualification and Miscellaneous Supplier Management Process Projects [page 22].

Disqualifications are always based on a previous qualification. However, the disqualified commodities and regions don't have to match exactly, and the disqualification always applies to all commodity or region levels below the ones approved for disqualification. For example, a supplier can be qualified for Europe and later disqualified only in France; that disqualification applies to all departments and cities in France. Disqualifications are also based on departments if they're enabled in your site.

The disqualification project template determines:

- What information qualification managers add to the form.
- Whether the disqualification requires approval, and if so, who the approvers are.
- Whether other stakeholders in your organization must also approve the disqualification.
- Whether the disqualification is immediate upon approval, takes effect on a specified date without phase-out, or takes effect automatically after a phase-out period during which the supplier has **Restricted** status.

Category or supplier managers start the disqualification, approve or deny it, and monitor the approval flow and status in the **Qualification** detail area of the supplier's profile on the **Supplier Management** dashboard.

If a disqualification includes an approval flow, notifications let the approver know that the disqualification requires approval, let the requesting user know when the disqualification has been approved or denied, and show the final approver so that requesting users can have further discussions about denied disqualifications.

Once a disqualification is approved, any preferred supplier status for the disqualified commodities, regions, and departments (including any preferred commodities, regions, or departments above or below the disqualified commodities, regions, and departments in the same branch of the hierarchy) is automatically removed. The rationale is that suppliers can't be considered "preferred" if they're disqualified, for whatever reason and through whatever means, at any hierarchical level within the same combination. For example, if a supplier is preferred for shoes and later disqualified for apparel, the preferred status for shoes is automatically removed. Likewise, if a supplier is preferred for apparel and later disqualified for shoes, the preferred status for apparel is automatically removed. In solutions that include SAP Ariba Sourcing, if event templates are restricted to qualified participants, or automatically invite preferred suppliers, disqualified suppliers aren't event participants. However, disqualification is otherwise just a status. There's no mechanism for preventing users from inviting disqualified suppliers to unrestricted sourcing events or conducting other activities with them.

Qualification managers can requalify disqualifications. If a qualification is restricted, a qualification manager can only do so after the restricted period has passed and the supplier is disqualified. If a disqualification has a minimum disqualification period, they can only do so after that date has passed. They can also start new qualifications for categories, regions, and departments other than the ones for which the supplier was disqualified.

> **Note**
>
> - If a supplier is requalified for a process, the supplier can again be marked "preferred" for the same combination of commodity, region, and department.
> - If a supplier is qualified for more than one process type for the same commodity, region, and department combination, is preferred for the same combination, and is subsequently disqualified for one of those processes, then the "preferred" status is automatically invalidated.

Related Information

Internal Supplier Requests [page 14]
External Supplier Requests [page 16]

New Supplier Registrations [page 17]
Supplier Qualification and Requalification Using Supplier Qualification Projects [page 28]
Preferred Category Statuses Management Projects [page 29]
Supplier Performance Evaluations Using SPM Projects [page 32]

Supplier Performance Evaluations Using SPM Projects

After your company has started buying from a supplier, category or supplier managers can use Supplier Performance Management (SPM) projects to evaluate their performance on an ongoing basis.

SPM projects periodically solicit feedback from internal stakeholders based on a standardized set of criteria that is applied to all suppliers.

The SPM project template typically uses:

- surveys, which collect input from stakeholders in your organization
- scorecards, which provide an overall score for suppliers
- recurring task phases for periodic review cycles, which include tasks to invite users to participate in surveys and to review and publish scorecards

The category or supplier managers assigned to the project manage review cycles and use the information gathered in them to evaluate and act on supplier performance by, for example, collaborating with suppliers on improvements, designating them as preferred suppliers, or initiating disqualifications.

SPM projects use the classic SAP Ariba project interface, meaning that they aren't visible in supplier profiles on the **Supplier Management** tab or linked to other supplier management projects. Supplier or category managers create them by clicking **Create** > **SPM Project** on the dashboard, and view them by searching for projects on the **Home** dashboard.

Details on using SPM projects are covered separately in Running supplier performance management reviews.

Key Assumptions for Setting Up SAP Ariba Supplier Management solutions

The topics about setting up and managing SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture) assume the following:

- Your site has all common master data that isn't specific to suppliers (commodities, regions, users, departments, and so forth) loaded.
- The commodity, region, and (optionally) department data used in supplier management projects uses a hierarchical structure with an "All" root node at the top of the hierarchy and, to the degree possible, multiple levels of groupings. In some supplier management projects such as qualifications, disqualifications, and preferred supplier management projects, the commodity/region/department combination for the project is an important part of its functionality. If your master data uses a flat structure with a large number of low-level

values, users must add large numbers of low-level commodities, regions, or departments to those projects if they want to include broad categories, regions, or departments, resulting in potential performance issues for project-related queries. Structuring your commodity, region, and department data so that they can add the most appropriate grouping at a higher level avoids this problem. Supplier management project performance is likely to be poor if the project includes more than 50 commodity, region, and department values. In addition, if you use the user matrix (buyer category assignments) to populate project groups based on the project commodity, region, and department, a well-defined hierarchy with groupings at multiple levels can provide better user matrix coverage.

For example, if a category or supplier manager wants to qualify a supplier for shoes, but your commodity master data only includes level 4 entries for mules, kitten heels, pumps, hiking boots, running shoes, and so forth, the category or supplier manager must add each of those individual commodities to the qualification project, and all queries related to that qualification must include all of those individual commodity values. On the other hand, if your commodity hierarchy includes a level 3 value for shoes, with all of those level 4 values located under it, the category or supplier manager can simply qualify the supplier for shoes, resulting in more efficient qualification queries using the single commodity value.

In some cases, only one or two of the three "matrix" elements (commodity, region, and department) is important in the project. For example, a qualification manager can qualify a supplier globally for a specific commodity, or qualify a supplier for a commodity in Europe regardless of department. Including a top-level value for "All" at the top of your commodity, region, and department hierarchies allows the category or supplier manager to explicitly select one value of "All" rather than having to select multiple values that combine to achieve "All," and the single-value selection avoids performance problems in queries. Note that "All" is used here as an example, not a literal value.

- If your site also uses master data services, those services have already been configured, and their integration has been set up. Master data service integration and supplier data integration with SAP Ariba Supplier Management solutions are separate configurations.
- If you specify a currency for a supplier management questionnaire that's different from your site's default currency, a currency conversion rate between the two currencies has been defined in your site. Failure to define a currency conversion in this case can cause errors with updating or changing the recipient of the questionnaire.

Related Information

Introduction to Supplier Management in SAP Ariba Supplier Management Solutions [page 13]
Where to Find More Information [page 52]
Integration Options for SAP Ariba Supplier Management Solutions [page 37]

Supplier Management Setup Checklist

A checklist helps you identify the tasks that are essential to setting up SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture).

☐	Assign users in your site to the relevant Supplier Management User Groups [page 181], making sure that: • The users who set up integration are in the **SM ERP Administrator** group. • The users who import data are in the **Customer Administrator** and **SM Ops Administrator** groups. • The users who perform other supplier management-specific administrative tasks are in the **SM Ops Administrator** group. • The users who set up project templates are in the **Template Creator** group and, for modular supplier management questionnaire project templates, also in the **SM Modular Questionnaire Manager** group. If the flexible process framework feature (SM-16798) is enabled in your site, users who set up process project templates must also belong to the **SM Process Manager** group.
☐	Review the list of optional features [page 624] that aren't enabled by default and the available configuration options [page 786] and enable the ones you want to use.
☐	If your company uses SAP ERP, SAP S/4HANA, or SAP MDG, set up supplier data integration. Refer to one of the following for details: • Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance (for integration with MDG-S) • SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network Configuration Guide (for integration with SAP ERP or SAP S/4HANA)
☐	Set up and publish the internal supplier request project template [page 224]. Make sure that the internal supplier request form includes the required questions for supplier name and contact first name, last name, and email address. If you plan to use external supplier requests, set up and publish the external supplier request [page 224] in this step as well. It has the same requirements for questions about supplier name and contact first name, last name, and email address.
☐	Set up and publish the supplier registration project template [page 247].

☐	Set up supplier qualification and disqualification using either of the following types of projects: • Supplier qualification and disqualification projects [page 316] • Supplier qualification process projects [page 294] (SAP Ariba Supplier Lifecycle and Performance only). **Note** If the flexible process framework feature (SM-16798) is enabled in your site, you use process projects for supplier qualification. You can also create process projects for custom lifecycle processes.
☐	(Optional) Set up preferred supplier management by: • Defining your preferred supplier levels [page 80]. • Setting up and publishing the preferred supplier management project template [page 328]. (SAP Ariba Supplier Lifecycle and Performance only)
☐	(Optional) If you plan to use modular supplier management questionnaires either as stand-alone questionnaires (including for certificate management) or in process projects, set them up by: • Importing questionnaire type data [page 81]. • For certificate management, importing certificate types [page 84]. • Creating and publishing modular supplier management questionnaire project templates [page 332].
☐	(Optional) Customize notifications for all supplier management projects. [page 543]
☐	(Optional) Contact your designated support contact to set up the way supplier contacts are synchronized from SAP Business Network supplier accounts [page 786].
☐	Assign your company's category or supplier managers to the commodities and regions [page 159] for which they're responsible.
☐	Import all of your supplier data.
☐	(Optional) Start onboarding suppliers in bulk by issuing a mass registration invitation [page 567].

☐	(Optional) If your solution includes SAP Ariba Sourcing, edit your event templates to: • Use registration or qualification status as a criterion for participating in or being awarded events. • Automatically invite preferred suppliers to events that match their categories and regions. For details, refer to the Event Rules Reference Guide.

APIs for SAP Ariba Supplier Management solutions

The SAP Ariba Developer Portal includes APIs that allow you to write applications that interact with SAP Ariba Supplier Management solutions.

To use these APIs, you must complete the onboarding process on the SAP Ariba Developer Portal (https://developer.ariba.com/api/). For instructions on how to do so, see the documentation there.

Supplier Data API with Pagination

The Supplier Data API with Pagination includes endpoints that allow you to:

- Extract basic supplier details, project IDs, questionnaires, and questionnaire content, including information on certificate questions.
- Update registration, qualification, and modular questionnaires.
- Update qualification, preferred, and process decision statuses.

It uses pagination tokens to paginate results, and includes query and filter parameters that let you filter results. For details, refer to Supplier Data API with Pagination.

External Approval API for Sourcing and Supplier Management

The external approval API allows you to process supplier management approval tasks in an external system, including the addition of comments. You can also use it to lock manual process decision-making while a Supplier Data API with Pagination client application sets the status decision. For details, refer to External Approval API for Sourcing and Supplier Management.

Note that in addition to creating a client application with the API, you must configure the approval tasks in your supplier management projects [page 518] to allow external approval.

Integration Options for SAP Ariba Supplier Management Solutions

SAP Ariba offers several options for integrating SAP Ariba Supplier Management solutions with an ERP system.

SAP Ariba Supplier Management Solutions Integration with SAP ERP, SAP S/4HANA, SAP S/4HANA Cloud Public Edition, and SAP MDG

SAP Ariba Supplier Management solutions support integration with SAP ERP and SAP Ariba Supplier Management solutions, with or without SAP Master Data Governance for Suppliers (MDG-S), using SAP Integration Suite, managed gateway for spend management and SAP Business Network.

In configurations that include MDG-S, integration options enable validation of supplier requests in MDG-S before the supplier record is created in the SAP Ariba supplier database and approval in MDG-S of updates to supplier data in registration questionnaires.

SAP Ariba Supplier Management solutions support integration with SAP S/4HANA Cloud Public Edition using SAP Integration Suite, managed gateway for spend management and SAP Business Network and SAP Master Data Integration (MDI) for customers who meet all prerequisites and requirements.

These integration methods includes bi-directional synchronization of supplier data between SAP Ariba Supplier Management solutions and the ERP system.

For details, refer to:

- For integrations with SAP ECC or SAP S/4HANA, SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network Configuration Guide
- For integrations with SAP MDG, Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance
- For integrations with SAP S/4HANA, Integrating Supplier Data from SAP S/4HANA Cloud Public Edition with SAP Ariba Solutions Using SAP Master Data Integration

SAP Ariba integration toolkit

If you have migrated from supplier organizations and have an existing supplier data integration using the SAP Ariba integration toolkit, you can continue to use that integration to import of a limited set of supplier data from an ERP system to SAP Ariba Supplier Management solutions in CSV data files.

SOAP Web Service API Integration

If you have migrated from supplier organizations and have an existing supplier data integration using SAP Ariba SOAP web service APIs, you can continue to use that integration to import of a limited set of supplier and supplier contact data from an ERP system to SAP Ariba Supplier Management solutions. For details and restrictions, refer to Use of SOAP Web Service APIs for Supplier Data Integration with the Unified Vendor Model.

Related Information

Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance
SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network Configuration Guide
SOAP Web Service API Integration Guide

Supplier IDs in SAP Ariba Supplier Lifecycle and Performance

Supplier data can flow through a number of different interconnected systems, including SAP Ariba applications, SAP Business Network, and integrated ERP systems. A supplier in SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture) has several different IDs that identify them in these different systems.

A supplier in SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture) can have the following IDs:

ID	Description	Field Names
ERP vendor ID	A mandatory ID for the supplier, which must be unique in combination with the supplier's source system. A supplier's ERP vendor ID can come from one of the following sources: • **Automatic assignment by SAP Ariba**: SAP Ariba automatically assigns an ERP vendor ID that starts with **VDR** and a source system of **SM** to all new suppliers created manually in SAP Ariba through an approved supplier request. In sites that are integrated with SAP ERP or SAP S/4HANA, this **VDR** ERP vendor ID serves as a placeholder until the supplier is synchronized to the integrated system and obtains the "real" ERP vendor ID. • **Data import**: Customer administrators can create suppliers in SAP Ariba by importing supplier data, which includes a required `erpVendorId` field. They can also use data import to update the `erpVendorId` in some circumstances. • **Migration**: When you migrate supplier organizations to the unified vendor model, a specific supplier organization domain ID is migrated to the ERP vendor ID. Which organization ID is migrated depends on organization ID domains and migration options. Refer to Migrating Suppliers to the Unified Vendor Model for details about organization ID migration to ERP vendor IDs. • **Synchronization from an integrated ERP system:** Suppliers created by synchronization from an integrated SAP ERP or SAP S/4HANA system are created with the ERP vendor ID from that system. If a supplier is originally created in SAP	• **ERP Vendor ID** in supplier profiles • `erpVendorId` in data imports and exports in **Manage** > **SM Administration** • `ERP Vendor ID` in JSON responses for Supplier Data API with Pagination client applications • `smsupplierid` in the `SupplierIDs.csv` file used by supplier organization data import tasks for operational procurement in **Manage** > **Core Administration** > **Site Manager** > **Data Import/Export**, in sites that include SAP Ariba Procurement solutions such as SAP Ariba Buying or SAP Ariba Buying and Invoicing

ID	Description	Field Names
	Ariba with a **VDR** ERP vendor ID and then synchronized to an integrated ERP system, the **VDR** ERP vendor ID isn't sent to the integrated system. The integrated system creates a new vendor record and sends its ERP vendor ID back to SAP Ariba, where it replaces the supplier's placeholder **VDR** ID as ERP vendor ID.	
SM vendor ID	A unique ID that SAP Ariba assigns automatically to suppliers in SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture). Supplier Data API with Pagination client applications use SM vendor IDs to retrieve or update data for specific suppliers.	• **SM Vendor ID** in supplier profiles • `smVendorId` in data imports and exports in **SM Administration** • `SM Vendor ID` in JSON responses for Supplier Data API with Pagination client applications
ACM ID	A unique ID assigned by SAP Ariba that identifies suppliers internally within SAP Ariba applications. It's also sometimes called the "S4 Org System ID" (the "S4" here isn't related to SAP S/4HANA). Suppliers created in SAP Ariba Strategic Sourcing and Supplier Management solutions typically have ACM IDs that start with **ACM_**. In suite-integrated sites, suppliers created in SAP Ariba Procurement solutions such as SAP Ariba Buying or SAP Ariba Buying and Invoicing start with `buyer_`. Migrated suppliers always have ACM IDs. In suite-integrated sites, common suppliers in SAP Ariba Procurement solutions are linked with corresponding suppliers in SAP Ariba Strategic Sourcing and Supplier Management solutions by having the same value for ACM ID (or organization ID in the `buyersystemid` domain in SAP Ariba Strategic Sourcing and Supplier Management solutions) and `buyersystemid` in SAP Ariba Procurement solutions.	• `s4OrgSystemId` in data imports and exports in **SM Administration** • `ACM ID` in JSON responses for Supplier Data API with Pagination client applications

ID	Description	Field Names
DUNS ID	A unique identifier assigned to suppliers by Dun & Bradstreet, a company that maintains detailed information about companies, and also known as a D-U-N-S Number. Supplier DUNS IDs can come from a number of sources, including: • Data import in **SM Administration** • Mapped questions in supplier management questionnaires • SAP Ariba Supplier Lifecycle and Performance integration with Dun & Bradstreet • A public supplier's SAP Business Network profile • An integrated ERP system	• `dunsId` in data imports and exports in **SM Administration** • `Duns Id` in JSON responses for Supplier Data API with Pagination client applications

ID	Description	Field Names
ANID	An ID that SAP Business Network automatically assigns to suppliers when they create accounts there. A private supplier is a supplier that exists in your site but doesn't have a linked SAP Business Network account. (The supplier can have an SAP Business Network account, but if they do, it's not yet linked to your site.) A public supplier has a linked SAP Business Network account and an ANID in your site. The supplier's ANID in SAP Ariba Supplier Lifecycle and Performance, including in the supplier profile, is their sourcing ANID and is associated with sourcing and supplier management activities. If your solution includes SAP Ariba Procurement solutions and you've established a fulfillment or trading relationship with them, they also have a transaction ANID for procurement activities such as orders and invoicing. In some cases, the supplier's sourcing and transaction ANIDs are different, and the ANID in the supplier's profile is therefore different from their ANID in **Core Administration**. It's possible in some cases for a supplier to have an ANID in their profile but not in their organization IDs. .	• **Ariba Network ID** or **ANID** in supplier profiles • `An Id` in JSON responses for Supplier Data API with Pagination client applications Both of these fields hold the supplier's sourcing ANID.

ID	Description	Field Names
Business partner ID	An ID assigned to the supplier in an integrated SAP ERP, SAP S/4HANA, or SAP MDG system. If your solution includes both SAP Ariba Procurement solutions and SAP Ariba Supplier Lifecycle and Performance and you add suppliers from the integrated system using data import tasks in SAP Ariba Procurement solutions, it's important to include a business partner ID for every ERP supplier so that when they synchronize back from SAP Ariba Supplier Lifecycle and Performance to the ERP system, the ERP system recognizes it as an existing supplier.	• `smbpid` in the `SupplierIDs.csv` file used by supplier organization data import tasks for operational procurement in **Manage** > **Core Administration** > **Site Manager** > **Data Import/Export**, in sites that include SAP Ariba Procurement solutions such as SAP Ariba Buying or SAP Ariba Buying and Invoicing

Related Information

Sourcing and Fulfillment (Trading) Relationships with Suppliers

Transition from Supplier Organizations to Supplier Requests and Registrations

If you have an existing SAP Ariba solution that includes SAP Ariba Sourcing, SAP Ariba Contracts, or SAP Ariba Supplier Information and Performance Management (classic architecture) and you're adding SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture), your site is transitioning from a supplier data model that uses supplier organizations and the supplier profile questionnaire to a unified vendor model that uses supplier requests and registrations.

The unified vendor model offers more flexible tools for gathering profile data, and in SAP Ariba Supplier Lifecycle and Performance it includes additional methods for information-gathering and supplier management through qualifications, preferred supplier management, and disqualifications.

SAP Ariba offers tools for migrating data from supplier organizations, supplier users, and supplier profile questionnaires to the unified vendor model and supplier registration questionnaires. For information on these tools, refer to Migrating Suppliers to the Unified Vendor Model.

The unified vendor model includes the following benefits:

- Rich supplier profile with all supplier information and management functionality in one place.
- Unified vendor master data management, with a complete vendor model in a supplier database and bidirectional integration with SAP ERP, SAP S/4HANA, and SAP MDG.

> **Note**
>
> If your site uses Supplier Performance Management (SPM) projects, they continue to be standalone projects and aren't accessible from the supplier profile.

In sites that have transitioned from supplier organizations to the unified vendor model, users can no longer explicitly create new suppliers. The new supplier request and registration processes replace both supplier creation (workspace projects) and the supplier profile questionnaire. Existing suppliers that are migrated to the unified data model no longer have a **Profile** tab or data in the supplier profile questionnaire. Instead, they have a **Supplier Management** tab where they can search for suppliers and view supplier profiles, which include data managed in supplier registration and other supplier management questionnaires.

This transition means that template creators no longer update your site's supplier workspace template and supplier profile questionnaire. Instead, they set up request and registration project templates. Category and supplier managers work with supplier data on the **Supplier Management** dashboard, and manage registration in each supplier's profile instead of on the **Profile** tab.

The following table summarizes the differences between supplier organizations with the supplier profile questionnaire and the request and registration workflow for gathering supplier profile information:

Feature	Classic functionality	New architecture functionality
Supplier creation	Users in different supplier management groups click **Create** > **Supplier** on the dashboard to create a new supplier workspace project. The supplier is created at this point. A user in the **Supplier/ Customer Manager** group who is in the project team of the supplier workspace approves new suppliers.	Users such as sourcing agents and functional buyers click **Create** > **Supplier Request** on the dashboard to create a new supplier request project. Users in the request approval flow approve the supplier request. The supplier is only created after the request is approved.
Supplier profiles	A supplier organization's **Profile** tab shows common profile fields and the supplier's answers to the supplier profile questionnaire.	A supplier's profile on the **Supplier Management** dashboard shows request and registration information, information from the ERP system, and information from SAP Business Network.
Questionnaires	Users collect information about suppliers using the supplier profile questionnaires.	Users collect information about suppliers using separate internal and external registration questionnaires and modular questionnaires.
Supplier search	Users search for suppliers from any dashboard tab based on values in profile fields. They can't filter search results.	Users search for suppliers based on name, ID, or contact name from any dashboard tab, and results are shown on the **Supplier Management** tab. They can filter search results based on commodity, region, status, and other criteria.

Feature	Classic functionality	New architecture functionality
Synchronization of new suppliers to the integrated ERP system	In integrated sites, all new suppliers are initially synchronized to the ERP system after they're created.	The stage of the request or registration process at which new suppliers are initially synchronized to the integrated ERP system is configurable. One of the options is manual synchronization, which allows customer administrators to decide if and when to synchronize new suppliers.

In-Application Help

WalkMe in SAP Ariba Supplier Lifecycle and Performance

WalkMe Digital Adoption Platform is available in SAP Ariba Supplier Lifecycle and Performance.

WalkMe is an AI-powered digital adoption solution that enables teams to create guidance and automation in the flow of work, while giving business and technology leaders insights into how people are using the software and where users can be more self-sufficient. This enables organizations to accelerate user adoption of technology, boost productivity, and maximize the value of enterprise software investments.

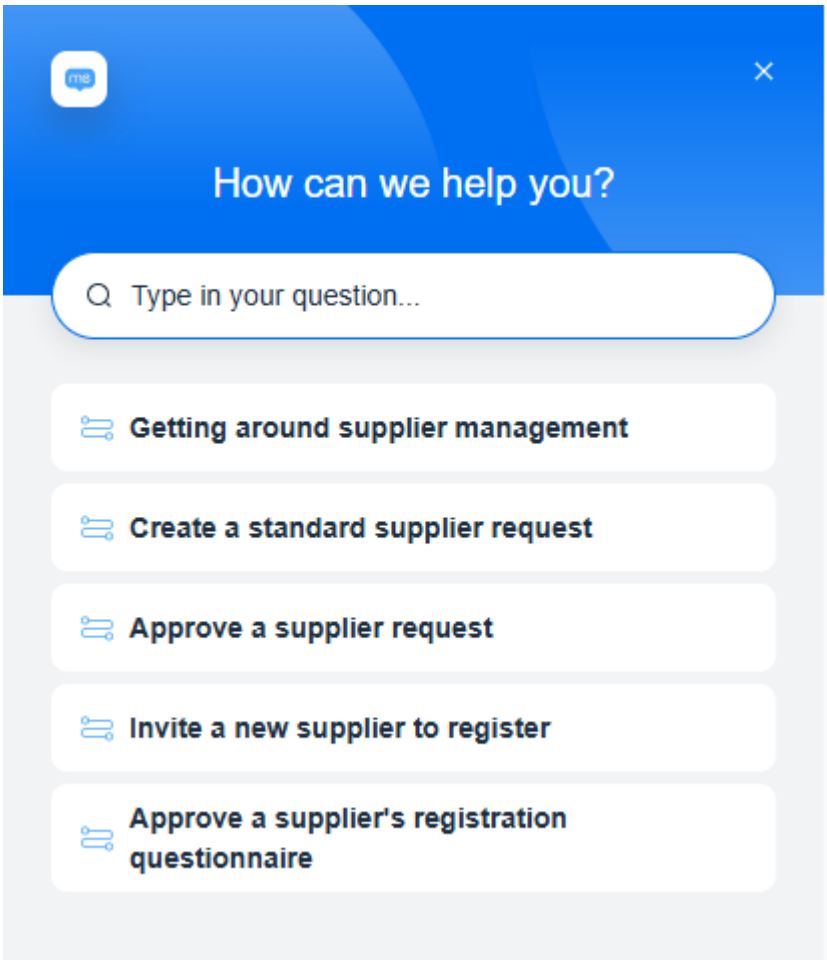
> **Note**
>
> The following features and functionalities provided by SAP as part of SAP Ariba Supplier Lifecycle and Performance including automation and transaction processing may be continuously improved on behalf of the customer. SAP may use Customer Data in order to achieve such improvement.

WalkMe is enabled by default in SAP Ariba Supplier Lifecycle and Performance. An administrator can manage WalkMe using the following self-service configuration parameters in **Intelligent Configuration Manager**:

- Enable the SAP WalkMe feature
- Specify URL for WalkMe custom content
- Enable WalkMe analytics

These parameters are general settings that control WalkMe in all available applications in your solution package.

Users click the WalkMe icon () in the banner of each page to launch the WalkMe panel.



If you have an SAP Companion help system enabled, its help content is available alongside WalkMe. In the WalkMe panel, choose **Switch to Help Topics** to switch to SAP Companion help. In the SAP Companion panel, choose **Switch to Guided Help** to switch back to the WalkMe panel. SAP Companion guided tours aren't compatible with WalkMe and aren't available when WalkMe is enabled.

WalkMe includes the following standard smart walk-throughs from SAP Ariba:

- An introductory walkthrough that introduces the **Supplier Management** dashboard and shows users how to launch the WalkMe panel.
- Walk-throughs for following the following supplier management processes:
  - Creating a standard supplier request
  - Creating a Dun & Bradstreet supplier request
  - Approving a supplier request
  - Starting a supplier registration
  - Approving a supplier registration questionnaire

  Users can only see the walk-through steps for the workflows and workflow pages they have permission to access.

Users can start any of the available smart walk-throughs for the process for which they need help. Each walk-through provides short descriptions of the main steps and guides them through the procedure for completing a process. They can choose to close a walk-through at any point.

Customers can also choose to develop their own content by first purchasing WalkMe Premium for SAP Ariba solutions. For more information about WalkMe Premium for SAP Ariba solutions, see https://walkme.com .

> **Note**
>
> If SAP Companion enabled for supplier management in your site, it and WalkMe are both help systems with similar functions. SAP Ariba recommends choosing which system you want to use and disabling the other one.

SAP Companion In-Application Help for Supplier Management

Supplier management provides online, in-application help using SAP Companion, powered by SAP Enable Now.

SAP Companion provides online help to buyers who view and manage suppliers on the **Supplier Management** dashboard tab. For supplier management, SAP Ariba provides:

- In-application help for many supplier profile pages and for the supplier search page, with standard help content that provides a descriptive explanation of the user interface elements.
- Access to product documentation.
- Access to tutorials through the Learning Center.
- Ability to add custom help content and customize the layout and presentation, if you have a valid SAP Enable Now license.

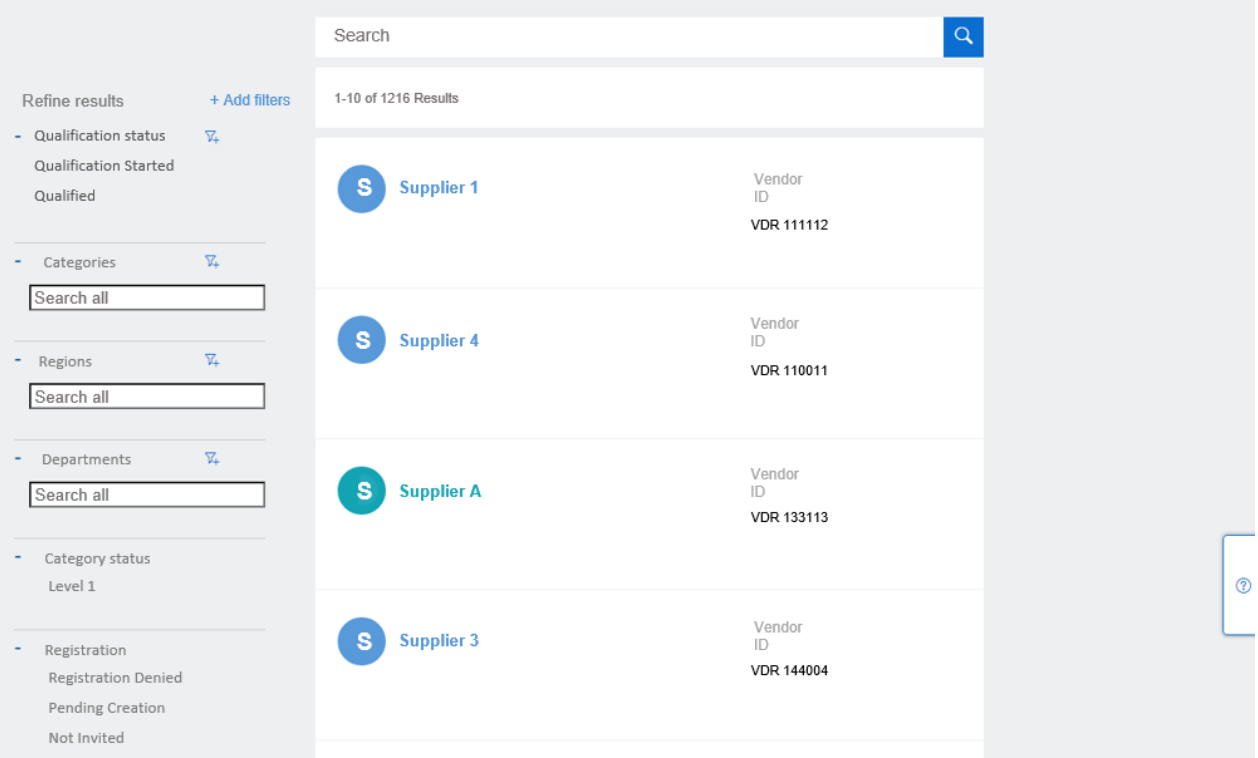
Prerequisites

- The parameter **Web Assistant in-context help for supplier management** must be enabled in your site. If the supplier profile summary feature (NGSM-2959) is enabled in your site, this parameter controls the availability of in-application help on that page as well.
- For custom content:
  - You must have a valid license for SAP Enable Now.
  - The self-service configuration parameter **Specify the Web assistant JavaScript template URL for supplier management** must be enabled in **Intelligent Configuration Manager**. This parameter requires a template URL that you can only obtain with a valid license for SAP Enable Now.
  - To edit content in SAP Companion, you must be a member of the **SAP Enable Now User** group in your SAP Ariba site and have the author role with write permissions assigned to you in Enable Now Manager.

    > → Tip
    >
    > In the **Administration** > **SAP Companion Integration** area of Enable Now Manager, toggle on the **Enable Editor Globally** setting while adding or editing custom content, but toggle it off to make that custom content available to your end users. Users in your site can't see your latest custom content when the editor is globally enabled.

Opening SAP Companion In-Application Help

The user interface pages that have online help contain a question mark icon ( ) on the right edge of the page. You can click the question mark icon to open SAP Companion.



Using the In-Application Help Panel



1. Exit SAP Companion.
2. Click to show the help topics for the page.
3. Click to choose the guided tour.
4. Access the Learning Center, which contains learning topics and tutorials.
5. Access What's new in this release if available.
6. Customize online help (requires additional configuration).
7. Minimize the help panel (SAP Companion continues to run).
8. Hide the help panel.

For More Information

- For detailed instructions on how to set up and configure the SAP Companion for custom content, refer to SAP Companion Integration Guide.
  The integration guide includes information on SAP Companion setup for SAP Ariba.
- For instructions on how to add and manage content in the SAP Companion, refer to the SAP Companion Authoring Guide.

Related Information

Web Assistant in-context help for supplier management [page 825]

Specify the Web Assistant JavaScript template URL for supplier management [page 823]

Page Context Information for In-Application Help in Supplier Management

To deploy custom help content, you must map the page in the supplier management user interface where the help content appears and the corresponding custom help page. Pages in the supplier management user interface are identified by page IDs in SAP Companion.

The following table lists the IDs of the pages that support custom help content.

Page Name	Description	Page ID
Search results	The supplier search results page with filters that shows after a supplier search on the **Dashboard**.	`supplierSearch`
Summary area	The **Summary** area of the supplier profile. This area is only available in the classic supplier profile. It's not available when the supplier profile summary (NGSM-2959) is enabled in your site.	`summary-container`
Supplier profile summary	This page is only available when the supplier profile summary (NGSM-2959) is enabled in your site, where it replaces the **Summary** area.	`ngsmSupplier360`
Contacts area	The **Contacts** deail area of the supplier profile.	`contacts-container`
ERP data area	The **ERP data** detail area of the supplier profile.	`erp-data-container`
Certificates area	The **Certificates** detail area of the supplier profile.	`certificate-container`
Public profile area	The **Public profile** area of the supplier profile. This area is only available in the classic supplier profile. It's not available when the supplier profile summary (NGSM-2959) is enabled in your site.	`public-profile-container`
Activity log area	The **Activity log** detail area of the supplier profile.	`activity-log-container`
Registration invitation page	The **Registration** detail area of the supplier profile when a supplier is in **Not Invited** registration status.	`registration-start-invitation`

Page Name	Description	Page ID
External registration page	The registration invitation page where a registration manager selects external questionnaires and external recipients when inviting a supplier to an external registration.	`registration-invite-container`
Internal registration page	The internal registration invitation page where a registration manager selects external questionnaires and their internal recipients when starting an internal registration on behalf of a supplier.	`internal-registration-invite-container`
Registration questionnaire preview page	The registration questionnaire preview page, which registration managers can open when selecting external questionnaires to include in a new registration.	`registration-questionnaire-preview-container`
Registration area	The **Registration** detail area of the supplier profile once the registration project is created, with registration summary, process flow graph, questionnaires, and tasks.	`registration-detail-container`
Qualification area	The **Qualifications** detail area of the supplier profile.	`qualification-container`
Qualification details page	The qualification details page that you see when viewing an individual qualification created from a qualification project, which includes summary information, process flow graph, questionnaires, and tasks.	`qualification-details-container`
Disqualification details	The disqualification details page that you see when viewing an individual disqualification created from a disqualification project, which includes summary information, process flow graph, questionnaires, and tasks.	`disqualification-details-container`
New qualification page	The prequalification form that a qualification manager fills out as the first step to starting a new qualification using a qualification project.	`qualification-start-container`
Qualification start page	The page where a qualification manager selects optional questionnaire segments to include and questionnaire recipients as the second step to starting a new qualification using a qualification project.	`qualification-invite-container`
Disqualification start page	The disqualification form that a qualification manager fills out to start a disqualification using a disqualification project.	`disqualify-container`
Preferred area	The **Preferred** detail area of the supplier profile.	`preferred-container`

Page Name	Description	Page ID
Preferred details page	The details page of an individual preferred supplier management project, which includes its process flow graph, questionnaire, and tasks.	`preferred-details-container`
Questionnaires area	The **Questionnaires** detail area of the supplier 360° profile, which lists the supplier's modular questionnaires and their tasks.	`questionnaire-container`
Questionnaire details page	The details page of an individualquestionnaire, which includes a summary, process flow graph, comments, and the questionnaire content and version history.	`workspace-container`
Task details page	The details page of an individual task, which includes a summary, process flow graph, approval comments, the content of the associated questionnaire if applicable, and buttons for task actions.	`task-container`

> **Note**
>
> - While adding custom help content in SAP Companion, you need the page ID to link the content to the specific pages. When a new page is added to the supplier management user interface, it's assigned a page ID.
> - Currently, there's no support for SAP Companion in pages specific to process projects.

Where to Find More Information

In addition to this set of topics, there are a number of additional resources that contain useful information for setting up and managing SAP Ariba Supplier Management solutions.

To find more information about...	See...
Managing master data other than suppliers (including users, regions, commodities, and so forth) into your site and unlinking public suppliers' SAP Business Network accounts and ANIDs	Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions **Note** The information about importing supplier data and managing suppliers and supplier users in this guide doesn't apply to your solution.

To find more information about...	See...
SAP Ariba project templates in general, including documents, task, teams, versioning, and publication	Project Template Guide **Note** The information in this guide is general. Supplier management project templates have a number of specific restrictions and requirements, and don't support a number of general project template features.
SAP Ariba projects in general, including details about approval and To Do tasks	Managing Projects, Teams, Documents, and Tasks **Note** Since users interact with supplier management projects in a specialized workflow, for details about how users interact with supplier management projects, refer to Managing Suppliers and Supplier Lifecycles.
Managing enterprise users in your site	Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions
Understanding what permissions each supplier management user group has in detail	Strategic Sourcing and Supplier Management Group Descriptions
Setting up sourcing event templates to use qualified and preferred suppliers	Event Management Guide and Event Rules Reference Guide
General templates for email notification templates generated by SAP Ariba projects and their tasks	Managing Project Email Notifications
Setting up Supplier Performance Management (SPM) projects	Configuring Supplier Performance Management Reviews
Running SPM projects	Running Supplier Performance Management Reviews
Enabling and configuring SAP Ariba supplier management applications, including the supplier profile summary, on SAP Business Technology Platform	Configuration Guide for SAP Ariba Supplier Management Applications on SAP Business Technology Platform
Setting up integration with SAP ERP or SAP S/4HANA	SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network Configuration Guide
Setting up integration with SAP Master Data Governance for Suppliers (MDG-S)	Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance
Using supplier management-related SAP Ariba APIs on the SAP Ariba Developer Portal	• Help for the SAP Ariba Developer Portal • Supplier Data API with Pagination • External Approval API for Sourcing and Supplier Management

To find more information about...	See...
Understanding and using SAP Ariba security features	SAP Ariba Security Guide
Monitoring security-related system information such as changes to user records, application data, and application configurations	Managing SAP Ariba Audit Information
Purging supplier transactional and master data	Intelligent Configuration Manager Administration

SAP Ariba Supplier Management Applications on SAP Business Technology Platform

SAP Ariba Supplier Management solutions include several applications, such as the supplier profile summary and **Finding and Event Collaboration**, that are maintained on SAP BTP and accessed from your SAP Ariba site.

For information on enabling and configuring these applications, see the Configuration Guide for SAP Ariba Supplier Management Applications on SAP Business Technology Platform.

The following SAP Ariba supplier management applications on SAP BTP are currently included in the applicable solutions and accessed from your SAP Ariba site:

Application	Applicable Solutions	Additional Information
Finding and Event Collaboration	SAP Ariba Supplier Risk	For prerequisites and information on enabling **Finding and Event Collaboration**, see Enabling Finding and Event Collaboration. For more information on using the **Finding and Event Collaboration** app, see the Finding and Event Collaboration User Guide.
Monitor Findings	SAP Ariba Supplier Risk	You can access the **Monitor Findings** app from within **Finding and Event Collaboration** once it's enabled. For more information on using the **Monitor Findings** app, see Monitor Findings.
Supplier Profile Summary	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Risk SAP Ariba Strategic Sourcing Suite	For prerequisites and information on enabling the supplier profile summary, see Enabling the Supplier Profile Summary in Your Site. For information on using the supplier profile summary, see About the Supplier Profile Summary.

About SM Administration

SM Administration is a collection of tasks for managing functionality related to suppliers, including importing supplier data, setting configuration parameters, and configuring supplier data integration.

The tasks that are available in **SM Administration** depend on your organization's SAP Ariba solution package, the features that are currently enabled in your site, and your user permissions.

Table 3: Available Tasks in the Supplier Administration Area

Task	Description	For More Information	Applicable Solutions
Data import or export (applicable data import tasks)	Import and export supplier-related data.	Data Imports for Supplier and Supplier-Related Data [page 121].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk Guided buying
Default field values	Set default field values to meet ERP requirements.	Setting Default Values for Vendor Database Fields [page 520].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
ERP Integration	Configure integration with an SAP ERP system. For guided buying, this area is only applicable in sites that have supplier data integration with SAP S/4HANA Cloud Public Edition using SAP Master Data Integration.	Setting Up Initial Supplier Data Synchronization to the ERP System.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk Guided buying
Integration status	Monitor inbound and outbound integration messages and troubleshoot errors. For guided buying, this area is only applicable in sites that have supplier data integration with SAP S/4HANA Cloud Public Edition using SAP Master Data Integration.	Viewing and Managing Supplier Data Integration Messages [page 526]	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk Guided buying

Task	Description	For More Information	Applicable Solutions
Mass invite	Onboard large numbers of suppliers at once by issuing mass registration invitations, or invite a large number of suppliers at once to fill out a modular questionnaire..	• Mass Registration Invitations for Suppliers [page 567] • Mass Modular Questionnaire Invitations for Suppliers [page 573] .	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
Questionnaires	Import external registration questionnaire data.	Importing Supplier Registration Questionnaires [page 581].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
Inactive Suppliers	Inactivate or reactivate suppliers.	Supplier Inactivation and Reactivation [page 577].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk
Auto migration	Automatically migrate supplier organizations and supplier profile questionnaires.	Migrating Suppliers to the Unified Vendor Model.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
Cancel qualification	Cancel in-progress qualification projects.	Canceling an In-Progress Supplier Qualification Project [page 589].	SAP Ariba Supplier Lifecycle and Performance
Template upgrade	Upgrade supplier registration or modular questionnaire projects to the latest template version.	How Registration and Modular Questionnaire Template Upgrade Works [page 209].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk
Config	Configure Dun & Bradstreet integration.	Refer to Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 601].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
Advanced view configuration	Manage access to project advanced view by project type and control which permissions allow advanced view access.	Refer to Managing Access to the Advanced View of Supplier Management Projects [page 591].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)

Task	Description	For More Information	Applicable Solutions
Reports	Download vendor onboarding reports. This vendor onboarding report is also available as a supplier data snapshot.	Refer to Creating a Supplier Data Snapshot.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
Service Admin	Authorize access to Supplier Data API with Pagination clients using v3 or below of the API. v3 is deprecated, and client applications using later versions of the API can use `realm` query parameters to authorize access.	Refer to Supplier Data API with Pagination.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
Configuration Parameters	Manage configuration parameters for supplier-related features and functions.	Refer to Managing Configuration Parameters in Supplier Administration [page 862].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk Guided buying
Config Fields	Specify the fields to be included in data exported using the Supplier Data API with Pagination `/vendorDataRequests` endpoint, or enable certain features and functions that require specific supplier data from your site.	Refer to Configuring Export Fields for the Supplier Data API with Pagination.	

Best Practices for Setting Up Supplier Management

General Best Practices for Setting Up Supplier Management Projects

Following best practices for setting up supplier management projects ensures that they function as intended.

In addition to these general best practices, the following topics describe best practices for setting up templates for specific project types:

- Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template [page 226]
- Restrictions, Requirements, and Helpful Hints for Setting up the External Supplier Request Project Template [page 234]
- Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]
- Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template [page 226]
- Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Qualification Project Template [page 318]
- Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Disqualification Project Template [page 326]
- Restrictions, Requirements, and Helpful Hints for Setting Up the Preferred Supplier Management Template [page 329]
- Restrictions, Requirements, and Helpful Hints for Modular Questionnaire Project Templates [page 335]

General Best Practices for Forms and Questionnaires

- SAP Ariba recommends that you add no more than 500 pieces of content to an individual questionnaire. Adding more than 500 pieces of content can cause performance to degrade progressively as you add more content.
- It's not necessary to publish template survey documents in supplier management project templates. Publishing a new version of the template automatically publishes all changes to its survey documents.
- Don't combine a **Bank Account** question with individual questions mapped to `vendor.bankInfos` fields in the same questionnaire. Either use a **Bank Account** question or use individual mapped questions in a single questionnaire.
- No more than one questionnaire per project can include mapped questions for commodities, regions, and departments.

General Best Practices for Project Configuration

- It's possible to create project field match conditions on global user groups to control which users can see the template. Using a project field match on user groups is intended only for controlling overall template visibility. This configuration is useful in some types of projects, such as sourcing events and contract workspaces, where the project creator selects which template to use. It isn't supported in supplier management projects, since project creators don't use the classic project creation workflow and don't choose the template to use.
  Use of field matches on user groups for individual project items within a template, such as tasks or project groups, isn't supported in any type of project.

General Best Practices for Integration

If you plan to integrate your site with SAP ERP, SAP S/4HANA, or SAP MDG-S, SAP Ariba recommends some general best practices in setting up and configuring supplier management features and functionality.

- Currently, SAP Ariba doesn't synchronize data in mapped questions in modular questionnaires to an integrated ERP system. Collect ERP-related data in supplier requests or registration questionnaires instead.
- Repeatable sections have the following restrictions related to integration:
  - Supplier contact information isn't synchronized to the integrated system.
  - While you can collect multiple supplier extended addresses in repeatable sections, replicating multiple addresses to the integrated system isn't currently supported.
  - Data in nested repeatable sections isn't synchronized to the integrated system. The integration best practice is to add **Tax** and **Bank Account** questions to unnested repeatable sections in the external registration questionnaire.
  - Use of `GenericCustomField` mappings in repeatable sections isn't supported.
- Use of custom fields isn't a best-practice, verified scenario for integrations. If you map a question to a custom field in the `vendor.businessPartnerGenericCustomField` or `vendor.supplierGenericCustomField` class, that field is automatically created in the SAP Ariba supplier database. Replicating a supplier from an integrated ERP system with data in custom fields in those classes also creates those fields in the SAP Ariba supplier database. However, this scenario is a work-around that requires thorough testing in your landscape based on your specific requirements.
- Maintain international address versions directly in the integrated ERP system rather than in SAP Ariba.
- Import default properties [page 520] to set the following required default values:

Vendor database field	Required default value	Applicable systems
`vendor.vendorInfoExt.releasedIndicator`	`true` In sites deployed after the SAP Ariba 2205 release, this value is automatically set in initial site configurations at deployment.	All

Vendor database field	Required default value	Applicable systems
`vendor.vendorInfoExt.reconciliationPeriodCounterValue`	`1` In sites deployed after the SAP Ariba 2205 release, this value is automatically set in initial site configurations at deployment.	All

Vendor database field	Required default value	Applicable systems

`vendor.roleExt.roleCode`	For integration with SAP MDG-S and SAP S/4HANA, use the answer to the question in the supplier request about account group [page 72] to conditionally set required values [page 525] for `vendor.roleExt.roleCode`. The following example shows required values:
	`name,value,vendor.vendorInfoExt.maintenanceProfileCode`
	`vendor.roleExt.roleCode(FLVN01),FLVN01,KRED`
	`vendor.roleExt.roleCode(FLVN01),FLVN01,LIEF`
	In sites deployed after the SAP Ariba 2205 release, the following values are automatically set in initial site configurations at deployment:
	`name,value,vendor.vendorInfoExt.maintenanceProfileCode`
	`vendor.roleExt.roleCode,FLVN01,KRED`
	If your integrated ERP system uses a different maintenance profile code for accounting group, you must modify this default value so that it matches the ERP code.
	Note
	For integrations with SAP ERP, don't set any default role code in SAP Ariba. After initial synchronization, the supplier is created in the integrated system with a generic business partner role. Based on your requirements, specific role codes can then be added in the integrated system to maintain purchasing organizations and company code information for the supplier. SAP Ariba recommends assigning purchasing organizations and company codes using business
		SAP MDG-S and SAP S/4HANA

Vendor database field	Required default value	Applicable systems
	partner transactions. If your site was deployed after the SAP Ariba 2205 release, you must remove the automatic default values set for `vendor.roleExt.roleCode` in your site's default properties to avoid setting a default role code.	

`vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode`	Use the answer to the question in the supplier request about account group [page 72] to conditionally set required values [page 525] for `vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode`. The following example shows required values:
	`name,value,vendor.vendorInfoExt.maintenanceProfileCode`
	`vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode(0001),0001,KRED`
	`vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode(0002),0002,LIEF`
	In sites deployed after the SAP Ariba 2205 release, the following values are automatically set in initial site configurations at deployment:
	`name,value,vendor.vendorInfoExt.maintenanceProfileCode`
	`vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode,0001,KRED`
		All

> **Note**
>
> It's a good idea to finalize your default properties settings before you start creating suppliers in SAP Ariba. The default properties data import only applies the values set by the current import to suppliers created in SAP Ariba **after the import is completed**. It doesn't apply values retroactively to previously-created suppliers.

- If you plan to collect supplier bank account information that includes only IBAN numbers, refer to SAP Note 3926463 for information about required configurations in SAP ERP, SAP MDG-S, or SAP S/4HANA.

Optional Feature Best Practices for Supplier Data Integration

If you plan to integrate your site with SAP ERP, SAP S/4HANA, or SAP MDG-S, SAP Ariba recommends that you enable some specific optional features as a best practice.

Feature	Enablement	Applicable systems	For more information
SM-12250: Enhanced questionnaire configuration capabilities for increased integration accuracy This feature automatically validates supplier field mappings and allows template creators to generate suggested field restriction settings such as maximum field length while setting up text questions in supplier management questionnaires. Validations are based on default requirements for SAP business partner data.	Disable if necessary	All	• Automatic Field Restrictions for Questions in Supplier Management Questionnaires [page 410] • Automatic Validation of Question Answers [page 431] • Disable field restrictions for field mappings in supplier management questionnaires [page 795]

Feature	Enablement	Applicable systems	For more information
External approval of supplier creation This feature adds a final step in the supplier request approval process for validating approved requests in SAP MDG-S. If SAP MDG-S returns a replication message that references an existing supplier, SAP Ariba marks the requested supplier as a duplicate, hides it in the user interface, and redirects the requester to the matched supplier instead. This external validation occurs after SAP Ariba's default duplicate check [page 240], which occurs when the requester is filling out the request and when approvers are approving it in SAP Ariba. This duplicate check only matches against other suppliers in the SAP Ariba database, and requesters and approvers can choose to ignore it. External validation provides a final safeguard against replicating duplicate suppliers from SAP Ariba to the integrated system. **Note** Use of this feature together with supplier request Dun & Bradstreet integration (SM-7213) hasn't been verified and isn't currently recommended. Either use external approval of supplier creation or Dun & Bradstreet integration, but not both.	Contact SAP Ariba Support to enable, then enable in the integration settings in your site	SAP MDG-S	• Requiring SAP MDG-S validation and approval of supplier creation in SAP Ariba Supplier Lifecycle and Performance solutions • Requiring SAP MDG-S Validation and Approval of Supplier Creation in SAP Ariba Supplier Lifecycle and Performance

Feature	Enablement	Applicable systems	For more information
External approval for updates to supplier data in SAP Ariba This feature adds a final step in the approval process for updates to information in mapped questions in supplier registration questionnaires where SAP Ariba sends an approval request to SAP MDG-S and only updates the supplier record if the update is approved in SAP MDG-S. SAP Ariba recommends that this feature always be enabled in sites integrated with SAP MDG-S.	Contact SAP Ariba Support to enable, then enable in the integration settings in your site	SAP MDG-S	• Requirement for External System Approval for Updates to Supplier Data in SAP Ariba Supplier Lifecycle and Performance • How to require external approval for supplier data updates in SAP Ariba Supplier Management solutions

Feature	Enablement	Applicable systems	For more information
Use Internal Format for ERP Vendor Id This feature includes leading zeros for supplier ERP IDs in business partner and partner function `ReceiverInternalID` fields in integration messages sent to the integrated ERP system. It's currently enabled by default. If the integrated ERP system also inserts leading zeros in these IDs in integration messages sent to SAP Ariba, keep this feature enabled so that both outbound and inbound messages include IDs with leading zeros. However, if the integrated ERP system sends these IDs without leading zeros, this feature must be disabled in your site so that SAP Ariba doesn't add them. ⚠ Caution • Only disable this feature together with the parameter **Application.SM.ERP.BusinessPartnerIdConversionEnabled** in **SM Administration** > **Configuration Parameters** > , which also adds leading zeros to partner function bpids in outbound integration messages. Both the feature and parameter should be enabled or disabled together	Contact SAP Ariba Support to disable if necessary	All	

Feature	Enablement	Applicable systems	For more information
to prevent inconsistent addition of leading zeros to ERP vendor IDs. • If you plan to use the partitioned supplier feature (SM-30017), make sure that you have the desired configuration for both the **Use Internal Format for ERP Vendor Id** feature and the **Application.SM.ERP.BusinessPartnerIdConversionEnabled** parameter **before** enabling the partitioned supplier feature in your site. Changing either configuration after enabling the partitioned supplier feature can result in unexpected effects on partitioned supplier data. This feature also includes leading zeros in ERP vendor IDs added to suppliers when you you establish a sourcing relationship with them on SAP Business Network through supplier registration. For more information, see Management of Leading Zeros in ERP Vendor IDs [page 538].			

Feature	Enablement	Applicable systems	For more information

SM-22911: Skip/add global2 namespace prefix
 	
By default, SAP Ariba inserts an `mdg:` namespace into the three elements in `<TextSAPScriptLine>` elements in integration messages sent to SAP MDG-S. For example:
 	
`<TextSAPScriptLine>`
 	
`<mdg:OrdinalNumberValue>1</mdg:OrdinalNumberValue>`
 	
`<mdg:SAPScriptLineFormatCode xsi:nil="true"/>`
 	
`<mdg:SAPScriptLineText xsi:nil="true"/>`
`</TextSAPScriptLine>`
 	
This feature skips inserting the `mdg:` namespace. It's currently disabled by default for integrations that useSAP Integration Suite, managed gateway for spend management and SAP Business Network .
 	
If your SAP MDG-S system expects these elements to include the `mdg:` namespace, keep this feature disabled. However, if it doesn't expect the `mdg:` namespace, enable this feature to prevent integration messages for suppliers with maintained long text fail from failing in SAP MDG-S.
 	
This feature isn't applicable to integrations that use the legacy polling client and is automatically disabled for polling client integrations.
	Contact SAP Ariba Support to enable if necessary	SAP MDG-S	

Feature	Enablement	Applicable systems	For more information
SM-22896 Include empty elements This feature includes elements of type `String`, `Code`, and `CashDiscountTermsCode` that have null values as empty elements in integration messages sent to the integrated ystem. It's disabled by default. By default, elements with null values aren't included in integration messages. If a respondent deletes an existing answer from a mapped question in an SAP Ariba questionnaire, the value in the field updates to a blank (null) value. When the questionnaire update is synchronized to an integrated ERP system, the corresponding empty element isn't included in the integration message and therefore doesn't remove the previous answer in the integrated ERP system, causing a mismatch in supplier profile data in the 2 systems. To include blank values created by respondents deleting existing answers in questions mapped to database fields that correspond to `String`, `Code`, and `CashDiscountTermsCode` elements in integration messages sent to an integrated ERP system, enable this feature in your site.	Contact SAP Ariba Support to enable	SAP MDG-S SAP ERP	

Feature	Enablement	Applicable systems	For more information
Schedule ERP synchronization This feature creates a scheduled job to generate integration XML payload after a 1-minute delay, rather than generating payload immediately when vendor updates meet the synchronization threshold, to prevent errors where payloads aren't generated because the vendor record update isn't completed yet when payload generation starts.	Contact SAP Ariba Support to enable	All	

Integration best practices also rely on the following features, which were initially released as optional features but are now automatically enabled in all customer sites:

- SM-3263: **Extended Address** question answer type
- SM-3563: **Repeatable Section**s in supplier management questionnaires
- SM-5590: **Bank Account** question answer type
- SM-6558: **Tax** question answer type

You can verify that these features are enabled in your site by checking that they're available to add to survey documents in supplier management project templates. Contact SAP Ariba Support to enable any of these features that aren't currently enabled.

Site Configuration Best Practices for Integration

If you plan to integrate your site with SAP ERP, SAP S/4HANA, or SAP MDG-S, SAP Ariba recommends some specific settings for site configuration parameters as a best practice.

Configuration parameter	Recommended setting	Configuration method	Applicable systems	Notes
Application.SM.BusinessPartner.EnableChangeOrdinal	**True**, if required by the integration system	**SM Administration** > **Configuration Parameters**	SAP MDG-S SAP ERP	
Application.SM.BusinessPartner.EnableDUNSIdnSync	**True**	**SM Administration** > **Configuration Parameters**	SAP MDG-S SAP ERP	

Configuration parameter	Recommended setting	Configuration method	Applicable systems	Notes
Application.SM.BusinessPartnerEnableBup007Sync	**True**	**SM Administration > Configuration Parameters**	SAP MDG-S SAP ERP	

Best Practices for Setting Up the Supplier Request for Integration

If you plan to integrate your site with SAP ERP, SAP S/4HANA, or SAP MDG-S, SAP Ariba recommends collecting specific types of information in the supplier request with questions mapped to corresponding database fields.

Data collected in this way synchronizes to the integrated ERP system.

In sites deployed after the SAP Ariba release with an internal supplier request project template in version 1, these best practices are captured in default request content. For details, refer to Default Best Practice Content for the Internal Supplier Request [page 230].

SAP Ariba supports the following mapped questions in the supplier request for integration:

Description	Answer type and configuration	Field mapping	Notes
Supplier name	**Text (single line limited)**	`vendor.vendorInfo.name1`	Required to create the supplier record in SAP Ariba.
Supplier address	**Extended Address**	`vendor.addressExt.postalAddress`	
Supplier contact email address	**Text (single line limited)**	`contact.email`	Required to create the supplier record in SAP Ariba. Synchronization of supplier contact data to an integrated ERP system is currently not supported.
Supplier contact first name	**Text (single line limited)**	`contact.firstName`	
Supplier contact last name	**Text (single line limited)**	`contact.lastName`	
Supplier contact language locale	**Text (single line limited)** with an **Acceptable Value** of **Master Data Value** and **Locale** specified as the master data	`contact.locale`	
Supplier contact telephone number	**Text (single line limited)**	`contact.telephone`	

Description	Answer type and configuration	Field mapping	Notes
Supplier tax ID	**Tax**	`vendor.taxExt`	This question is optional and is available for requesters who can provide a tax ID for the supplier at this point. An external registration questionnaire can also include **Tax** question with the same mapping so that the supplier can update the requester-provided tax ID and add their own tax IDs as needed.
Supplier account group	**Text (single line limited)** with a list of choices of account group codes in the integrated system as the **Acceptable Values**	`vendor.vendorInfoExt.maintenanceProfileCode`	This question is required. In integrations with SAP MDG-S or SAP S/4HANA, you can use its answer to set required default values for `vendor.roleExt.roleCode` and `vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode` by importing default properties. In integrations with SAP ERP and, you only set default values for `vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode`.
Commodities supplied	**Commodity**	`matrix.Categories`	
Regions supplied	**Region**	`matrix.Regions`	

Best Practices for Setting Up Supplier Registration Questionnaires For Integration

If you plan to integrate your site with SAP ERP, SAP S/4HANA, or SAP MDG-S, SAP Ariba recommends collecting specific types of information in supplier registration questionnaires with questions mapped to corresponding database fields.

Data collected in this way synchronizes to the integrated ERP system. SAP Ariba also recommends adding some data to supplier records in the integrated ERP system rather than in SAP Ariba.

Best Practices for Internal Registration Questionnaires

Currently, SAP Ariba has the following recommendations for internal registration questionnaires in sites that are integrated with an SAP ERP system:

- Don't include questions about supplier company codes and purchasing organizations. Add company code and purchasing organization information to supplier records in the integrated ERP system rather than in SAP Ariba.
- Don't include questions that set blocked indicators. Set blocked indicators in the integrated ERP system rather than in SAP Ariba.

To enable setting and editing supplier keywords or internal aliases in SAP Ariba, you can optionally create questions in an internal registration questionnaire mapped to these fields:

- `vendor.vendorInfoExt.keyWordsText`
- `vendor.vendorInfoExt.additionalKeyWordsText`

Best Practices for External Registration Questionnaires

SAP Ariba currently supports the following mapped questions in external supplier registration questionnaires for supplier data integration.

In sites deployed after the SAP Ariba release with a supplier registration project template in version 1, these best practices are captured in default content for the external registration questionnaire. For details, refer to Default Best Practice Content for the Internal Supplier Request [page 230].

Question	Answer type and configuration	Field mapping	Notes
Supplier name	**Text (single line limited)**	`vendor.vendorInfo.name1`	
Search term (supplier alias)	**Text (single line limited)**	`vendor.vendorInfoExt.keyWordsText`	
Supplier name, continued	**Text (single line limited)**	`vendor.vendorInfo.name2`	

Question		Answer type and configuration	Field mapping	Notes
Supplier name, continued		**Text (single line limited)**	`vendor.vendorInfo.name3`	
Supplier name, continued		**Text (single line limited)**	`vendor.vendorInfo.name4`	
Supplier address		**Extended Address**	`vendor.addressExt.postalAddress`	
Telephone or mobile number (inside a repeatable section)	Country/Region code	**Text (single line limited)** with a list of valid country/region codes in SAP MDG-S as **Acceptable Values**	`vendor.addressExt.telephone[$index].numberCountryCode`	You can also include a question to set the telephone usage code (`vendor.addressExt.telephone.usage.usageCode`), but it isn't required. Or you can set default telephone and mobile default usage codes for all suppliers using configuration parameters [page 826] in **SM Administration**.
	Main number	**Text (single line limited)**	`vendor.addressExt.telephone[$index].numberSubscriberID`	
	Extension	**Text (single line limited)**	`vendor.addressExt.telephone[$index].numberExtensionID`	
	Mobile flag	**Yes/No**	`vendor.addressExt.telephone[$index].mobilePhoneNumberIndicator`	
Tax ID (inside a repeatable section)		**Tax**	`vendor.taxExt`	0

Question	Answer type and configuration	Field mapping	Notes
Bank details (inside a repeatable section)	**Bank Account**	`vendor.bankInfos[$index]`	**Bank Account** questions allow suppliers to provide bank master data such as bank address and bank name for buyer reference in a supplier registration questionnaire. These fields currently aren't validated against bank master data in the integrated system. Integrations with SAP ERP, SAP S/4HANA, and SAP MDG-S currently don't support bank account numbers longer than 18 characters.

You can add other, unmapped questions to external registration questionnaires needed. SAP Ariba recommends adding an approval task to the external registration questionnaire.

> **Note**
>
> SAP Ariba doesn't currently recommend mapping supplier name and address questions to international versions in sites integrated with SAP ERP, SAP S/4HANA, or SAP MDG-S.

Supplier Management Data Imports and Exports

Data imports create suppliers and supplier-related data in your site, and can also define important functionality in supplier management projects. You can export the current data in your site.

Depending on the nature of the data, you import and export supplier-related data in one of the following two locations in your site:

- **Administration** > **Site Manager** > **Data Import/Export**, which includes data import and export tasks related to:
  - Functionality in supplier management projects, such as questionnaire, certificate, and process types, preferred supplier levels, and scoring bands.
  - Fields, validation, and other behavior in bank, tax, and address questions.
- **SM Administration** > **Data import and export**, which includes data import and export tasks related to:
  - Suppliers and supplier contacts
  - Supplier lifecycle statuses such as internal registration, qualification, preferred, and process, and supplier characteristics such as diversity
  - Automation of some functions in supplier management projects, such as buyer category assignments to project teams (the user matrix) and assignment of process project statuses

There's also a separate workspace for importing custom SAP region codes.

Data Imports for Supplier Management Projects and Questionnaires [page 77]

Data Imports for Supplier and Supplier-Related Data [page 121]

Importing Custom Region Codes for Supplier Addresses [page 173]

Business Partner IDs for ERP Suppliers Added Through SAP Ariba Procurement solutions [page 175]

Data Imports for Supplier Management Projects and Questionnaires

Data for supplier management projects is typically used to define types or levels in projects, or the behavior of tax, bank account, and postal code fields in supplier management questionnaires. You import this data using the Ariba Administrator **Site Manager** workspace.

Depending on your solution and the features enabled in your site, supplier management projects and questionnaires can use the following types of data:

This Data...	Defines...
Preferred supplier levels [page 80]	Names of the 5 preferred supplier management statuses in your site (SAP Ariba Supplier Lifecycle and Performance only).
Modular questionnaire types [page 81]	Types for the modular questionnaire projects in your site.
Supplier certificate types [page 84]	Types for the certificates you collect using certificate management in modular questionnaire projects.
Questionnaire scoring bands [page 87]	Groupings or bands into which you divide different ranges of modular questionnaire scores.
Questionnaire scoring band categories [page 86]	Different types of scoring bands you use for scoring modular questionnaires.
Process types [page 91]	Types for the qualification and other lifecycle processes in your site (SAP Ariba Supplier Lifecycle and Performance only, in sites where the flexible process framework feature (SM-16798) is enabled).
Custom process statuses [page 94]	Custom statuses for the process types in your site, which are mapped to standard project states (SAP Ariba Supplier Lifecycle and Performance only, in sites where the flexible process framework feature (SM-16798) is enabled).
Country/region-specific tax ID fields [page 98]	Country/region-specific tax ID fields, including supplier field mappings and validation patterns, that are used in answers to **Tax** questions in supplier management questionnaires.
Country/region-specific bank ID prefixes [page 101]	Optional country/region-specific prefixes used in automatically generated bank IDs for **Bank Account** questions in supplier management questionnaires.
Country/region-specific bank control keys [page 104]	Country/region-specific bank control key values available in the **Control Key** field of **Bank Account** questions in supplier management questionnaires.
Country/region-specific IBAN number syntax [page 106]	Country/region-specific syntax against which IBAN number answers in **Bank Account** questions is validated.
Country/region-specific syntax validation for bank account holder name, account number, and bank key or ABA routing number [page 109]	Country/region-specific syntax validation for bank account holder name, account number, and bank key or ABA routing number answers in **Bank Account** questions.
Country/region-specific ERP region code mappings [page 113]	Country/region-specific mappings between the custom SAP region codes in **Extended Address** questions and the state codes in supplier profile addresses on SAP Business Network.
Country/region-specific postal code validation for supplier addresses [page 114]	Country/region-specific syntax validations for postal codes in **Address** and **Extended Address** questions.
Mappings between guided buying ship-to addresses and preferred and qualified supplier regions [page 117]	Mappings between the 2-character ISO country codes used in guided buying and the region codes your site uses to identify preferred and qualified suppliers.

These types of data are specific to supplier management. The Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions describes data imports for

site master data, as well as site administration, in detail. You can also import custom SAP region fields for use in **Extended Address** questions if your site is integrated with an SAP ERP, SAP S/4HANA, or SAP MDG-S system that includes custom region fields.

> **Note**
>
> - The information on importing supplier data in Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions, and the data import tasks in Ariba Administrator for importing and exporting supplier organizations and profiles, apply only to sites that don't include SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture). Sites that do include one of those solutions have separate data imports for supplier data in **SM Administration**.
> - The data import task **Import SM Key Performance Indicators** and its related data export task aren't used by any supplier management features or functions and aren't supported.

Preferred Supplier Level Data Import [page 80]

Modular Questionnaire Type Data Import [page 81]

Supplier Certificate Type Data Import [page 84]

Questionnaire Scoring Band Category Data Import [page 86]

Questionnaire Scoring Band Data Import [page 87]

Country/Region-Specific Tax ID Field Data Import [page 98]

Country/Region-Specific Bank ID Prefix Data Import [page 101]

Country/Region-Specific ERP Region Code Mapping Data Import [page 113]

Country/Region-Specific Postal Code Validation Data Import [page 114]

Guided Buying Ship-To Address-to-Preferred and Qualified Supplier Region Mapping Data Import [page 117]

Importing Your Data [page 118]

Importing Your Translation Data [page 119]

Language Values for Defining Translations [page 120]

Related Information

Supplier Data File Format [page 132]

Supplier-Related Data Imports in SM Administration

Preferred Supplier Level Data Import

Preferred supplier levels indicate the degree to which your organization prefers one supplier over another for a given category, region, department, or any combination of those three groups.

Examples of preferred supplier levels include number ranges (such as 1-5) and text labels (such as High, Medium, Low). The most preferred suppliers are associated with a lower number ("1"), and the least preferred suppliers are associated with the higher number ("5").

Suppliers with a level of 0, or no level, aren't considered preferred.

If your organization designates preferred suppliers, you define their levels or preferred category statuses. If your preferred levels are text labels, you must also define translations for each language you use in your site. You can define a maximum of five preferred levels in supplier management.

Preferred Supplier Level Data

You use the **Import Preferred Supplier Level** data import task to define preferred supplier levels. The task reads from the `PreferredSupplierLevels.csv` file, which includes the following fields:

Field	Description
`Name`	The name of the preferred supplier level or category status.
`UniqueName`	A unique identifier for the preferred supplier level. **Note** Sourcing event templates have settings that allow you to automatically invite preferred suppliers to sourcing events that match their categories and regions. Suppliers with a preferred category status that corresponds to a `UniqueName` of 1 are automatically invited as preferred suppliers.

The following example shows lines of the `PreferredSupplierLevels.csv` file, as well as the mandatory header:

```
UTF-8
Name,UniqueName
Gold,1
Silver,2
Bronze,3
```

After you've defined preferred supplier levels in `PreferredSupplierLevels.csv`, you import it into your site.

Preferred Supplier Level Translation Data

You use the **Import Translations for Preferred Supplier Level** data import task to define preferred supplier levels. The task reads from the `PreferredSupplierLevels.csv` file, which includes the following fields:

Field	Description
`Name`	The name of the preferred supplier level.
`UniqueName`	A unique identifier for the preferred supplier level.
`Language`	The language of the name.

The following example shows lines of the `PreferredSupplierLevels.csv` file for supplier level translation, as well as the mandatory header:

```
UTF-8
Name,UniqueName,Language
Oro,1,Spanish
Or,1,French
Ouro,1,BrazilianPortuguese
```

After you've defined preferred supplier level translations in `PreferredSupplierLevels.csv`, you import it into your site.

Related Information

Importing Your Data [page 118]
Importing Your Translation Data [page 119]
Language Values for Defining Translations [page 120]

Modular Questionnaire Type Data Import

Questionnaire types specify the different categories or areas into which your organization's modular questionnaires are divided, based on their purpose or other categories. Each modular questionnaire template has a type that determines its use.

For example, your organization can define questionnaire types such as **`Compliance`**, **`Finance`**, **`Quality`**, **`Certifications`**, and so on. Based on your site's modular template configurations, modular questionnaire managers can send different modular questionnaires based on their questionnaire type as well as the commodities, regions, and departments applicable to a specific lifecycle process.

If your company uses modular questionnaires, you must define their types. If the types you use are text labels, you must also define translations for each language you use in your site.

Questionnaire Type Data

You use the **Import Questionnaire Types** data import task to define questionnaire types. The task reads from the `SMQuestionnaireType.csv` file, which includes the following fields:

Field	Description	Required?
`Description`	A description of the questionnaire type.	No
`EvaluationType`	Specifies whether or not the modular questionnaire uses scoring using one of the following values: • `Graded`, meaning that the questionnaire is evaluated based on scores and scoring band ranges configured in the modular questionnaire project template, which generate a score and a band indicator for each questionnaire based on respondent answers. In the modular questionnaire project template, if a template creator chooses a questionnaire type with the `Graded` evaluation type, they see **Band Score Range** settings where they can configure the range of scores associated with each scoring band in the questionnaire. • `NonGraded`, meaning that the questionnaire is evaluated based on subjective judgment of respondent answers. In modular questionnaire project templates, if a template creator chooses a questionnaire type with the `NonGraded` evaluation type, they can't configure band score ranges. Blank values are considered `NonGraded`. Note that the value you specify in this field simply determines whether or not questionnaires of a given type use grading for evaluation. For each individual modular questionnaire project template with a `Graded` evaluation type, the actual scoring, the type of scoring bands, and the range values for those bands are defined in the individual template.	No
`Name`	The name of the questionnaire type. This name appears in the **Questionnaire Type** dropdown menu in modular questionnaire templates.	Yes

Field	Description	Required?
`UniqueName`	The unique ID of the questionnaire type. If you meet all of the following conditions, you must define a questionnaire type with a `UniqueName` of `SR Engagement Questionnaire Type`, using this exact text: • Your site includes SAP Ariba Supplier Risk with control-based engagement risk assessment projects. • The ability to submit an engagement request with no supplier selected is enabled. • You plan to use an engagement risk assessment process with only internal assessments for engagements with no supplier selected.	Yes

The following example shows lines of the `SMQuestionnaireType.csv` file, as well as the mandatory header:

```
UTF-8
Description,EvaluationType,Name,UniqueName
Health and safety requirements,Graded,Occupational Health and Safety
Requirements,OHSR
Certifications,NonGraded,Certifications,CERT
```

Questionnaire Type Translation Data

You use the **Import Translations for Questionnaire Types** data import task to define translations for the questionnaire types you defined in `SMQuestionnaireType.csv`. The task reads from a CSV file that includes the following fields:

Field	Description	Required?
`Name`	The translation for the name of the questionnaire type.	Yes
`UniqueName`	The unique ID of the questionnaire type as defined in `SMQuestionnaireType.csv`.	Yes
`Language`	A valid value for the translation language.	Yes

The following example shows lines from a CSV file for questionnaire type translations, as well as the mandatory header:

```
UTF-8
Name,UniqueName,Language
Requisitos de Salud y Seguridad Ocupacional,OHSR,Spanish
Arbeitsschutzanforderungen,OSHR,German
```

Related Information

Setting up Modular Questionnaires with Optional Internal Forms [page 346]
About Modular Questionnaire Project Templates [page 332]
Importing Your Data [page 118]
Importing Your Translation Data [page 119]
Language Values for Defining Translations [page 120]

Supplier Certificate Type Data Import

Certificate types specify the different categories into which your organization's certificates are divided, based on their purpose or other categories.

For example, your organization can define certificate types such as **`Small Business`**, **`Women Owned`**, **`Green`**, various ISO standards, and so on.

If your organization uses certificate management, you must define certificate types. If the types you use are text labels, you must also define translations for each language you use in your site.

> → Tip
>
> When defining your certificate types, keep in mind that the names of certificate types (which you define in the `Name` field) and their translations show in the following places:
>
> - A dropdown menu that template creators use when creating certificate questions in modular supplier management questionnaires.
> - Certificate information in suppliers' profiles.
> - As search filters in supplier search on the **Supplier Management** dashboard.
> - The subject lines of email notifications sent to suppliers and internal users to inform them of certificate expirations.
> - In your suppliers' Ariba Network for Suppliers accounts, next to the certificate questions they've answered for you.

Certificate Type Data

Use the **Import Certificate Types** data import task to define questionnaire types. The task reads from the `CertificateType.csv` file, which includes the following fields:

Field	Description	Required?
`Description`	A description of the certificate type.	No
`Name`	The name of the certificate type.	Yes
`UniqueName`	The unique ID of the certificate type.	Yes

The following example shows lines of the `Certificate.csv` file, as well as the mandatory header:

```
UTF-8
Description,Name,UniqueName
Green Certified,Green,GRN
ISO 9001,ISO 9001,ISO9001
```

Certificate Type Translation Data

You use the**Import Translations for Certificate Types** data import task to define translations for the certificate types you defined in `CertificateType.csv`. The task reads from a CSV file that includes the following fields:

Field	Description	Required?
`Name`	The translation of the name of the certificate type.	Yes
`UniqueName`	The unique ID of the certificate type as defined in `CertificateType.csv`.	Yes
`Language`	A valid value for the translation language.	Yes

The following example shows lines from a CSV file for certificate type translations, as well as the mandatory header:

```
UTF-8
Name,UniqueName,Language
Verde,GRN,Spanish
Grün,GRN,German
```

Related Information

Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
Adding a Certificate Section with Customizable Certificate Fields [page 397]

Notifications Related to Certificate Questions in Modular Supplier Management Questionnaires [page 563]
Importing Your Data [page 118]
Importing Your Translation Data [page 119]
Language Values for Defining Translations [page 120]

Questionnaire Scoring Band Category Data Import

Scoring band categories define the different types of scoring bands your organization can use in questionnaire scoring, based on the type of questionnaire data being scored or other categories. Each scoring band type includes a set of individual bands.

For example, you can create a scoring band category called **`Compliance`** to use in modular questionnaires that assess a supplier's compliance with different standards and procedures. You define the bands for the **`Compliance`** band type in a separate scoring band data file.

If your organization uses scoring and banding in modular questionnaires, you must define scoring band categories. There's no limit to the number of band categories you can define. If the categories you use are text labels, you must also define translations for each language you use in your site.

Scoring Band Category Data

You use the **Import Scoring Band Categories** data import task to define scoring band categories. The task reads from the `SMBandCategory.csv` file, which includes the following fields:

Field	Description	Required?
`Description`	A description of the scoring band category	No
`Name`	The name of the scoring band category. This name shows in the **Band Category** dropdown menu in modular questionnaire project templates.	Yes
`UniqueName`	The unique ID of the scoring band category, which you specify in the `BandCategory.UniqueName` field when defining the individual bands for each band category [page 86].	Yes

The following example shows lines of the `SMBandCategory.csv` file, as well as the mandatory header:

```
Description,Name,UniqueName
Scoring band category for compliance-related questionnaires,Compliance,Compliance
Scoring band category for audit-related questionnaires,Audit,Audit
```

Scoring Band Category Translation Data

You use the **Import Scoring Band Category Translations** data import task to define translations for the scoring band types you defined in `SMBandCategory.csv`. The task reads from a CSV file that includes the following fields:

Field	Description	Required?
`UniqueName`	The unique ID of the scoring band category as defined in`SMBandCategory.csv`.	Yes
`Name`	The translation for the name of the scoring band category.	Yes
`Description`	The translation for the description of the scoring band category.	No
`Language`	A valid value for the translation language	Yes

The following example shows a line from a CSV file for scoring band category translations, as well as the mandatory header

```
UniqueName,Name,Description,Language
Compliance,Conformidad,Tipo de banda de puntuación para cuestionarios relacionados
con la conformidad,Spanish
```

Related Information

Questionnaire Scoring Band Data Import [page 87]
Scoring and Score Band Setup for Modular Questionnaires [page 356]
Importing Your Data [page 118]
Importing Your Translation Data [page 119]
Language Values for Defining Translations [page 120]

Questionnaire Scoring Band Data Import

Scoring band data defines groupings for individual questionnaire scores. The band into which a score falls determines the color of its color-coded indicator and label in the user interface. These elements provide guidance for approvers and other stakeholders who need to evaluate a questionnaire's responses.

Each band category can include one or more bands. There's no technical limitation on the number of bands per band category, but you can only assign them 16 pre-defined HTML colors. In practice, it's a good idea to create no more than five bands per category to keep guidelines clear and prevent approvers and other stakeholders from having to make subjective judgments on the differences between narrow bands. Keep in mind also that the template creator must use all of the bands defined for the selected band category in a questionnaire. They can't pick and choose which bands to use.

You define the bands themselves, their labels, and their associated colors in scoring band data. For example, for the **`Compliance`** band category, you can define bands of **`Noncompliant`** (red), **`Marginally Compliant`** (yellow),

`Substantially Compliant` (green), and **`Fully Compliant`** (lime green). You don't define the range of scores for each band. The template of each modular questionnaire project defines the score ranges that apply to each band so that template creators can calibrate the bands to the questionnaire's content.

If your organization uses scoring and banding in modular supplier management questionnaires, you must define scoring bands. If the band names you use are text labels, you must also define translations for each language you use in your site.

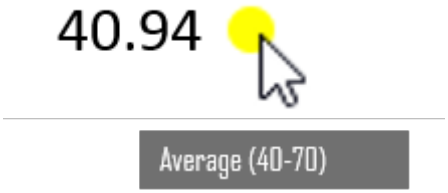
Scoring Band Data

You use the **Import Scoring Bands** data import task to define scoring bands. The task reads from the `SMBand.csv` file, which includes the following fields:

Field	Description	Required?
`BandCategory.UniqueName`	The unique identifier of the category for the scoring band as defined in the `UniqueName` field of the band category data import file.	Yes

Field	Description	Required?
`Color`	The color to display in the band indicator, which is a colored dot that shows to the right of each numerical questionnaire score. You can specify the name of any of the following 16 pre-defined HTML colors in this field: • `Aqua` • `Black` • `Blue` • `Fuchsia` • `Gray` • `Green` • `Lime` • `Maroon` • `Navy` • `Olive` • `Purple` • `Red` • `Silver` • `Teal` • `White` • `Yellow` The color visually differentiates scores that fall within different bands. It's a good idea to use a different color for each band in a single band category; otherwise, approvers and other stakeholders must know how to interpret the numerical differences between scores that fall within different bands.	Yes
`Description`	The description for the band.	No
`Name`	The name of the band. This name displays as a label when a user mouses over a color-coded band indicator.	Yes
`UniqueName`	A unique ID for the scoring band.	

The following image shows a scoring band indicator for a score in a band with a `Name` of **`Average`** and a `Color` of `Yellow` in the user interface:



The numerical range to the right of the `Name` in the hover text is the band range defined in the modular questionnaire project template.

The following example shows lines of the `SMBand.csv` file, as well as the mandatory header:

```
BandCategory.UniqueName,Color,Description,Name,UniqueName
Compliance,Red,Band for noncompliant scores,Noncompliant,Compliance0
Compliance,Green,Band for fully compliant scores,Fully Compliant,Compliance3
```

Scoring Band Translation Data

You use the **Import Scoring Band Translations** data import task to define translations for the scoring band categories you defined in `SMBand.csv`. The task reads from a CSV file that includes the following fields:

Field	Description	Required?
`UniqueName`	The unique ID of the scoring band as defined in`SMBand.csv`.	Yes
`Name`	The translation for the name of the scoring band.	Yes
`Description`	The translation for the description of the scoring band.	No
`Language`	A valid value for the translation language	Yes

The following example shows a line from a CSV file for scoring band category translations, as well as the mandatory header

```
UniqueName,Name,Description,Language
Conformidad,Completamente en conformidad,Banda para puntajes completamente en
conformidad,Spanish
```

Related Information

Questionnaire Scoring Band Category Data Import [page 86]
Scoring and Score Band Setup for Modular Questionnaires [page 356]
Importing Your Data [page 118]
Importing Your Translation Data [page 119]

Language Values for Defining Translations [page 120]

Process Type and Status Data Imports

Process Type Data Import

Process types define the different supplier management processes used in your site and associate each type with a predefined SAP Ariba lifecycle stage. Each process project template has a type that determines its use.

You associate a process type with one of the following lifecycle stages:

SAP Ariba Lifecycle Stage	Corresponding Stage
`Qualification`	The qualification stage of the lifecycle. Users with the appropriate permissions can start, manage, and view process projects for this stage in the **Qualification** detail area of a supplier's profile.
`Miscellaneous`	No specific lifecycle stage. Miscellaneous process types are treated as standalone processes. Users with the appropriate permissions start miscellaneous process management projects in the **Processes** detail area of a supplier's profile.
`Disqualification`	The discontinuation stage of the lifecycle. There's only one discontinuation process type, which automatically associates with all qualification process types. Users with appropriate permissions can start full or partial discontinuation for an existing qualification process and perform related cancellation, renewal, or decision-making operations in a supplier's profile or through the data import task.

If your organization uses process projects, you must define their types. If the types you use are text labels, you must also define translations for each language you use in your site.

Define process types if:

- Your solution package includes SAP Ariba Supplier Lifecycle and Performance. Process types are used in process projects for supplier qualification and other lifecycle processes. In this case, if the types you use are text labels, you must also define translations for each language you use in your site.
- Your solution package doesn't include SAP Ariba Supplier Lifecycle and Performance, but you set supplier qualification statuses using the process project data import. These qualification statuses can be used in guided buying and sourcing activities. In this case, you don't need to define translations.

> **Note**
>
> - For qualification and miscellaneous process projects, there's a 1:1 relationship between process types and process project templates. One template defines the workflow for one process type. You can't associate more than one process project template with a single process type.

Currently, you can define only one discontinuation process type and one discontinuation process template. The discontinuation process type automatically associates with all qualification process types, and the discontinuation project template applies to all discontinuation processes.

- All processes with the `Qualification` lifecycle stage, and associated processes with the `Disqualification` lifecycle stage, affect a supplier's overall qualification status. For example, if you create prequalification and qualification processes with the `Qualification` lifecycle stage, setting an approved status for either of those processes results in an overall qualified status. This overall qualified status makes the supplier eligible for a preferred category status. Depending on your configuration, it can also make a supplier eligible for a sourcing event or synchronize them to an ERP system.
  Currently, sourcing events, contract workspaces, and the guided buying capability can't consume qualification statuses for more than one process type with the `Qualification` lifecycle type.

Process Type Data

Use the **Import Process Types** data import task to define process types. The task reads from the `SMProcessFlowType.csv` file, which includes the following fields:

Field	Description	Required?
`AribaLifeCycle`	The lifecycle stage for the process type: `Qualification`, `Miscellaneous`, or `Disqualification`.	Yes
`Description`	A description of the process type.	No
`EntityType`	Not currently used. The valid value for this field is `SUPPLIER`. This value is case-sensitive.	No Blank values default to `SUPPLIER`.

Field	Description	Required?
`Name`	For qualification or miscellaneous processes, the name of the process type. This name shows in the **Process Type** dropdown menu in process project templates. It also shows in the **Process type** menu that process initiators see when creating a new process, in tables that list processes created in applicable areas of supplier profiles, on the detail pages for individual processes, and in various email notifications related to process projects and their associated modular questionnaires. For discontinuation processes, the corresponding supplier management process type. Don't set `Name` to the discontinuation process type.	Yes
`UniqueName`	The unique ID of the process type.	Yes

The following example shows lines of the `SMProcessFlowType.csv` file, as well as the mandatory header:

```
UTF-8
AribaLifeCycle,Description,EntityType,Name,UniqueName
Miscellaneous,Anti-corruption screening process,SUPPLIER,Anti-Corruption
Screening,ACQualification
Qualification,Detailed qualification with risk metrics for strategic
suppliers,SUPPLIER,Qualification for Strategic Suppliers,qual_strategic
Disqualification,Disqualify an audit process,SUPPLIER,Disqualify audit process, Dis-
audit
```

Process Type Translation Data

Use the **Import Translations for SM Process Types** data import task to define translations for the process types you defined in `SMProcessFlowType.csv`. The task reads from a CSV file that includes the following fields:

Field	Description	Required?
`Name`	The translation for the name of the process type.	Yes
`UniqueName`	The unique ID of the process type as defined in `SMProcessFlowType.csv`.	Yes
`Language`	A valid value for the translation language.	Yes

The following example shows lines from a CSV file for process type translations, as well as the mandatory header:

```
UTF-8
Name,UniqueName,LanguageDetección
Anticorrupción,ACQualification,Spanish
Calificación para Proveedores Estratégicos,qual_strategic,Spanish
```

Related Information

Custom Status Data Import for Process Projects [page 94]
Project States (ProjectStatus) and Custom Process Statuses [page 96]
Importing Your Data [page 118]
Importing Your Translation Data [page 119]
Language Values for Defining Translations [page 120]

Custom Status Data Import for Process Projects

You can define custom statuses for each type of process in your site to provide status labels in the user interface that reflect your organization's business processes and terminology.

> **Note**
>
> If you don't define custom statuses, the system uses project states [page 96] such as `InProgress` and `ConditionallyApproved` as statuses instead.

If you define custom process statuses, you must also define translations for each language you use in your site.

Process Status Data

You use the **Import Process Statuses** data import task to define custom process statuses. The task reads from the `SMResourceStatus.csv` file, which includes the following fields:

Field	Description	Required?
`Description`	A description of the process status.	No
`ImageName`	Not currently used	No
`Name`	The name of the process status, which shows in the user interface.	Yes

Field	Description	Required?
`ProcessType.UniqueName`	The unique ID of the process type to which the status applies as defined in your process type data.	Yes
`ProjectStatus`	The underlying project state to which the status applies.	Yes
`UniqueName`	A unique ID for the process status.	Yes

The following example shows lines of the `SMResourceStatus.csv` file, as well as the mandatory header:

```
UTF-8
Description,ImageName,Name,ProcessType.UniqueName,ProjectStatus,UniqueName
Qualification has not yet started,,Qualification Not
Started,qual_strategic,InCreation,qualNotStarted
Qualification has started,,Qualification Started,qual_strategic,Created,qualStarted
```

Process Status Translation Data

You use the **Translations for Process Status** data import task to define translations for the process types you defined in `SMResourceStatus.csv`. The task reads from a CSV file that includes the following fields:

Field	Description	Required?
`Name`	The translation for the name of the process status.	Yes
`UniqueName`	The unique ID of the process status as defined in `SMResourceStatus.csv`.	Yes
`Language`	A valid value for the translation language.	Yes

The following example shows lines from a CSV file for process type translations, as well as the mandatory header:

```
UTF-8
Name,UniqueName,Language
Calificación No Comenzó,qualNotStarted,Spanish
Qualifikation Nicht Gestartet,qualNotStarted,German
```

Related Information

Process Type Data Import [page 91]
Project States (ProjectStatus) and Custom Process Statuses [page 96]
Importing Your Data [page 118]

Importing Your Translation Data [page 119]
Language Values for Defining Translations [page 120]

Project States (`ProjectStatus`) and Custom Process Statuses

All SAP Ariba projects, including process projects, have an underlying project state. However, process project states aren't automatically associated with predefined statuses. Instead, for each process type, you map your custom process statuses to underlying project states.

In other types of supplier management projects, SAP Ariba automatically applies display labels to project states. For example, legacy supplier qualification projects show **Qualification Started** instead of `Created` by default. You can also define custom display labels for legacy qualification projects.

Process projects are by definition highly customized, and therefore don't include any default statuses. You define custom statuses for each project state for each process type you're using. You can tailor these statuses to both the specific process type and to your organization's business processes and terminology.

For example, if you have a miscellaneous process type called **`Compliance`**, you can define a status of **`Compliant`** for projects of that type that are in `Approved` state, **`Noncompliant`** for projects in `Denied` state, and **`Partially Compliant`** for projects in `ConditionallyApproved` state.

If you're transitioning from legacy qualification projects to qualification process projects, any supplier qualification based on a legacy qualification project or data import continues to show the legacy qualification status. Any supplier qualification based on a qualification process project or process status data import shows the process status. However, project states for process types that are mapped to the `Qualification` lifecycle stage are mapped to standard SAP Ariba qualification statuses so that important functionality tied to those statuses also functions with qualification processes, including:

- Sourcing events, contract workspaces, and guided buying. Note that qualification statuses in these areas only function correctly if you have no more than 1 process type with the `Qualification` lifecycle type.
- Ability to start a preferred supplier management project once a qualification process project has an approved status.
- Initial synchronization to an integrated ERP system based on qualification.

Unlike other supplier management projects, where SAP Ariba automatically sets project status based on final approval or denial of the project, there are 2 different ways of setting the final status of a process project:

- Manually, when a member of a project group with the **Decision Maker** role in the process project sets the final status.
- Automatically, based on ranked rules [page 166] that specify a status decision based on approval or denial of the process's modular questionnaires.

You can also set and update process statuses using data import or the Supplier Data API with Pagination. Those statuses don't require a project.

The following table describes the valid values for underlying SAP Ariba project states, which you must specify in the `ProjectStatus` field of your custom process definition CSV file, as well as their corresponding standard SAP Ariba qualification statuses:

Underlying project state (`ProjectStatus` value)	Description	Mapped standard SAP Ariba qualification status
`InCreation`	The project hasn't yet been created or is in the process of being created. Set automatically by SAP Ariba.	**Qualification Not Started**
`Created`	The project has been created. Set automatically by SAP Ariba.	**Qualification Started**
`InProgress`	Process projects have this status from the time when questionnaire invitations are sent until the approval flows of all questionnaires are completed. Set automatically by SAP Ariba.	**In Qualification**
`PendingDecision`	All of the approval tasks in the process's modular questionnaire projects have been finally completed or approved. Set automatically by SAP Ariba.	**Pending Qualification Approval**
`Approved`	The process project is finally approved. Depending on your configuration, either set manually by a member of the process project `Decision Maker` project group or automatically by a conditional rule.	**Qualified**
`ConditionallyApproved`	The process project is conditionally approved. Depending on your configuration, either set manually by a member of the process project `Decision Maker` project group or automatically by a conditional rule.	N/A
`Denied`	The process project is denied. Depending on your configuration, either set manually by a member of the process project `Decision Maker` project group or automatically by a conditional rule.	**Rejected**

Underlying project state (`ProjectStatus` value)	Description	Mapped standard SAP Ariba qualification status
`Expired`	The process project has reached its expiration date. This status is only applicable in projects where the intake form includes questions that set an expiration schedule. Set automatically by SAP Ariba.	**Expired**

Related Information

Process Type Data Import [page 91]
Custom Status Data Import for Process Projects [page 94]

Country/Region-Specific Tax ID Field Data Import

You can define the country/region-specific tax ID fields that respondents see in **Tax** questions, including validation patterns and the vendor database fields to which they map, using data import tasks in **Ariba Administrator**.

Tax questions in supplier management questionnaires present respondents with an initial country/region dropdown menu. Once the respondent chooses a country/region/region, the tax ID fields that you've defined for that country/region show.

Sites deployed after the SAP Ariba 2211 release include default tax field data. Refer to Default Country/Region-Specific Tax ID Field Data [page 675] for details.

Country/Region-Specific Tax Field Data

You use the **Import Country-Specific Tax Fields** data import task to define country/region-specific tax ID fields. The task reads from the `SapTaxMetadata.csv` file, which includes the following fields:

Field	Description
`UniqueName`	A unique identifier for the country/region-specific tax ID field.
`CountryCode`	The country/region code to which the tax ID applies. The country/region code that you specify must match the country/region code master data loaded for your site.

Field	Description
`IsOrganization`	A boolean field that specifies the tax category. Specify **TRUE** for **Organization** or FALSE for **Personal**. **Tax** questions currently don't support the collection of personal tax data, and rows with `IsOrganization` set to FALSE are ignored during tax data import.
`TaxCode`	A number between 0 and 5 that determines the vendor database field to which the country/region-specific tax ID field is mapped as follows: • A `TaxCode` value of 0 maps to `vendor.taxExt.vatRegistrationNumber`. • `TaxCode` values of 1-5 map to `vendor.taxExt.taxNumber1` - `vendor.taxExt.taxNumber5`, respectively.
`TaxName`	The name of the tax. This name is used as the label for the tax ID field in the question in your site's default locale. You can provide translations for this name in a separate translation data import file.
`RegexPattern`	A regular expression that defines the validation pattern for the tax ID. → Tip All tax ID fields for the chosen country/region are required by default. To allow respondents to submit a blank answer for a tax field, you can define a validation pattern of `(^$)`. To both allow blank answers and ensure that if the supplier does answer the question, their answer has a valid format, you can place the `(^$)` pattern at the beginning or end of an existing validation pattern, separated by a pipe character (|). For example, either of the following patterns allows the supplier to submit either a blank answer or an answer with a length of 10: `(^$)\|(^\d{10}$)` or `(^\d{10}$)\|(^$)`.
`SampleFormat`	An example of a valid value for the tax ID. This example is used in the automatic validation error message that respondents see when they provide an answer that doesn't match the validation pattern defined in `RegexPattern`.

Unlike other types of questions, you can't specify validation patterns and validation error messages directly when creating questions of answer type **Tax**. Instead, you specify the pattern and sample format for each country/region-specific field in the `SapTaxMetadata.csv` file. The value a respondent provides for that field is automatically validated against the pattern specified in the `RegexPattern` field, and the error message uses the example value specified in the `SampleFormat` field.

> **Note**
>
> - For most countries/regions, SAP Ariba automatically maps each tax number or ID field to its corresponding `taxIdentificationNumberTypeCode`. See the reference information for supplier tax field mappings for exceptions to this rule. [page 444].
> - The information in country/region-specific tax ID fields shows in the **ERP data** detail area of supplier profiles. However, the labels for these fields describe the `TaxCode` field rather than the `TaxName` you assign it. For example, if you define a `TaxCode` of `1` with a `TaxName` of `Income Tax Number`, the label for this field in the **ERP data** area is **Tax Number 1**.

The following example shows lines of the `SapTaxMetadata.csv` file, as well as the mandatory header:

```
UTF-8
UniqueName,CountryCode,IsOrganization,TaxCode,TaxName,RegexPattern,SampleFormat
DE0,DE,TRUE,0,Germany: VAT Registration Number,^DE\d{9}$|^EU,DE123456789:EU
DE1,DE,TRUE,1,Germany: Income Tax Number,^DE\d{9}$|^EU,DE123456789:EU
DE2,DE,TRUE,2,Germany: VAT Number,^DE\d{9}$|^EU,DE123456789:EU
DE3,DE,TRUE,3,Germany: Elster Tax Number,^DE\d{9}$|^EU,DE123456789:EU
DE4,DE,TRUE,4,Germany: Tax Number,^DE\d{9}$|^EU,DE123456789:EU
```

Country/Region-Specific Tax Field Translation Data

You use the **Import Country-Specific Tax Field Translations** data import task to define translations for country/region-specific tax ID fields. The task reads from a CSV file that includes the following fields:

Field	Description
`UniqueName`	The unique identifier for the country/region-specific tax field, which must be one of the values you defined in `SapTaxMetadata.csv`.
`CountryCode`	The country/region code associated with the `UniqueName` as defined in `SapTaxMetadata.csv`.
`IsOrganization`	The tax category associated with the `UniqueName` as defined in `SapTaxMetadata.csv`.
`TaxCode`	The tax code associated with the `UniqueName` as defined in `SapTaxMetadata.csv`.
`TaxName`	The translated name for the tax field.
`RegexPattern`	The regular expression associated with the `UniqueName` as defined in `SapTaxMetadata.csv`.
`SampleFormat`	The valid value example associated with the `UniqueName` as defined in `SapTaxMetadata.csv`.

Field	Description
`Language`	The language of the name.

The following example shows lines of the country/region-specific tax field translation file, as well as the mandatory header:

```
UTF-8
UniqueName,CountryCode,IsOrganization,TaxCode,TaxName,RegexPattern,SampleFormat,Lang
uage
DE0,DE,TRUE,0,Umsatzsteuer-Identifikationsnummer,^DE\d{9}$|^EU,DE123456789:EU,German
DE1,DE,TRUE,1,Einkommensteuernummer,^DE\d{9}$|^EU,DE123456789:EU,German
```

Related Information

Automatic Validation of Question Answers [page 431]
Tax Questions for Collecting Supplier Tax Information [page 426]
Default Country/Region-Specific Tax ID Field Data [page 675]
Importing Your Data [page 118]
Importing Your Translation Data [page 119]
Language Values for Defining Translations [page 120]

Country/Region-Specific Bank ID Prefix Data Import

You can define the country/region-specific bank ID prefixes used in automatically generated bank IDs for the banks suppliers add as answers to **Bank Account** questions using a data import task in Ariba Administrator.

SAP Ariba automatically generates unique, sequential IDs for each of a supplier's banks. These IDs are unique per supplier but not across suppliers. **Bank Account** questions include a country/region dropdown menu that allows questionnaire recipients to specify the country/region in which the bank is located. Automatically generated bank IDs consist of sequential numerical values and, optionally, a country/region-specific prefix. Defining country/region-specific prefixes allows you to create bank IDs that are unique per bank and per country/region or per currency using the same ID format as the integrated ERP system. For example, you can define a prefix of **EUR** for all European Union countries.

Country/region-specific bank prefixes are optional. If you don't define them in your site, SAP Ariba generates sequential numerical bank IDs with a maximum length defined by the self-service configuration parameter **Define the length of supplier bank IDs** (`Application.SM.BankIdSize`). For example, if the maximum length is 4 and you don't define country/region-specific prefixes, SAP Ariba generates sequential, numerical bank IDs starting at 0000 or 0001 up to a maximum of 9999. The self-service configuration parameter **Start automatically generated supplier bank IDs with 001** (`Application.SM.InitializeBankIDFromOne`) specifies whether the automatically-generated IDs start with 0000 (the default) or 0001.

You use the **Import Country-Specific Bank ID Prefix** data import task to define country/region-specific bank ID prefixes. This task reads from the `BankIdMetadata.csv` file, which includes the following fields:

Field	Description
`CountryCode`	The country code to which the tax ID applies. The country code you specify must match the country code master data loaded for your site. .

Field	Description
`Prefix`	The country-specific prefix. The length of the values you specify in this field depends on the maximum length for bank IDs specified in your site using the configuration parameter **Define the length of supplier bank IDs** (`Application.SM.BankIdSize`). The maximum value of this parameter is 4 characters, but your site might use a smaller maximum. **All of the prefixes you define must be at least one character shorter than the maximum bank ID length defined in your site so that bank IDs include at least one number.** Use the same character length for all of the prefixes you define to produce standard bank IDs. SAP Ariba generates bank IDs by prepending the country/region-specific prefix to a number determined by the number of characters in the prefix and the maximum bank ID size, starting with a number from 0 to 0001 and ending with 9 to 0009. Where previous bank IDs exist for the supplier and country/region or countries/regions, the automatically generated bank ID uses the next number in sequence. For example, if your maximum bank ID size is 4 characters and you use 3-character prefixes, and you define a prefix of `EUR`, the first bank that a supplier adds for a country/region that uses that prefix receives an ID of `EUR0`, the second bank receives an ID of `EUR1`, and so on. **Note** • You can define the same prefix for multiple countries. For example, if multiple countries use the same currency, and your bank ID prefixes are based on currency, you can define the same currency prefix for all of the countries that use it. For example, if your maximum bank ID size is 4 and you assign all of the countries in the European Union a prefix of `EUR`, SAP Ariba can generate 10 bank IDs for all supplier banks in the European Union using the `EUR` prefix (`EUR0` - `EUR9`). • Once a supplier has reached the maximum number of unique bank IDs that SAP Ariba can generate for a prefix, based on prefix length and maximum bank ID length, subsequent IDs default to numbers only. These strictly-numerical IDs are unique per supplier but not per country/region. For example, if your maximum bank ID size is 4, your prefixes are 3 characters, and you assign all of the countries in the European Union a prefix of `EUR`, but a supplier has more than 10

Field	Description
	banks in the European Union, SAP Ariba assigns the 11th bank the next sequential 4-number ID instead. For example, if all of the supplier's other bank IDs use country/region-specific prefixes until they add the 11th European Union bank, SAP Ariba assigns that bank an ID of 0001. If the supplier then adds an 11th bank in the United States (prefix **USD**), SAP Ariba assigns that bank an ID of 0002, and so on.

The following example shows lines of the `BankIdMetadata.csv` file, as well as the mandatory header:

```
UTF-8
CountryCode,Prefix
US,USD
DE,EUR
JP,JPY
```

Related Information

Define the length of supplier bank IDs [page 794]
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Importing Your Data [page 118]
Start automatically-generated supplier bank IDs with 0001 [page 823]

Data Imports for Country/Region-Specific Validation of Supplier Bank Accounts

Country/Region-Specific Bank Control Key Data Import

You can define custom, country/region-specific bank control keys that show in the **Bank Control Key** dropdown menu in **Bank Account** questions using a data import task in Ariba Administrator. By default, the dropdown menu includes values defined by default master data.

A bank control key specifies the type of the supplier bank account, such as savings or checking. Different countries can have different bank control keys. **Bank Account** questions in supplier management questionnaires include a **Bank Control Key** field and a country/region field for the bank address. Once a respondent has chosen a country/region, the **Bank Control Key** dropdown menu shows the bank control keys defined in your site's master data in the format `ControlKeyDesc` [`ControlKeyCode`]. In sites that are integrated with an SAP ERP system, integration errors can occur when a supplier synchronized to the ERP system has an invalid bank control key. Importing the bank control key values used by the ERP system in SAP Ariba helps avoid this issue.

Default bank control key data is loaded in your site. Refer to Default Bank Control Keys in Bank Account questions [page 646] for details. Default translation data isn't.

Country/Region-Specific Bank Control Key Data

You use the **Import Country-Specific Bank Control Key** data import task to define custom bank control keys. The task reads from the `BankControlKeyMetadata.csv` file, which includes the following fields:

Field	Description	Required?
`ControlKeyCode`	The code associated with the bank control key.	Yes
`ControlKeyDesc`	Descriptive text for the bank control key. You can define translations for these descriptions in a separate translation master data file.	Yes
`CountryCode`	The country code to which the bank control key applies. The country code you specify must match the country code master data loaded for your site.	Yes
`UniqueName`	A unique identifier for the bank control key.	Yes

The following example shows lines of the `BankControlKeyMetadata.csv` file, as well as the mandatory header:

```
UTF-8
ControlKeyCode,ControlKeyDesc,CountryCode,UniqueName
Savings,savings account,US,USSavings
Checking,checking account,US,USChecking
```

Country/Region-Specific Bank Control Key Translation Data

You use the **Import Country-Specific Bank Control Key Translations** data import task to define translations for bank control keys. The task reads from a CSV file that includes the following fields:

Field	Description
`Name`	The translated name of the bank control key.
`UniqueName`	The unique identifier for the country/region-specific bank control key, which must be one of the values you defined in `BankControlKeyMetadata.csv`.
`Language`	The language of the name.

The following example shows lines of the country/region-specific bank control key translation file, as well as the mandatory header:

```
UTF-8
Name,UniqueName,Language
Cuenta de Cheques,USChecking,Spanish
Cuenta de Ahorros,USSavings,Spanish
```

Related Information

Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information [page 424]
Country/Region-Specific Validation Syntax, Visibility, and Optionality for Supplier Bank Account IBAN Number Data Import [page 106]
Country/Region-Specific Syntax Validation, Visibility, and Optionality for Supplier Bank Account Holder Name, Account Number, and Bank Key or ABA Routing Number Data Import [page 109]
Default Bank Control Keys in Bank Account questions [page 646]
Importing Your Data [page 118]
Importing Your Translation Data [page 119]
Language Values for Defining Translations [page 120]

Country/Region-Specific Validation Syntax, Visibility, and Optionality for Supplier Bank Account IBAN Number Data Import

You can define custom, country/region-specific validation syntax, visibility, and optionality for the IBAN answers that respondents provide to **Bank Account** questions in supplier management questionnaires using a data import task in Ariba Administrator.

The International Bank Account Number (IBAN) is a system for identifying bank accounts across national borders. This system uses a specific syntax that includes a country code, check digits, and other bank information. In sites that are integrated with an SAP ERP system, integration errors can occur when a supplier synchronized to the ERP system has an IBAN number that doesn't use the required syntax.

Bank Account questions in supplier management questionnaires include a country/region field for the bank address. If you've defined IBAN syntax, once a respondent has chosen a bank country/region, SAP Ariba validates the answer in the **IBAN Number** field and shows the appropriate error message for invalid answers.

If the self-service configuration parameter **Enable country/region-specific visibility and optionality configurations for Bank Account fields** (`Application.SM.EnableBankComponentVisibility`) is enabled in your site, you can also use this data to define whether the **IBAN Number** field is either visible or required for the selected bank country/region in this data.

Default IBAN syntax data is loaded in your site. Refer to Country/Region-Specific Validation Syntax, Visibility, and Optionality for Supplier Bank Account IBAN Number Data Import [page 106] for details.

You use the **Import Country-Specific Bank IBAN fields** data import task to define custom IBAN validation syntax and visible and mandatory flags. The task reads from the `BankIBANMetadata.csv file`, which includes the following fields:

Field	Description	Required?
`CountryCode`	The country code to which the syntax definition applies. The country code you specify must match the country code master data loaded for your site.	Yes

Field	Description	Required?
`IBANFormat`	The IBAN structure for the country/region, using in the following representational conventions: • `n` to represent numeric characters (0-9) • `a` to represent upper-case alphabetic characters (A-Z) • `c` to represent upper- and lower-case alphanumeric characters (a-z, A-Z, 0-9) • `e` to represent blank spaces • *<nn>*`!` to indicate fixed length • *<nn>* to indicate maximum length For example, the following value describes valid IBAN structure for Brazil: `BR2!n8!n5!n10!n1!a1!c`. An example of an IBAN that uses this structure is `BR9700360305000010009795493P1`. The IBAN registry document maintained by ISO describes valid ISO IBAN structures for each country/region.	Yes
`IBANLength`	A numerical value defining the exact length of the IBAN.	Yes
`IBANRegex`	A regular expression that defines the validation pattern for the IBAN structure specified in the `IBANFormat` field. For example, `BR\d{25}[A-Z]{1}[A-Z0-9]{1}` specifies that the value must start with the letters `BR`, followed by 25 digits between 1 and 9, followed by 1 upper case letter A-Z, followed by 1 upper- or lower-case alphanumeric character a-z, A-Z, or 0-9 .	Yes

Field	Description	Required?
`IBANMandatory`	A Boolean value that specifies whether the **IBAN Number** field is required for the selected country/region. Valid values are: • `Y` to make the field required. • `N` to make the field optional.	No Data in this field is only processed if the self-service configuration parameter **Enable country/region-specific visibility and optionality configurations for Bank Account fields** is enabled. Otherwise, it's ignored. Blank values are treated as `N`.
`IBANVisible`	A Boolean value that specifies whether the **IBAN Number** field shows for the selected country/region. Valid values are: • `Y` to make the field visible. • `N` to hide the field.	No Data in this field is only processed if the self-service configuration parameter **Enable country/region-specific visibility and optionality configurations for Bank Account fields** is enabled. Otherwise, it's ignored. Blank values are treated as `N`.

The following example shows lines of the `BankIBANMetadata.csv file` file, as well as the mandatory header. It includes `Visible` and `Mandatory` flags for the **IBAN Number** field:

```
UTF-8
CountryCode,IBANFormat,IBANLength,IBANRegex,IBANMandatory,IBANVisible
BR,BR2!n8!n5!n10!n1!a1!c,25,BR\d{25}[A-Z]{1}[A-Z0-9]{1},Y,Y
```

In this example, **IBAN Number** is both visible and required when recipients select Brazil as the bank country/region.

> **Note**
>
> When setting `Visible` and `Mandatory` flags for these fields, keep in mind that for each country/region:
>
> - If you set `IBANMandatory` to `Y`, you must also set `IBANVisible` to `Y`.
> - A combination of **Bank Key/ABA Routing Number** and **Account Number** are both required to create a complete bank ID for banks in countries/regions that don't use IBAN numbers. Account number and bank key syntax validation data [page 109] is defined separately and it's important to make sure that your `Visible` and `Mandatory` settings for all three fields in combination result in a requirement for either **IBAN Number** or a combination of **Bank Key/ABA Routing Number** or **Account Number**, with only required fields visible.
>
> Data imports for bank syntax validation don't validate `Visible` and `Mandatory` flags to identify incorrect combinations.

Related Information

Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information [page 424]

Country/Region-Specific Bank Control Key Data Import [page 104]
Country/Region-Specific Syntax Validation, Visibility, and Optionality for Supplier Bank Account Holder Name, Account Number, and Bank Key or ABA Routing Number Data Import [page 109]
Default Syntax Validation, Visible, and Mandatory Flags for IBAN Numbers in Bank Account Questions [page 647]
Importing Your Data [page 118]

Country/Region-Specific Syntax Validation, Visibility, and Optionality for Supplier Bank Account Holder Name, Account Number, and Bank Key or ABA Routing Number Data Import

You can define custom, country/region-specific syntax validation for the supplier bank account holder name, account number, and bank key or routing number answers that respondents provide to **Bank Account** questions in supplier management questionnaires using a data import task in Ariba Administrator. You can also use it to define country/region-specific visibility and optionality for account number and bank key.

Bank Account questions in supplier management questionnaires include a country/region field for the bank address. Once a respondent has chosen a bank country/region, SAP Ariba validates the answer in the **Account Holder Name**, **Account Number**, and **Bank Key/ABA Routing Number** fields. If the respondent attempts to submit a questionnaire with invalid values, those fields show the appropriate error message.

If the self-service configuration parameter **Enable country/region-specific visibility and optionality configurations for Bank Account fields** (`Application.SM.EnableBankComponentVisibility`) is enabled in your site, you can also use this data to define whether the **Account Number** and **Bank Key/ABA Routing Number** fields are either visible or required for the selected bank country/region.

Default syntax data is loaded in your site. Refer to Default Syntax Validation, Visible, and Mandatory Flags for Account Holder Names, Account Numbers, and Bank Keys in Bank Account Questions [page 657] for details.

> → Tip
>
> Default syntax data doesn't include any validation patterns, only field sizes and, in some cases, check rules. If syntax validation data includes field sizes and check rules, the system automatically generates validation patterns from them. In sites integrated with an SAP ERP system, specify field sizes and check rules. In sites that aren't integrated with an SAP ERP system, specify regular expressions for validation patterns instead.
>
> If you want to specify a regular expression for an account number or bank key validation pattern, **make sure that the corresponding check rule and size fields are blank**. If a row includes check rule, size, and validation pattern data for account number or bank key, the import ignores the imported validation pattern data and generates a default pattern based on check rule and size instead.

Bank account field validation definitions include fields where you specify which check rule to use during syntax validation using a number between `1` and `8`. These numbers correspond to the following check rules:

- `1`: Maximum length, without gaps
- `2`: Maximum length, numerical values only, without gaps
- `3`: Exact length, without gaps
- `4`: Exact length, numerical values only, without gaps
- `5`: Maximum length

- 6: Maximum length, numerical
- 7: Exact length
- 8: Exact length, numerical

You use the **Import Country-Specific Bank validation fields** data import task to define custom, country/region-specific syntax validation for supplier bank account holder names, account numbers, and bank key or ABA routing numbers, and visible and mandatory flags for account numbers and bank keys or ABA routing numbers. The task reads from the `BankMetadata.csv file`, which includes the following fields:

Field	Description	Required?
`CountryCode`	The country/region code to which the syntax definition applies. The country code that you specify must match the country code master data loaded for your site.	Yes
`AccountHolderNameCheckRule`	A number between `1` and `8` that specifies which check rule to use for the account holder name validation.	Yes
`AccountHolderNameRegex`	A regular expression that defines the validation pattern for the account holder name. → Tip The **Account Holder Name** field doesn't support special characters. Making sure that the validation pattern you define excludes special characters helps questionnaire recipients to avoid this issue.	Yes
`AccountHolderNameSize`	The maximum length allowed for the account holder name value.	Yes
`AccountNumberCheckRule`	A number between `1` and `8` that specifies which check rule to use for the account number validation.	Either `AccountNumberCheckRule` and `AccountNumberSize` or `AccountNumberRegex` are required.
`AccountNumberRegex`	A regular expression that defines the validation pattern for the account number.	Either `AccountNumberCheckRule` and `AccountNumberSize` or `AccountNumberRegex` are required. If `AccountNumberCheckRule` and `AccountNumberSize` are specified, the system automatically generates a regular expression based on those values and any values in the `AccountNumberRegex` field are ignored.
`AccountNumberSize`	The maximum length allowed for the account holder name value.	Either `AccountNumberCheckRule` and `AccountNumberSize` or `AccountNumberRegex` are required.

Field	Description	Required?
`BankKeyCheckRule`	A number between `1` and `8` that specifies which check rule to use for the bank key or ABA routing number validation.	Either `BankKeyCheckRule` and `BankKeySize` or `BankKeyRegex` are required.
`BankKeyRegex`	A regular expression that defines the validation pattern for the bank key or ABA routing number.	Either `BankKeyCheckRule` and `BankKeySize` or `BankKeyRegex` are required. If `BankKeyCheckRule` and `BankKeySize` are specified, the system automatically generates a regular expression based on those values and any values in the `BankKeyRegex` field are ignored.
`BankKeySize`	The maximum length allowed for the account holder name value, which can be a number from 1 to 18.	Either `BankKeyCheckRule` and `BankKeySize` or `BankKeyRegex` are required.
`AccountNumberMandatory`	A Boolean value that specifies whether the **Account Number** field is required for the selected country/region. Valid values are: • `Y` to make the field required. • `N` to make the field optional.	No Data in this field is only processed if the self-service configuration parameter **Enable country/region-specific visibility and optionality configurations for Bank Account fields** is enabled. Otherwise, it's ignored. Blank values are treated as `N`.
`BankKeyMandatory`	A Boolean value that specifies whether the **Bank Key/ABA Routing Number** field is required for the selected country/region. Valid values are: • `Y` to make the field required. • `N` to make the field optional.	No Data in this field is only processed if the self-service configuration parameter **Enable country/region-specific visibility and optionality configurations for Bank Account questions** is enabled. Otherwise, it's ignored. Blank values are treated as `N`.
`AccountNumberVisible`	A Boolean value that specifies whether the **Account Number** field shows for the selected country/region. Valid values are: • `Y` to show the field. • `N` to hide the field.	No Data in this field is only processed if the self-service configuration parameter **Enable country/region-specific visibility and optionality configurations for Bank Account questions** is enabled. Otherwise, it's ignored. Blank values are treated as `Y`.

Field	Description	Required?
`BankKeyVisible`	A Boolean value that specifies whether the **Bank Key/ABA Routing Number** field shows for the selected country/region. Valid values are: • `Y` to show the field. • `N` to hide the field.	No Data in this field is only processed if the self-service configuration parameter **Enable country/region-specific visibility and optionality configurations for Bank Account questions** is enabled. Otherwise, it's ignored. Blank values are treated as `Y`.

The following example shows lines of the `BankValidationMetadata.csv file` file, as well as the mandatory header. It includes `Visible` and `Mandatory` flags for the **Account Number** and **Bank Key/ABA Routing Number** fields.

```
UTF-8
CountryCode,AccountHolderNameCheckRule,AccountHolderNameRegex,AccountHolderNameSize,
AccountNumberCheckRule,AccountNumberRegex,AccountNumberSize,BankKeyCheckRule,BankKey
Regex,BankKeySize,AccountNumberMandatory,BankKeyMandatory,AccountNumberVisible,BankK
eyVisible
DE,4,^[0-9]{20}$,20,6,,20,1,,30,N,N,N,N
US,3,^[a-zA-Z0-9]{20}$,20,,^[a-zA-Z0-9\s]{20}$,,,^[0-9]{20}$,,Y,Y,Y,Y
```

In this example, both **Bank Key/ABA Routing Number** and **Account Number** are hidden and not required when recipients select Germany for the bank country/region, but are visible and required when recipients select the United States. For Germany, the row specifies an account number and bank key check rule and size, which the system uses to generate default validation patterns. For the U.S., the row specifies account number and bank key validation patterns, and therefore leaves the check rule and size fields blank so that the import reads the validation patterns from the import.

> **Note**
>
> **Bank Key/ABA Routing Number** and **Account Number** are both required to create a complete bank ID for banks in countries/regions that don't use IBAN numbers. When setting `Visible` and `Mandatory` flags for these fields, keep in mind that for each country/region:
>
> - Both fields must have the same `Mandatory` setting.
> - If both fields have `Mandatory` flags set to `Y`, `Visible` flags for both fields must also be set to `Y`.
> - IBAN syntax validation data is defined separately and it's important to make sure that your `Visible` and `Mandatory` settings for all three fields in combination result in a requirement for either **IBAN Number** or a combination of **Bank Key/ABA Routing Number** or **Account Number**, with only the required fields visible.
>
> Data imports for bank syntax validation don't validate `Visible` and `Mandatory` flags to identify incorrect combinations.

Related Information

Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information [page 424]
Country/Region-Specific Bank Control Key Data Import [page 104]

Country/Region-Specific Validation Syntax, Visibility, and Optionality for Supplier Bank Account IBAN Number Data Import [page 106]
Default Syntax Validation, Visible, and Mandatory Flags for IBAN Numbers in Bank Account Questions [page 647]
Importing Your Data [page 118]

Country/Region-Specific ERP Region Code Mapping Data Import

You can define custom, country/region-specific mappings between the custom SAP region codes in **Extended Address** questions and the state codes in supplier profile addresses on SAP Business Network using a data import task in Ariba Administrator.

When a supplier is public, meaning that they have an SAP Business Network account linked to your site, updates they make to their SAP Business Network profile synchronize to your site. SAP Business Network uses ISO-3166-2 state codes in supplier profile addresses. The default region codes in **Extended Address** questions are automatically mapped to SAP Business Network state codes. If you import custom SAP region codes from `T005S` and `T005U` tables to populate the region field in **Extended Address**, you can import country/region-specific ERP region code mapping master data to maintain mappings between your custom SAP region codes and SAP Business Network state codes and ensure that supplier address information synchronizes correctly between the integrated ERP system, your SAP Ariba Supplier Management solutions site, and supplier profiles on SAP Business Network. You can also use the master data to add, edit, or remove mappings as your ERP region data changes.

> **Note**
>
> Whenever you update SAP region codes in your site, you must use this data import to update their mappings as well.

SAP Ariba provides a set of default country/region-specific ERP region code mappings [page 693].

By default, these ERP region codes aren't available in **Address** questions in buyer-facing questionnaires. To make them available, enable the self-service configuration parameter **Application.SM.UI.EnableERPRegionDisplayInSimpleAddress** in **SM Administration** > **Configuration Parameters**.

You use the **Import Country-Specific ERP Region Code Mappings** data import task to define custom country/region-specific ERP region code mappings. The task reads from the `StateCodeRegionMapping.csv` file, which includes the following fields:

Field	Description	Required?
`UniqueName`	A unique identifier for the mapping.	Yes
`CountryCode`	The country/region code to which the syntax definition applies. The country code you specify must match the country code master data loaded for your site.	Yes
`ANStateCode`	The ISO 3166-2 state code used in SAP Business Network.	Yes
`ERPRegionCode`	The ERP region code.	Yes

Field	Description	Required?
`PrevANStateCode`	The previous state code used for the current mapping, if any. Note that since SAP Business Network has moved from using two- or three-character state codes to using ISO-3166-2 state codes, the default mapping data already includes `PrevANStateCode` data so that the state codes associated with suppliers at the time of that change are mapped to the correct region code.	Yes if you're updating a mapping for an existing SAP Business Network state code. Otherwise, no.
`PrevERPRegionCode`	The previous ERP region code used for the current mapping, if any. The data in this column enables mappings for suppliers that were created with the previous region code.	Yes if you're updating a mapping for an existing region code. Otherwise, no.

The following example shows lines of the `StateCodeRegionMapping.csv` file, as well as the mandatory header:

```
UTF-8
UniqueName,CountryCode,ANStateCode,ERPRegionCode,PrevANStateCode,PrevERPRegionCode
"anrm_00000077","AU","AU-QLD","QLD","QLD"
"anrm_00000078","BE","BE_WNA","07","WNA"
```

Related Information

Default country/region-specific ERP region code mappings [page 693]
Importing Your Data [page 118]

Country/Region-Specific Postal Code Validation Data Import

You can define custom, country/region-specific syntax for the postal codes that respondents provide in **Address** and **Extended Address** questions in supplier management questionnaires using a data import task in Ariba Administrator. Validation checks prevent respondents from entering answers that do not use the required syntax.

Address and **Extended Address** questions in supplier management questionnaires include a country/region specific field. Once a respondent has chosen a bank country, SAP Ariba validates the answer in the address postal code field and shows the appropriate error message for invalid answers.

> **Note**
>
> There might be a short delay between when you import postal code validation data and when those validations take effect in supplier management questionnaires.

SAP Ariba provides default country specific postal code validations which can be downloaded using the **Export Country-Specific Postal Code Validations** in Ariba Administrator. For more information, see Obtaining Existing

SAP Ariba Supplier Data [page 128] and Default Syntax Validation for Postal Codes in Supplier Addresses [page 774].

You can use the **Import Country-Specific Postal Code Validations** data import task to define postal code validations. The task reads from a `ZipCodeValidationMetaData.csv` file, which includes the following fields:

Field	Description	Required?
`Country`	The name of the country to which the syntax definition applies.	Yes
`CountryCode`	The country code to which the syntax definition applies. The country code you specify must match the country code master data loaded for your site.	Yes
`ISO`	The two-digit ISO country code to which the syntax definition applies.	Yes
`Note`	An optional note or explanatory information about the syntax definition.	No
`Regex`	One or more regular expressions that define the validation patterns for the postal code structure specified in the `ZipFormat` field. To define multiple validation patterns, separate the regular expression for each pattern with a pipe character (|). For example, the following regular expressions specify that the value must include either 5 digits between 1 and 9, or 5 digits between 1 and 9, followed by a dash, followed by 4 digits between 1 and 9: `^(^\d{5})$\|^(\d{5}-\d{4}$)$`.	No

Field	Description	Required?
`ZipFormat`	For countries that have a single postal code, the value of that postal code. For countries that have multiple postal codes, one or more postal code structures for the country, using in the following representational conventions: • `N` to represent numeric characters (0-9) `A` to represent upper-case alphabetic characters (A-Z) `C` to represent upper- and lower-case alphanumeric characters (a-z, A-Z, 0-9) • `(!`*`value1`*`|`*`value2`*`)` to indicate required value 1 or required value 2 • `[`*`value`*`]` to indicate optional values • `[`*`value1/value2`*`]` to indicate optional value 2 or optional value 2 To define multiple postal code structures, separate each structure with a comma (,) and a space and enclose the entire value with quotation marks. For example, the following values describe the valid postal code structures for the United Status: `"NNNNN, NNNNN-NNNN"`. The following values describe the valid postal code structure for Great Britain: `A[A]N[A/N] NAA`. The following value is the postal code used for all addresses in Anguilla: `AI-2640`.	No

e following example shows lines of the `ZipCodeValidationMetaData.csv` file, as well as the mandatory header:

```
UTF-8
Country,CountryCode,ISO,Note,Regex,ZipFormat
United States,US,US,,^(^\d{5})$|^(\d{5}-\d{4}$)$,NNNNN, NNNNN-NNNN
U.S. Virgin Islands,VI,VI,U.S. ZIP codes. Range 00801 - 00851.,^(^\d{5})$|^(\d{5}-
\d{4}$)$,NNNNN, NNNNN-NNNN
Saudi Arabia,SA,SA,NNNNN for PO Boxes. NNNNN-NNNN for home delivery.,^(^\d{5}-\d{4})
$|^(\d{5}$)$,NNNNN-NNNN, NNNNN
```

Related Information

Default Syntax Validation for Postal Codes in Supplier Addresses [page 774]

Importing Your Data [page 118]

Guided Buying Ship-To Address-to-Preferred and Qualified Supplier Region Mapping Data Import

The guided buying capability in SAP Ariba Procurement solutions uses the standard 2-character ISO country codes in ship-to addresses, but suppliers are preferred or qualified based on region code master data in your site. Mapping between these codes allows guided buying searches locate the correct preferred and qualified suppliers.

When a user in the guided buying capability in SAP Ariba Procurement solutions searches for goods or services, the search uses the standard 2-character ISO country codes in their ship-to addresses to identify and filter search results based on qualified and preferred suppliers. However, suppliers are preferred or qualified based on the region codes defined by the **Import Region Codes** data import task in **Manage** > **Administration** > **Site Manager** > **Data Import Export**.

If the configurable mapping feature (SM-20598) is enabled in your site, you use a separate **Import Country Code to Sourcing Region Code Mapping** data import task to define mappings between the 2-character ISO country codes used in guided buying and the region codes your site uses to identify preferred and qualified suppliers. If the configurable mapping feature isn't enabled, SAP Ariba maps guided buying country codes to a standard list of ISO 3-chacter region codes. The configurable mapping feature (SM-20598) is suitable for sites that don't use standard ISO 3-charcter region codes, and that therefore need to define mappings between guided buying country codes and their own region code master data.

> **Note**
>
> To use this mapping master data in guided buying searches, you must also enable the parameter `PARAM_ENABLE_SM_INTEGRATION_ON_COUNTRYCODE` in **Admin** > **Parameters** > **Manage parameters**.

You use the **Import Country Code to Sourcing Region Code Mapping** data import task to define mappings between the 2-character ISO country codes used in guided buying supplier locations and the region code master data used for preferred and qualified suppliers. The task reads from the `CountryToSourcingRegionMapping.csv` file, which includes the following fields:

Field	Description	Required?
`CountryCode`	One of the 2-character ISO country codes you use for supplier locations in guided buying.	Yes
`SourcingRegionCode`	The region code to which you want to map the country code. The value in this field must be a valid value in the `Region` field of the region master data loaded in your SAP Ariba strategic sourcing solutions site.	Yes

The following example shows lines of the `CountryToSourcingRegionMapping.csv` file, as well as the mandatory header:

```
UTF-8
CountryCode,SourcingRegionCode
US,USA
```

```
JP,Japan
GB,UK
```

Related Information

Guided Buying Parameters
Importing Your Data [page 118]

Importing Your Data

After you enter your data in the CSV files, you can import it using the data import tasks available from **Site Manager** in Ariba Administrator.

Prerequisites

You must be a member of the **Customer Administrator** group to import data into a site.

Context

These steps are for importing data that doesn't require translation.

Procedure

1. Sign in to your site using your administrator user name and password.
2. On the dashboard, click **Manage** > **Administrator**.
3. In Ariba Administrator, click **Site Manager**, and then click **Data Import/Export**.
4. Select the type of data import operation you want to perform. The data import operation you choose determines exactly how the data is imported.

   The maximum number of objects that can be removed from the database at one time is 160,000. This number is controlled by a system parameter. If this number is exceeded, a warning message appears.

   The following table describes import operations. If a data import task doesn't support a particular data import operation, that operation isn't available.

Import Operation	Description
Load	Creates and modifies objects in the database using values in the data file. If an object in the data file doesn't already exist in the database, it's created. If an object in the data file already exists in the database, it is modified using the value in the data file.
Create	Creates new objects in the database using values in the data file. If an object in the data file already exists in the database, it isn't modified.
Update Only	Modifies existing objects only in the database using values in the data file. If an object in the data file doesn't already exist in the database, it isn't created. If you don't want to modify a particular object, don't include it in the data file.
Deactivate	Deactivates objects in the database based on objects in the data file. If you don't want to deactivate a particular object, don't include it in the data file.

5. Enter the location of the relevant file, or click **Browse** to find and select the file.
6. Click **OK** to import your data, or click **Cancel** to exit without importing your data.
7. Click **Refresh Status** on the **Data Import/Export** page to view the current status of the data import.

Next Steps

For detailed status information, click the link in the **Status** column.

Related Information

Importing Your Translation Data [page 119]

Importing Your Translation Data

After you enter your translation data in the appropriate CSV files, you can import it using the data import tasks available from **Site Manager** in Ariba Administrator.

Prerequisites

You must be a member of the **Customer Administrator** group to import translation data.

Procedure

1. Sign in to your site using your administrator user name and password.

2. On the dashboard, click **Manage** > **Administrator**.
3. In Ariba Administrator, choose **Site Manager** > **Data Import/Export**.
4. Click **Import** next to the data import task you want to run.
5. Choose the language you want to import from the dropdown menu. Choose **All** to import translations for all the languages defined in the CSV.
6. Enter the location of your CSV file, or click **Browse** to find and select your CSV file.
7. Click **OK** to import your translations, or click **Cancel** to exit without importing your translations.
8. Click **Refresh Status** on the **Data Import/Export** page to view the current status of the data import.

Next Steps

For detailed status information, click the link in the **Status** column.

Language Values for Defining Translations

The following are valid values for the `Language` field in CSV files that define translations for some supplier management-related data definitions:

- `BrazilianPortuguese`
- `Bulgarian`
- `Croatian`
- `Czech`
- `Danish`
- `Dutch`
- `English`
- `Finnish`
- `French`
- `German`
- `Greek`
- `Hungarian`
- `Italian`
- `Japanese`
- `Korean`
- `Norwegian`
- `Polish`
- `Romanian`
- `Russian`
- `SimplifiedChinese`
- `Spanish`
- `Swedish`

- `Thai`
- `TraditionalChinese`
- `Turkish`
- `Ukrainian`

Data Imports for Supplier and Supplier-Related Data

Supplier-related data defines the suppliers and supplier contacts in your site as well as their characteristics, such as qualified or preferred status. You import supplier-related data using the **Data import or export** task in **SM Administration**.

In sites that include SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture), you always import supplier-related data in **SM Administration**.

Table 4: Data Import Tasks in SM Administration

Data Import and Export Task	Description	Applicable Solutions
Suppliers	Suppliers in your site. For details, refer to Supplier Data File Format [page 132]. **⚠ Caution** If you have an existing SAP Ariba solution and are adding SAP Ariba Supplier Risk, SAP Ariba Supplier Lifecycle and Performance, or SAP Ariba Supplier Information and Performance Management (new architecture), first migrate your existing supplier data rather than using this data import task to add it separately. For more details, refer to Migrating Suppliers to the Unified Vendor Model. For sites that only include SAP Ariba Supplier Risk, you can also refer to Supplier Data in Solutions That Include SAP Ariba Supplier Risk but Don't Include SAP Ariba Supplier Lifecycle and Performance.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk

Data Import and Export Task	Description	Applicable Solutions
Suppliers from sourcing	Suppliers exported from SAP Ariba solutions in the `SupplierOrganizationExport.zip` file. Only use this task to import the `SupplierOrganizationExport.zip` file. Don't import the CSV files it contains individually. **⚠ Caution** Only use this data import to migrate existing supplier organizations from another SAP Ariba solution. **Before you use this task, make sure you're aware of how to migrate suppliers with the correct ERP vendor IDs and address information.** If you have an existing SAP Ariba solution and are adding SAP Ariba Supplier Risk, SAP Ariba Supplier Lifecycle and Performance, or SAP Ariba Supplier Information and Performance Management (new architecture), first migrate your existing supplier data rather than using this data import task to add it separately. For more details, refer to Migrating Suppliers to the Unified Vendor Model. For sites that only include SAP Ariba Supplier Risk, you can also refer to Supplier Data in Solutions That Include SAP Ariba Supplier Risk but Don't Include SAP Ariba Supplier Lifecycle and Performance.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk
Supplier contacts	Supplier contacts, external users in supplier organizations who can be invited to and submit external questionnaires. For details, refer to Supplier Contact Data File Format [page 137].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk

Data Import and Export Task	Description	Applicable Solutions
Supplier contacts from sourcing	Supplier users exported from SAP Ariba solutions in the `NewSupplierUserExportCSV.csv`file. Only use this task to import the `SupplierOrganizationExport.zip` file. Don't import the CSV files it contains individually. For details, refer to Manually Migrating Supplier Users.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk
Supplier qualification data	Qualification and disqualification statuses for specific combinations of commodities, regions, and departments. In sites that include SAP Ariba Supplier Lifecycle and Performance, qualification managers can also manage these statuses using qualification and disqualification projects with questionnaires and approvals. Otherwise, applicable solutions can only set these statuses using data import. In sites that includeSAP Ariba Supplier Risk, control-based engagement risk assessment projects can optionally use qualified status to recommend suppliers during the supplier selection step of the engagement request. Guided buying uses qualification statuses to indicate qualified suppliers in buying workflows. For more information, refer to Supplier Qualification Data File Format [page 140].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk Guided buying capability

Data Import and Export Task	Description	Applicable Solutions
Preferred supplier list data	Preferred category statuses for specific combinations of commodities, regions, and departments. In sites that include SAP Ariba Supplier Lifecycle and Performance, preferred category managers can also manage these statuses using preferred supplier management projects with a questionnaire and approvals. Otherwise, applicable solutions can only set these statuses using data import. In sites that includeSAP Ariba Supplier Risk, control-based engagement risk assessment projects can optionally use preferred category status in risk exposure calculations. Guided buying uses preferred category statuses to indicate preferred suppliers in buying workflows. For more information, refer to Supplier Qualification Data File Format [page 140].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk Guided buying capability
Purchasing org data	The purchasing organizations associated with your suppliers. For details, refer to Purchasing Organization Data File Format [page 154].	Guided buying capability
Custom display names	The custom labels you specify for registration and qualification statuses. Only buyer users can see these custom display labels. Supplier contacts on SAP Business Network see default status labels. For details, refer to Custom Display Name Data File Format [page 155].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)

Data Import and Export Task	Description	Applicable Solutions
Primary supplier manager	The internal users in your organization who are most familiar with or responsible for particular suppliers. Primary supplier managers can receive notifications for expiring and expired modular questionnaires. For details, refer to Primary Supplier Manager Data File Format [page 157].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk
User matrix	User or global user group assignments to specific combinations of commodities, regions, and departments. These assignments in turn assign task owners or approvers to projects or activities relevant to those specific combinations. These assignments are also called buyer category assignments. Buyer category assignments are supported in specific project types. In sites that include SAP Ariba Supplier Risk, they're also used to assign users to roles in findings. For details, refer to User Matrix (Buyer Category Assignment) Data File Format [page 159].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk
Supplier Process Projects Import	Process statuses for specific combinations of commodities, regions, and departments for specific process types. Process initiators and decision-makes can also manage these statuses using process projects with questionnaires, questionnaire approvals, and process status decisions. This data import is only available in sites where the process project feature (SM-16798) is enabled. For details, refer to Supplier Process Projects Import File Format [page 163].	SAP Ariba Supplier Lifecycle and Performance

Data Import and Export Task	Description	Applicable Solutions
Process project automatic status assignment rules	Rules that define the statuses to which process projects are automatically assigned when their included modular questionnaires meet the specified conditions. This data import is only available in sites where the process project feature (SM-16798) is enabled. For details, refer to Process project automatic status assignment rules Data File Format [page 166].	SAP Ariba Supplier Lifecycle and Performance
Risk Control Status Data	Effectiveness of risk controls for specific suppliers collected in tools or processed outside of SAP Ariba Supplier Risk. For details, refer to Risk Control Status Data Import File Format.	SAP Ariba Supplier Risk
Risk Assessment Status Data	Header-level data for risk assessments or questionnaires maintained outside of SAP Ariba Supplier Risk. For details, refer to Risk Assessment Status Data Import File Format.	SAP Ariba Supplier Risk
S4 SM Migration	Mappings between supplier profile questionnaire content and supplier registration questionnaire content, which are used to manually migrate the content. This data import is only applicable in sites migrating from supplier organizations and supplier profile questionnaires to the unified vendor model and supplier registrations. For details, refer to Manually Mapping the Supplier Profile Questionnaire to Supplier Registration Questionnaires.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)

Data Import and Export Task	Description	Applicable Solutions
SPQ Migration Report	Migration status for content migrated from the supplier profile questionnaire to supplier registration questionnaires. This data export is only applicable in sites migrating from supplier organizations and supplier profile questionnaires to the unified vendor model and supplier registrations. For details, refer to Checking Manual Migration Status.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
Vendor Diversity	Diversity types for specific suppliers, which designate the suppliers as diverse. For details, refer to Vendor Diversity Data File Format [page 172]. For guided buying, refer also to Classifying Diverse Suppliers and Creating a Diversity Program/	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) Guided buying capability
Diversity Info	Diversity types for use in designating suppliers as diverse. For details, refer to Diversity Info Data File Format [page 171].	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) Guided buying capability
Internal supplier registrations	Specific unregistered suppliers that you want to designate as internally registered without creating a registration project.	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)
Supplier Risk Custom Fields	Risk-related information for custom fields.	SAP Ariba Supplier Risk

You can download samples of all supplier-related data files from the **Imports/Exports** area of **SM Administration**. On the dashboard, click **Manage** > **SM Administration** to access this area.

> **Note**
>
> The sample files you download include a column for supplier name, which is included in exported data for reference only. Do not include it in the data files you import. The exceptions to this rule are the `name1` through `name4` columns in the file you import using the **Suppliers** data import task. Those columns must be included in the imported file.

> **→ Tip**
>
> For information about importing internal supplier registration questionnaires in the separate **Questionnaires** area of **SM Administration**, refer to Importing Supplier Registration Questionnaires [page 581].

The supplier data export is processed asynchronously, allowing buyers to switch between user interface pages when the export is running in the background. You can come back to check the export status and download the file. When the data export is in progress, you can't trigger multiple exports for a specific file type. You can use **Refresh** to check the status of the export. If you have appropriate permissions, you can download the exported file avoiding multiple exports. The data in the file is based on the latest export. To download new data, you must export the file type again.

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Importing Supplier Data [page 129]

Exporting Inactive Suppliers [page 132]

Supplier Data File Format [page 132]

Supplier Contact Data File Format [page 137]

Supplier Qualification Data File Format [page 140]

Preferred Supplier Data File Format [page 146]

Supplier Factory Data File Format [page 150]

Purchasing Organization Data File Format [page 154]

Custom Display Name Data File Format [page 155]

Primary Supplier Manager Data File Format [page 157]

User Matrix (Buyer Category Assignment) Data File Format [page 159]

Supplier Process Projects Import File Format [page 163]

Process project automatic status assignment rules Data File Format [page 166]

Internal Supplier Registration Data File Format [page 168]

Supplier Classification Based on Diversity [page 170]

Obtaining Existing SAP Ariba Supplier Data

If you already have an SAP Ariba solution, you need to add your existing suppliers to the supplier database. Obtaining existing SAP Ariba supplier data involves using the **Data Import/Export** task in Ariba Administrator.

Prerequisites

You must be a member of the **Customer Administrator** or **Supplier/Customer Manager** group to export supplier data in Ariba Administrator.

Context

Existing SAP Ariba supplier data is exported in a `SupplierOrganizationExport.zip` file. That file contains two CSV files: `SupplierOrganization_Export.csv`, which contains data on the suppliers, and

`SupplierOrganizationOrganizationIdPart_Export.csv`, which maps supplier domain IDs. For details on the fields in these files, click **Download Data Dictionary** in the Ariba Administrator **Site Manager** **Data Import/Export** task.

> ⚠ Caution
>
> If you are migrating your existing supplier organizations and supplier profile questionnaires to the unified vendor model and supplier registration questionnaires, see Migrating Suppliers to the Unified Vendor Model before you attempt to import existing SAP Ariba supplier data in **SM Administration**. That guide contains important information about how to migrate suppliers with the correct ERP vendor IDs and address state information, as well as detailed information about how migration works and the order in which you should perform migration steps.

Procedure

1. Perform one of the following actions:
   - If your site includes SAP Ariba Procurement solutions, on the dashboard, click **Manage** **Core Administration**.
   - If your site does not include SAP Ariba Procurement solutions, on the dashboard, click **Manage** **Administration**.
2. Choose **Site Manager** **Data Import/Export**.
3. Choose the **Export** tab.
4. Locate the `Export Supplier Organizations (CSV)` data export task and choose **Export**.
5. Save the exported ZIP file to the location of your choice.

Next Steps

After exporting the existing SAP Ariba suppliers from your site, you import them into the supplier database [page 129].

Importing Supplier Data

Importing supplier-related data makes it available for supplier management, risk, and procurement activities.

Prerequisites

You must be a member of the **SM Ops Admin** group, **Customer Administrator** group, or the **Supplier Risk Manager** and **SM Ops Admin** groups to import supplier data in **SM Administration**.

> **Note**
>
> For customers who use guided buying, you must belong to both the **Supplier/Customer Manager** and **SM Ops Admin** groups.

If you aren't importing suppliers for guided buying and your site includes existing SAP Ariba solutions with supplier data, you must first obtain that data before importing it.

The suppliers referenced by supplier data files, such as supplier contacts and supplier factory data, must already exist in the database before you import the files, either as a result of importing suppliers first or because they were created manually in the user interface. The exception to this rule is for supplier qualification data and preferred supplier list data, which offer an option to create the suppliers referenced in the file if they don't already exist. However, if you're importing supplier data in SAP Ariba Supplier Management solutions, the data in those files is limited and importing supplier data first is recommended .

Context

You import all supplier data for suppliers exported from SAP Ariba cloud solutions in CSV files. There's no restriction on file naming. Supplier data import supports the following encoding types for CSV files:

- **UTF-8**
- **US ASCI**I
- **ISO-8859-1**
- **IUTF-16BE**
- **UTF-16LE**
- **UTF-16**

Unless otherwise specified, all supplier data imports add new records and update existing records. For example, if you import supplier data with a new ERP vendor ID, the import operation adds the new supplier record to the database. If you import supplier data with an existing ERP vendor ID and source system, but with a change to some other data such as a different address, the import operation updates the existing supplier record with the new address. If a data file contains an existing record with no changes, the import operation ignores that record.

Procedure

1. From the dashboard, navigate to **SM Administration**. Available paths depend on the groups to which your user belongs.
   - In sites that include **SM Administration**, members of the **SM Ops Administrator**, **SM ERP Admin**, or **Customer Administrator** group can choose **Manage** > **SM Administration**.
   - Members of the **Supplier Risk Manager** group can access **SM Administration** from the SAP Ariba Supplier Risk dashboard: choose the settings icon (⚙), then choose **Import data** > **Link to SM admin**.

> ⓘ Note
>
> Members of the **Supplier Risk Manager** group must also be members of the **SM Ops Administrator** group.

2. Choose **Data import or export**.
3. On the **Import** tab, choose the type of data you want to import from the **File type** dropdown menu. The data imports that are available depend on your solutions and which optional features are available. For more information, refer to Data Imports for Supplier and Supplier-Related Data [page 121] or About Importing Supplier-Related Data for Risk Activities.
4. (Optional) For supplier qualification data or preferred supplier list data, choose **Create supplier if necessary** to add any suppliers in the data that don't already exist to the database.

   If you use this option, the preferred of qualified suppliers are created in the database with SM IDs but no names. To display them correctly in the user interface, import complete data for them using the **Suppliers** or **Suppliers from sourcing** data import option, specifying those SM IDs in the supplier data files. Importing the suppliers first, rather than creating them from the preferred or qualified supplier data, is recommended.
5. Choose **Choose File** and navigate to the file you want to import.
6. Choose the encoding that the data file you want to import uses from the **Encoding Type** dropdown menu.
7. Choose **Import**.

Next Steps

Choose the **Import summary** tab to view the status of your data import. If your import contains any errors, choose the **View** link to the right of the number of errors in the import to see or download error messages.

You can cancel an data import by choose **Cancel Job**.

> → Tip
>
> If you're using Microsoft Internet Explorer and you don't see any information in the **Status** column of the **Import Summary** tab, adjust the document mode compatibility setting of your browser. To do so, right-click anywhere in the browser window and choose **Inspect element** to display the inspection pane at the bottom of the browser window. Choose the **Emulation** tab, choose **10** from the **Document Mode** dropdown menu, and close the inspection pane.

Related Information

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Supplier Data File Format [page 132]
Supplier Contact Data File Format [page 137]
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Exporting Inactive Suppliers

Export inactive suppliers from your site from within the user inteface. This action gives you a handy list of inactive suppliers in CSV format.

Prerequisites

You must be a member of the **Customer Administrator** or **Supplier/Customer Manager** group to export supplier data.

Context

You can export inactive supplier data to a comma-separated value (CSV) file. You can use the exported file to work with offline in a spreadsheet program such as Microsoft Excel or import it into a third-party reporting tool.

Procedure

1. Go to **Manage** > **SM Administration** > **Data import or export**.
2. In the **Import** tab, choose **Export your inactive supplier data**.

   The CSV file is exported to the default download folder on your computer.

Supplier Data File Format

Importing supplier data creates suppliers in the database.

You use the **Suppliers** data import task to import suppliers into your site. The task reads from a CSV file that contains the following fields:

Field	Description	Required?	Maximum field length
`erpVendorId`	The ID of the supplier in the integrated ERP system.	Yes	50 (SAP ERP maximum field length is 10)
`smVendorId`	The ID that SAP Ariba assigns to the supplier. The value in this field must be an existing SM vendor ID. If you import a supplier record with an existing `smVendorId` but a new `erpVendorId` value, the database updates the existing supplier record with the new `erpVendorId`. The new `erpVendorId` must be unique; it can't match an existing supplier record. You can only update ERP vendor IDs for suppliers that are in **Not Integrated** or **In Process** integration status or whose initial integration is in an error state.	Yes, to update the `erpVendorId`. Otherwise, no.	
`masterVendorId`	Not currently used.	No	255
`sourceSystem`	The system in which the supplier was created; for example, SM for SAP Ariba or SAP for SAP ERP.	Yes	255
`name1`	The primary name of the supplier.	Yes	125 (SAP ERP maximum field length is 35)
`name2`	An alternate name for the supplier.	No	125 (SAP ERP maximum field length is 35)
`name3`	A second alternate name for the supplier.	No	125 (SAP ERP maximum field length is 35)
`name4`	A third alternate name for the supplier.	No	125 (SAP ERP maximum field length is 35)

Field	Description	Required?	Maximum field length
`phone`	The supplier phone number.	No	40
`fax`	The supplier fax number.	No	40
`line1`	The first line of the supplier address.	At least one of the following fields is required: `line1`, `line2`, `line3`, `city`, `state`, `postalCode`, or `countryCode`	125 (SAP ERP maximum field length is 60)
`line2`	The second line of the supplier address.	At least one of the following fields is required: `line1`, `line2`, `line3`, `city`, `state`, `postalCode`, or `countryCode`	255
`line3`	The third line of the supplier address.	At least one of the following fields is required: `line1`, `line2`, `line3`, `city`, `state`, `postalCode`, or `countryCode`	255
`postalCode`	The postal code of the supplier address.	At least one of the following fields is required: `line1`, `line2`, `line3`, `city`, `state`, `postalCode`, or `countryCode`	10
`poBox`	The post office box number of the supplier address.	No	10
`city`	The city of the supplier address.	At least one of the following fields is required: `line1`, `line2`, `line3`, `city`, `state`, `postalCode`, or `countryCode`	40
`state`	The state or province of the supplier address.	At least one of the following fields is required: `line1`, `line2`, `line3`, `city`, `state`, `postalCode`, or `countryCode`	6

Field	Description	Required?	Maximum field length
`stateName`	The state of the migrated supplier organization from the organization `stateName` field. This field is included in supplier data exports for informational purposes, and is therefore also included in the supplier data sample file. However, it only includes data from migrated supplier organizations if the **Suppliers from sourcing** data import task uses the **Consider State as State Name** option. For details on this option, see Migrating Suppliers to the Unified Vendor Model. This field's presence in supplier data imports isn't required. **If you reimport a previously exported file, don't edit or delete the values in this column.**	No. This field is ignored in supplier data imports.	
`countryCode`	The two-character ISO country code of the country/region for the supplier address.	At least one of the following fields is required: `line1`, `line2`, `line3`, `city`, `state`, `postalCode`, or `countryCode`. Either `taxIdentificationNumberTypeCode` or `countryCode` is required. `countryCode` is required for country/region enrichment in the SAP Ariba Supplier Risk solution. **Note** Enriched corporate information is only available in the full SAP Ariba Supplier Risk solution.	3 (minimum is 2)

Field	Description	Required?	Maximum field length
`taxIdentificationNumberTypeCode`	A code that identifies the type of the tax identification number.	Either `taxIdentificationNumberTypeCode` or `countryCode` is required. If you specify `partyTaxID`, `taxIdentificationNumberTypeCode` is also required.	2
`partyTaxID`	The supplier party tax ID.	No	20
`longPartyTaxID`	The long format of the supplier party tax ID.	No	60
`dunsId`	The supplier D-U-N-S number.	No	11
`active`	Whether the supplier described by the current row is active (TRUE) or inactive (FALSE). If this field is empty, the row is flagged as active.	No	
`s4OrgSystemId`	Used internally only. Migrated suppliers always include an `s4OrgSystemId`. This field is included in supplier data exports for informational purposes, and is therefore also included in the supplier data sample file. However, it's only used internally by SAP Ariba. This field's presence in supplier data imports isn't required. **If you reimport a previously exported file, don't edit or delete the values in this column.**	No	

Unless otherwise indicated, the minimum length of required fields is 1. In sites integrated with SAP ERP, data sent to SAP ERP is truncated based on the SAP ERP maximum field length.

The following example shows lines of a supplier CSV file, as well as the mandatory header:

```
erpVendorId,masterVendorId,sourceSystem,name1,name2,name3,name4,phone,fax,line1,line
2,line3,postalCode,poBox,city,state,stateName,countryCode,taxIdentificationNumberTyp
eCode,partyTaxID,longPartyTaxID,dunsId,active,s4OrgSystemId
VDR100001,,SAP,ABC Company,,,,555-555-5555,555-555-5556,1234 Main
Street,,,12345,,Anytown,CA,,USA,02,AB1234,ABCD12345678910,987654321,TRUE,,
```

> **Note**
>
> You can use multiple rows to add or update multiple different tax IDs for different `countryCode` values for the same supplier. However, if you do so:
>
> - All rows for the same supplier must include **either** `erpVendorId` **or** `smVendorId` or **both**. In other words, all rows for the same supplier must use the same method for identifying the supplier.
>   For example, if the import includes 10 rows of tax IDs for the same supplier, and one row includes only `erpVendorId`, the other nine rows must also include only `erpVendorId`. On the other hand, if one row includes both `erpVendorId` and `smVendorID`, the other nine rows must also include both.
> - If you're updating any existing country/region-specific tax IDs for a supplier, the import file must include rows for all existing values for that supplier whether or not those rows contain updates.
> - It's possible to import a supplier record with empty tax fields if `countryCode` is included. However, if the import includes any tax data for a supplier, all rows for that supplier must contain required tax fields.
> - The supplier data import doesn't support multiple-country taxes.
>
> Failure to adhere to these rules can result in the creation of duplicate extended tax information for the supplier or import errors.

Related Information

Imported Supplier Data and Risk Corporate Enrichment

Supplier Contact Data File Format

Supplier contacts are the supplier employees with whom your company interacts, and the primary contact receives questionnaires by default.

To specify multiple contacts for the same supplier, add a unique row for each contact.

You use the **Supplier Contacts** data import task to add supplier contacts to suppliers. It reads from a CSV file that contains the following fields:

Field	Description	Required?
`erpVendorId`	The ID of the supplier in the integrated ERP system.	Yes

Field	Description	Required?
`supplierName`	The name of the supplier. Supplier contact data exports include this field for informational purposes, and it is therefore also included in the supplier contact sample data file. This field's presence in supplier contact data imports is not required. In imports, `erpVendorId` associates a contact with a supplier and `supplierName` is ignored.	No
`sourceSystem`	The system in which the supplier was created; for example, `SM` for SAP Ariba or `SAP` for SAP ERP.	Yes
`firstName`	The first name of the supplier contact.	Either `firstName` or `lastName` is required.
`middleName`	The middle name of the supplier contact.	No
`lastName`	The last name of the supplier contact.	Either `firstName` or `lastName` is required.
`countryCode`	The country/region code of the supplier contact's land line telephone number. SAP Ariba Supplier Management solutions automatically insert a plus sign (+) before the country/region code in user interface display.	No
`telephone`	The supplier contact's land line telephone number.	No
`mobileCountryCode`	The country/region code of the supplier contact's mobile telephone number. SAP Ariba Supplier Management solutions automatically insert a plus sign (+) before of the country/region code in user interface display	No
`mobilePhone`	The supplier contact's mobile telephone number.	No

Field	Description	Required?
`email`	The supplier contact's email address, which is the default user name for supplier contacts created using data import (the supplier contact can edit their user name on SAP Business Network). You can create two different supplier contacts with same email addresses for the a supplier because the email addresses are not case-sensitive. For example: you can create emailaddress@company.com and Emailaddress@company.com.	Yes
`type`	The type of the supplier contact, which must match one of the types defined for your site.	No
`locale`	The ISO code for the supplier contact's language.	No
`title`	The supplier contact's title.	No
`categories`	The commodities for which the supplier contact is responsible. **Note** This code must match the commodity master data loaded in your SAP Ariba strategic sourcing solutions site.	No
`regions`	The regions for which the supplier contact is responsible. **Note** This code must match the region master data loaded in your SAP Ariba strategic sourcing solutions site.	No
`active`	A Boolean value that specifies whether the assignment described by the current row is active (TRUE) or deactivated (FALSE). If this field is empty, the row is flagged as active. Deactivated contacts are removed from the supplier.	No

Field	Description	Required?
`timeZoneID`	The ID of the timezone where the supplier contact is located. To obtain a list of valid timezone IDs, in the **Data import or export** area of **SM Administration**, choose **Supplier contacts** from the **File type** dropdown menu, then click **Export available time zones**.	No
`isPrimary`	A Boolean value that specifies whether or not the supplier contact is the primary contact for the supplier. Valid values are TRUE and FALSE. If none of a supplier's contacts are designated the primary contact, the first contact for the supplier in the file becomes the primary contact. If more than one of a supplier's contacts is designated the primary contact, the last contact for the supplier that is designated as primary in the file becomes the primary contact.	Yes

The following example shows lines of a supplier contact CSV file, as well as the mandatory header:

```
erpVendorId,firstName,middleName,lastName,countryCode,telephone,mobileCountryCode,mobilePhone,email,type,locale,title,categories,region,active,timeZoneID,isPrimary
VND123456,Francine,Marie,Peugot,33,555-555-5555,,,fpeugot@abccompany.com,,fr,,4213,FRA,TRUE,Europe/Paris,TRUE
```

> **Note**
>
> Although there's no limit to the number of contacts you can add to a supplier, a maximum of 1000 active contacts per supplier is made available for searching, in no particular order or priority and with no guarantee that one of those 1000 contacts is the primary contact. Only contacts that are made available for searching show in lists of available contacts during questionnaire or sourcing event invitations and other workflows that involve contact selection or can be used in supplier searches.

Supplier Qualification Data File Format

Supplier qualification data is used to designate the suppliers qualified for specific categories and regions for guided buying and for supplier qualifications that were achieved outside of SAP Ariba Supplier Lifecycle and Performance.

> **Note**
>
> If the process project feature (SM-16798) is enabled in your site, you can only use this data import to update existing qualifications to `Expired` status. To add or update other qualification statuses, use the supplier

process status data import [page 163] instead. Statuses for processes with the qualification lifecycle type are automatically mapped to standard SAP Ariba qualification lifecycle statuses [page 96].

> **Note**
>
> If your solution includes SAP Ariba Supplier Lifecycle and Performance, you can only use this data import to update existing qualifications to `Expired` status. To add or update other qualification statuses, use the **Supplier Process Projects Import** task instead. Statuses for processes with the qualification lifecycle type are automatically mapped to standard SAP Ariba qualification lifecycle statuses.

You use the **Supplier qualification data** import task to designate qualified suppliers. The task reads from a CSV file that contains the following fields:

Field	Description	Required?
`sourceSystem`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Domain` in this field. If not, use `SM`. For suppliers imported from outside SAP Ariba, use the `sourceSystem` specified in `Supplier.csv`.	Yes for existing suppliers. For suppliers that don't already exist in the database, if you check the **Create supplier if required** option during data import, you can leave this field blank. The supplier is added with the default `SM` source system.
`vendorId`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Value` in this field. If not, use the `Parent.SystemID`. For suppliers imported from outside SAP Ariba, use the `erpVendorId` specified in `Supplier.csv`.	Yes
`category`	The commodity code ID for which qualification status applies. > **Note** > This code must match the commodity master data loaded in your SAP Ariba strategic sourcing solutions site.	Yes

Field	Description	Required?
`region`	The code for the region in which the qualification status applies. This code must match the region master data loaded in your site. **Note** If your organization uses guided buying, SAP Ariba maps country/region codes in user ship-to addresses to a standard list of ISO 3-character region codes used for qualified and preferred supplier statuses. If you use other region codes, you must define custom mappings [page 117] between guided buying country/region codes and preferred and qualified supplier region codes. **Tip** If you're a guided buying customer, make sure that users have a matching ship-to country/region in the user files in SAP Ariba Procurement solutions.	Yes
`businessUnit`	The department ID for which the qualification status applies. **Note** This code must match the department master data loaded in your SAP Ariba strategic sourcing solutions site. This field is only used if the department feature is enabled in your site. If it's not, leave it blank.	Yes

Field	Description	Required?
`status`	The supplier's qualification status. The following are valid status values: • `NotQualified` -a qualification hasn't been started for the supplier yet (rather than that the supplier isn't qualified or is disqualified) • `QualificationStarted` - a qualification has been started • `InQualification` - a qualification is in progress • `PendingQualificationApproval` - a qualification is pending approval • `PendingResubmit` - a qualification is pending a questionnaire resubmission • `QualificationRestricted` - a qualification is in a phase-out period • `QualificationRejected` - a qualification has been rejected • `Disqualified` - an existing qualification for the supplier has been disqualified (rather than that the supplier hasn't been qualified yet) • `Qualified` - a supplier is qualified • `Expired` - a qualification is expired • `Cancelled` - a qualification is canceled If you use display mappings to customize what statuses are called in your site, you must still use these values to import supplier qualification data.	Yes
`endDate`	The date to which the supplier qualification status is valid for the specified commodity and region, in the format `YYYY-MM-DD`. This date is for informational purposes only and doesn't trigger an automatic change of qualification status.	No

Field	Description	Required?
`name1`	The name of the supplier.	Yes if you use the **Create supplier if required** option during data import to create suppliers based on the data in this file. Otherwise, no.
`requalificationEligibleDate`	The date from which a supplier with a disqualification or expired qualification is eligible for requalification for the specified commodity and region, in the format `YYYY-MM-DD`. This date is for informational purposes only and doesn't trigger an automatic change of qualification status.	No
`statusQualifier`	Supported values are: • `CREATE`, to add a new qualification. • `UPDATE`, to update the status of an existing qualification. These values are case-sensitive.	Yes **Note** Rows that don't have a valid value in this field show as successfully imported but are ignored.

To specify the same supplier as qualified for multiple categories or regions, add a unique row for each combination of category, region, and supplier.

Note

- This file can contain a maximum of:
  - 1,000 suppliers per commodity/region combination. If you add more than this maximum, the supplier search doesn't find all preferred or qualified suppliers.
  - 1,000 suppliers per supplier/commodity/region combination. If you add more than this maximum, commodity information for the qualifications doesn't show correctly in the qualifications list in the **Qualifications** detail area of the supplier profile. To avoid this issue, you can import less than 1,000 entries at a time, or you reduce the number of entries per supplier by using a smaller number of parent commodities instead of a larger number of individual child commodities.
- Attempting to remove a supplier previously set as qualified with `NotQualified` or `Cancelled` can cause data corruption in guided buying. Instead, use `Disqualified` or `Expired` to remove these suppliers.

To specify the same supplier as qualified for multiple categories or regions, add a unique row for each combination of category, region, and supplier.

The following example shows lines of a supplier qualification CSV file and the mandatory header:

```
sourceSystem,vendorId,category,region,businessUnit,status,startDate,endDate,name1,requalificationEligibleDate,statusQualifierSAP,VDR1000001,1412,USA,IT,Qualified,2017-02-01,2018-01-31,ABC
Company,CREATESAP,VDR1000002,14,USA,HR,Disqualified,2017-02-01,2017-12-31,XYZ
Company,2018-01-01,UPDATE
```

An administrator can remove the qualification or preferred status from a supplier by doing the following:

- In the preferred supplier CSV file, set the `active` field to `FALSE`, or set an `endDate` value.
- In the supplier qualification CSV file, update the qualification status to `Disqualified` or `Expired`.

> **Note**
>
> In sites that include SAP Ariba Supplier Lifecycle and Performance, you can set qualification statuses for a supplier either automatically using qualification data import or the Supplier Data API with Pagination, or manually using qualification and disqualification projects. SAP Ariba Supplier Lifecycle and Performance is designed to maintain qualifications over the long term using projects, which have questionnaires and workflows. Qualifications set using data import or the Supplier Data API with Pagination don't have associated qualification or disqualification projects. Keep in mind the following behavior:
>
> - If a qualification status was set using an approved qualification or disqualification project, you can't use data import or the API to update it. If a supplier was qualified using a qualification project, you must disqualify them using a disqualification project. If a supplier was disqualified using a disqualification project, you must requalify them using a qualification project. If a supplier was qualified using a qualification project with an expiration date and that qualification has expired, you must requalify them using a qualification project.
> - If a qualification status was set using data import or the API, you can use a qualification or disqualification project to update it. In this case, a qualification manager can start a disqualification or requalification in the supplier's profile. SAP Ariba Supplier Lifecycle and Performance then creates the appropriate qualification or disqualification project based on the specified qualification commodities, regions, and departments. Once that project is created, you can only manage that qualification's status using projects.
> - The qualification end (expiration) and requalification eligibility dates in qualification data imports or API requests are **for information only** and don't trigger updates to qualification status. For example, if you use data import or the API to define qualified status with an end date of 1/31/2020, the qualification status doesn't change to expired on 2/1/2020. Since there was no underlying qualification project to set the status, you can't start a project-based requalification for a qualification that you defined using data import or the API and that has since passed the expiration date. The qualification retains the original qualified status unless you update it using another data import or API operation.
> - Since commodities, regions, and departments are hierarchical, with higher and lower levels, when a supplier is qualified or disqualified for a commodity, region, or department combination, they're also automatically qualified or disqualified for the lower levels of those hierarchy branches. If a supplier is disqualified at a higher level of the hierarchy, you can't qualify them at a lower level. For example, if the supplier is disqualified for apparel in the United States of America, you can't qualify them for shirts in Colorado. However, if a supplier is qualified at a higher level and the qualification isn't project-based, you can use data import or the API to partially disqualify them at a lower level. For example, if the supplier is qualified for apparel in the United States of America, you can disqualify them for shoes in Texas.

If you see an `Unable to reach MDS or invalid code specified-[XXXX]` error during data import, check the following to ensure that your import is successful:

- The suppliers in the import file exist in the database. Choose **Suppliers** > **Export** to export the `Suppliers.csv` file and look for the required supplier on the list.
- The commodity code domain is set appropriately in the **Other Settings** section of **SM Admin**.
- The data values in the file are active and enabled in SAP Ariba Buying (commodity code) and SAP Ariba Sourcing(commodity code and region), including all the parents to the top of the commodity code and region hierarchies.

Supplier Qualification Data Export

When you have huge data volumes, you can choose the date range to export the **Supplier qualification data** for that specific period based on your time zone. You can export and download the specific qualification data, instead of exporting all the data.

Choose the **Supplier qualification data** file type, and choose the **From** and **To** dates to export the qualification data for a specific period. Choose the same **From** and **To** dates to export data for a specific day. The date fields are mandatory and you must enter a date to export the qualification data. The latest date that you can choose for the **To** date is the current date. The default **From** date is 6 months before the current date and the default **To** date is the current date.

Related Information

Custom Display Name Data File Format [page 155]
Guided Buying Ship-To Address-to-Preferred and Qualified Supplier Region Mapping Data Import [page 117]
Canceling an In-Progress Supplier Qualification Project [page 589]

Preferred Supplier Data File Format

Preferred supplier data is used to designate preferred suppliers in the guided buying feature for SAP Ariba Buying, and SAP Ariba Buying and Invoicing, and in SAP Ariba Supplier Risk, and for suppliers that were created outside of SAP Ariba in SAP Ariba Supplier Lifecycle and Performance.

To specify the same supplier as preferred for multiple categories, add a unique row for each combination of category and supplier. Preferred category statuses aren't supported in multi-ERP integration landscapes.

You import data about your list of preferred suppliers using the **Preferred Supplier list data** file type and a CSV file that contains the following fields:

Field	Description	Required?
`sourceSystem`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Domain` in this field. If not, use `SM`. For suppliers imported from outside SAP Ariba, use the `sourceSystem` specified in `Supplier.csv`.	Yes

Field	Description	Required?
`vendorId`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Value` in this field. If not, use the `Parent.SystemID`. For suppliers imported from outside SAP Ariba, use the `erpVendorId` specified in `Supplier.csv`.	Yes
`category`	The commodity code ID for which the supplier is preferred. **Note** This code must match the commodity master data loaded in your SAP Ariba strategic sourcing solutions site.	Yes
`region`	The code for the region in which the supplier is preferred. This code must match the region master data loaded in your site. **Note** If your organization uses guided buying, SAP Ariba maps country/region codes in guided buying user ship-to addresses to a standard list of ISO 3-chacter region codes used for qualified and preferred supplier statuses. If you use other region codes, you must define custom mappings [page 117] between guided buying country/region codes and preferred and qualified supplier region codes. **→ Tip** If you use preferred supplier data for guided buying, make sure that users have a matching ship-to country/region in the user files in SAP Ariba Procurement solutions.	Yes

Field	Description	Required?
`businessUnit`	The department ID for which the preferred status applies. **Note** This code must match the department master data loaded in your SAP Ariba strategic sourcing solutions site. This field is only used if the business unit matrix enhancement feature is enabled in your site. If it's not, leave it blank.	Yes
`startDate`	The date from which the supplier is preferred for the specified commodity and region, in the format `YYYY-MM-DD`. **Note** `startDate` is for information only. It doesn't affect a supplier's preferred status or show in the user interface.	No
`endDate`	The date to which the supplier is preferred for the specified commodity and region, in the format `YYYY-MM-DD`. **Note** `endDate` is for information only. It doesn't affect a supplier's preferred status or show in the user interface.	No
`level`	The supplier's preferred status level. This status level must be one of the `UniqueName` values in the master data used to define preferred supplier levels in your site.	Yes
`active`	A Boolean value that specifies whether the preferred supplier level described by the current row is active (`TRUE`) or deactivated (`FALSE`). If this field is empty, the row is flagged as active.	

The following example shows one line of a preferred supplier CSV file, as well as the mandatory header:

```
sourceSystem,vendorId,category,region,startDate,endDate,level,active
SM,VDR100001,4212,North America,,,1,TRUE
```

> **Note**
>
> In sites that include SAP Ariba Supplier Lifecycle and Performance, you can set preferred category statuses for a supplier either automatically using preferred supplier data import or the Supplier Data API with Pagination, or manually using preferred supplier management projects. Preferred category statuses set using data import or the API don't have associated preferred supplier management projects. Unlike with qualification statuses, there's also no restriction on using data import or the API to update preferred status for a supplier that has an existing status based on a preferred supplier management project.

If your company decides to make a different supplier preferred for that category and region instead, an administrator can change the supplier by making the following changes in a preferred supplier CSV file:

- Set the `active` field to `FALSE`, or set an `endDate` value:

```
sourceSystem,vendorId,category,region,startDate,endDate,level,active
SM,VDR100001,4212,North America,,,1,FALSE
SM,VDR100002,4212,North America,,,1,TRUE
```

To remove a supplier previously set as qualified and preferred, an administrator can remove the supplier by doing the following:

- In the preferred supplier CSV file, set the `active` field to `FALSE`, or set an `endDate` value.
- In the supplier qualification CSV file, update the qualification status to `Disqualified` or `Expired`.

> **Note**
>
> You can't use the preferred supplier data import to remove a preferred category status that's associated with more than one commodity, more than one region, or more than one department. You can only use the import to remove a preferred category status that's associated with a single commodity, region, and department value.

If you see the following error during import, `Unable to reach MDS or invalid code specified-[XXXX]`, check the following to ensure your import is successful:

- The suppliers in the import file exist in the vendor database. Click **Suppliers** > **Export** to export the `Suppliers.csv` file and look for the required supplier on the list.
- The commodity code domain is set appropriately in the **Other Settings** section of **SM Admin**.
- The data values in the file are active and enabled in SAP Ariba Buying (commodity code) and SAP Ariba Sourcing(commodity code and region), including all the parents to the top of the commodity code and region hierarchies.

Related Information

Preferred Supplier Level Data Import [page 80]
Guided Buying Ship-To Address-to-Preferred and Qualified Supplier Region Mapping Data Import [page 117]

Supplier Factory Data File Format

Supplier factory data can be used in product sourcing.

You import data about your list of supplier factories using the **Supplier factory data** file type and a CSV file that contains the following fields:

Field	Description	Required?
`vendorId`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Value` in this field. If not, use the `Parent.SystemID`. For suppliers imported from outside SAP Ariba, use the `erpVendorId` specified in `Supplier.csv`.	Yes
`sourceSystem`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Domain` in this field. If not, use `SM`. For suppliers imported from outside SAP Ariba, use the `sourceSystem` specified in `Supplier.csv`.	Yes
`factoryName`	The name of the factory.	No
`factoryId`	A unique identifier for the factory.	Yes
`factoryType`	The factory type.	No
`factoryClassification`	The classification category for the factory.	No
`businessImpact`	The factory business impact.	No
`factoryMainContact`	The name of the main contact at the factory.	No
`factoryMainContactEmail`	The email address of the main contact at the factory.	No
`factoryMainContactPhone`	The phone number of the main contact at the factory.	No

Field	Description	Required?
`factoryContact2`	The name of a secondary contact at the factory.	No
`factoryContact2Email`	The email address of a secondary contact at the factory.	No
`factoryContact2Phone`	The phone number of a secondary contact at the factory.	No
`addressName`	The name assigned to the factory address specified in this file (for example, `Headquarters`).	No
`phone1`	The main phone number of the factory.	No
`phone2`	A secondary phone number for the factory.	No
`fax`	The fax number for the factory.	No
`line1`	The first line of the factory address.	No
`line2`	The second line of the factory address.	No
`line3`	The third line of the factory address.	No
`city`	The factory address city.	No
`state`	The factory address state.	No
`postalCode`	The factory address postal code.	No
`poBox`	The factory address post office box.	No
`countryCode`	The country code for the factory address country.	No
`region`	The factory address region.	No
`province`	The factory address province.	No
`district`	The factory address district.	No
`languageCode`	The ISO language code for the factory address.	No
`purchasingOrgCode`	The ID of the purchasing organization associated with the factory.	No

Field	Description	Required?
`url`	The factory website URL.	No
`categoryCode`	The commodity code for the commdity supplied by the factory.	No
`materialId`	The material master ID for the commodity supplied by the factory.	No
`materialDescription`	The material master description for the commodity supplied by the factory.	No
`internalMainContact`	The name of the main contact at your company who is responsible for the factory.	No
`internalMainContactEmail`	The email address of the main contact at your company who is responsible for the factory.	No
`internalQualityManager`	The name of the quality manager at your company who is responsible for the factory.	No
`internalQualityManagerEmail`	The email address of the quality manager at your company who is responsible for the factory.	No
`internalTechnicalContact`	The name of the technical contact at your company who is responsible for the factory.	No
`internalTechnicalContactEmail`	The email address of the technical contact at your company who is responsible for the factory.	No
`additionalInternalContact`	The name of a secondary contact at your company who is responsible for the factory.	No
`additionalInternalContactEmail`	The email address of a secondary contact at your company who is responsible for the supplier.	No
`qualityAuditStatus`	The factory quality audit status.	No
`qualityAuditNumber`	The factory quality audit number.	No
`qualityAuditor`	The name of the factory quality auditor.	No

Field	Description	Required?
`qualityAuditValidityStartDate`	The date from which the quality audit status is valid, in the format `YYYY-MM-DD`.	No
`qualityAuditValidityEndDate`	The date to which the quality audit status is valid, in the format `YYYY-MM-DD`.	No
`qualityAuditComments`	Any comments from the quality audit.	No
`complianceAuditStatus`	The factory compliance audit status.	No
`complianceAuditNumber`	The factory compliance audit number.	No
`complianceAuditor`	The name of the factory compliance auditor.	No
`complianceAuditValidityStartDate`	The date from which the compliance audit status is valid, in the format `YYYY-MM-DD`.	No
`complianceAuditValidityEndDate`	The date to which the compliance audit status is valid, in the format `YYYY-MM-DD`.	No
`complianceAuditComments`	Any comments from the compliance audit.	No
`otherAuditStatus`	The factory status from an other audit.	No
`otherAuditNumber`	The other audit number for the factory.	No
`otherAuditor`	The name of the auditor.	No
`otherAuditValidityStartDate`	The date from which the other audit status is valid, in the format `YYYY-MM-DD`.	No
`otherAuditValidityEndDate`	The date to which the other audit status is valid, in the format `YYYY-MM-DD`.	No
`otherAuditComments`	Any comments from the other audit.	No
`attribute1`	Custom field. Regardless of the data in this field, the column header must be `attribute1`.	No
`attribute2`	Custom field. Regardless of the data in this field, the column header must be `attribute2`.	No

Field	Description	Required?
`active`	A Boolean value that specifies whether the supplier factory described by the current row is active (`TRUE`) or deactivated (`FALSE`). If this field is empty, the row is flagged as active.	No

Purchasing Organization Data File Format

Your company is divided into various purchasing organizations that do business with your suppliers..

> **Note**
>
> The purchasing organization data defined by this data import is for information only and isn't related to purchasing organizations used for procurement or synchronized with an integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system.

You use the **Purchasing organization data** data import task to import the purchasing organizations associated with your suppliers into your site. The task reads from a CSV file that contains the following fields:

Field	Description	Required?
`erpVendorId`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Value` in this field. If not, use the `Parent.SystemID`. For suppliers imported from outside SAP Ariba, use the `erpVendorId` specified in `Supplier.csv`.	Yes
`sourceSystem`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Domain` in this field. If not, use `SM`. For suppliers imported from outside SAP Ariba, use the `sourceSystem` specified in `Supplier.csv`.	Yes
`purchasingOrganisationId`	The ID of the purchasing organization.	Yes

Field	Description	Required?
`partyRoleCode`	The ID of the related partner function.	Yes
`partyInternalID`	The internal ERP ID of the related partner function.	No
`defaultIndicator`	A Boolean value that indicates whether or not the purchasing organization is to be used as the default.	No

The following example shows lines of a supplier purchasing organization CSV file, as well as the mandatory header:

```
erpVendorId,sourceSystem,purchasingOrganisationId,partyRoleCode,partyInternalID,defa
ultIndicator
VDR100001,SAP,1200,BA,DE1005,TRUE
```

Custom Display Name Data File Format

Customizing the labels your site uses for registration and qualification statuses allows you to make sure that they match your supplier management processes and terminology.

You use the **Custom display names** data import task to import suppliers into your site. The task reads from a CSV file that contains the following fields.

Field	Description	Required?
`fieldName`	The name of the registration, qualification, or disqualification status field, in dot notation. Valid values are: • `Registration.Unknown` • `Registration.NotInvited` • `Registration.Invited` • `Registration.InRegistration` • `Registration.PendingApproval` • `Registration.PendingResubmit` • `Registration.Registered` • `Registration.RegistrationDenied` • `Qualification.Unknown` • `Qualification.NotQualified` • `Qualification.QualificationStarted` • `Qualification.InQualification` • `Qualification.PendingQualificationApproval` • `Qualification.PendingQualificationResubmit` • `Qualification.Qualified` • `Qualification.QualificationRejected` • `Qualification.InDisqualification` • `Qualification.PendingDisqualificationApproval` • `Qualification.QualificationRestricted` • `Qualification.Disqualified` • `Qualification.QualifiedWithException`	Yes

Field	Description	Required?
	• `Qualification.Expired` • `Disqualification.NotDisqualified` • `Disqualification.InDisqualification` • `Disqualification.PendingDisqualificationApproval` • `Disqualification.Restricted` • `Disqualification.Disqualified`	
`locale`	The ISO code for the language used for the `displayName`.	Yes
`displayName`	The custom label to use for the registration or qualification status.	Yes

The following example shows lines of a custom display name CSV file, as well as the mandatory header:

```
fieldName,locale,displayName
Registration.Invited,en,Onboarding Started
```

Restrictions

Only buyer user can view the custom display labels. The supplier user cannot view the custom display labels.

Primary Supplier Manager Data File Format

Primary supplier managers are the contacts within your company who either interface with or can answer questions about a supplier.

Primary Supplier Manger Import Data Format

Primary and alternate supplier managers do not have any role in supplier projects; they are for information only. You use the **Primary supplier manager** data import task to import primary supplier managers into your site. The task reads from a CSV file that contains the following fields:

Field	Description	Required?
`erpVendorId`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Value` in this field. If not, use the `Parent.SystemID`. For suppliers imported from outside SAP Ariba, use the `erpVendorId` specified in `Supplier.csv`.	Yes
`sourceSystem`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Domain` in this field. If not, use `SM`. For suppliers imported from outside SAP Ariba, use the `sourceSystem` specified in `Supplier.csv`.	Yes
`primarySupplierManager`	The user name of the buyer user who is the primary internal contact for the supplier.	Yes

The following example shows lines of a primary supplier manager CSV file, as well as the mandatory header:

```
erpVendorId,sourceSystem,primarySupplierManager
VDR100001,SM,ayang
```

Primary Supplier Manager Export File Format

The export CSV file contains the following fields:

Field	Description
`erpVendorId`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Value` in this field. If not, use the `Parent.SystemID`. For suppliers imported from outside SAP Ariba, use the `erpVendorId` specified in `Supplier.csv`.

Field	Description
`sourceSystem`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Domain` in this field. If not, use `SM`. For suppliers imported from outside SAP Ariba, use the `sourceSystem` specified in `Supplier.csv`.
`primarySupplierManager`	The user name of the buyer user who is the primary internal contact for the supplier.
`supplierName`	This field is solely to make the exported data easier to read, by showing the supplier name alongside the primary supplier manager data. If the field is present in the file you import (for example, if you export your current data, update it in the exported file, and import the updated file without removing the `supplierName` column), the import will succeed; however, all data in the `supplierName` column is ignored in data imports.

User Matrix (Buyer Category Assignment) Data File Format

Assigning users or global user groups to supplier processes involves importing a CSV file that defines user or group assignments to commodities, regions, departments, and project groups.

> **Note**
>
> Assignments to departments are only made in sites with the business unit matrix enhancement feature enabled. If that feature isn't enabled in your site, department data in the user matrix data import file is ignored.

For example, you can assign the specific user John Smith to computer equipment in North America for the IT department for the **Project Owner** project group. The supplier request template adds the **Project Owner** project group to the approval flow of all supplier requests. When a user at your company submits a supplier request indicating that the supplier provides computer equipment in North America for the IT department, John Smith automatically becomes a member of the **Project Owner** project group for that request, and therefore becomes an approver for it.

Or you can create a custom global user group called **IT Category Managers** and add users John Smith, Susan Harris, Don Cortez, and Jane Yang to it. You can then assign the group to computer equipment in North America for the IT department for the **Project Owner** project group. When a user at your company submits a supplier request indicating that the supplier provides computer equipment in North America for the IT department, the **IT Category Managers** user group becomes a member of the **Project Owner** project group for that request, and any user in the **IT Category Managers** group can approve the request. Assigning a group rather than an individual user is useful because if 1 user leaves the company, other members of the group are still assigned as approvers. You can add or remove members of user groups at any time.

You can assign either an individual user or a global user group to a combination of commodities, regions, departments, and project groups. You can also assign a user to only a region (by specifying the region and using

`All` for commodity and department), or to only a commodity (by specifying the commodity and using `All` for region and department), or to only a department (by specifying department and using `All` for commodity and region).

> **Note**
>
> - When you assign a user to a commodity or region in 1 level of the hierarchy, that user is also assigned to all commodities and regions below it. For example, if you assign John Smith to North America, he's assigned all 3 countries/regions in North America and to all cities and states in those countries/regions.
> - If the current buyer category assignment (user matrix) data in your site doesn't include an assignment that exactly matches the commodities, regions, and departments in a project, a matching algorithm identifies an assignment further up in the commodity, region, or department hierarchy and uses that assignment instead. See the following information for a detailed explanation of how this matching works.
> - When you assign a user to a project group, that group must also exist in the appropriate template.
> - For prerequisites on supporting buyer category assignments in specific types of supplier management projects, and other configuration details, refer to Buyer Category Assignments in Supplier Management Projects [page 491].

You use the **User Matrix** data import task to specify user assignments to categories and regions. The task reads from a CSV file that contains the following fields:

Field	Description
`commodityCodeDomain`	The domain of the commodity code; for example, `unspsc`.
`commodityCode`	The code for the commodity to which to assign the user or group. This code must match the commodity master data loaded in your SAP Ariba site.
`region`	The region to which to assign the user or group. This code must match the commodity master data loaded in your SAP Ariba site.
`businessUnit`	The department to which to assign the user or group. This code must match the commodity master data loaded in your SAP Ariba site.
`userName`	The user name of the user to which you're assigning commodities, regions, departments, and project groups. Use this field only for assignments to individual users. Leave it blank for assignments to global user groups. Rows that contain values in both the `userName` and `groupUniqueName` fields cause import errors.

Field	Description
`groupUniqueName`	The unique name of the global system or custom user group to which you're assigning commodities, regions, departments, and project groups. You can use either SAP Ariba default (**SYSTEM**) or your own custom (**AribaManaged** or **External**) user groups. Group unique names are visible in user group data exports from **Site Manager** > **Data Import/Export** and in the group descriptions you see when clicking a group name in **User Manager** > **Groups** in Ariba Administrator. Use this field only for assignments to global user groups. Leave it blank for assignments to individual users. Rows that contain values in both the `userName` and `groupUniqueName` fields cause import errors.
`projectGroup`	The name of the project group to which the user is assigned. Note that this group must exist in the project; the assignment doesn't automatically create it.
`passwordAdapter`	The user's password adapter, usually `PasswordAdapter1.`
`active`	A Boolean value that specifies whether the assignment described by the current row is active (TRUE) or deactivated (FALSE). If this field is empty, the row is flagged as active.

The following example shows lines of a user matrix CSV file, as well as the mandatory header:

```
commodityCodeDomain,commodityCode,region,businessUnit,userName,groupUniqueName,proje
ctGroup,passwordAdapter,active
unspsc,All,North America,Corporate,tjones,,Legal,PasswordAdapter1,TRUE
unspsc,4213,All,Corporate,ljenkins,,Project Owner,PasswordAdapter1,TRUE
unspsc,All,Los Angeles,Corporate,grooney,,Project Owner,PasswordAdapter1,TRUE
unspsc,All,San Diego,grooney,,Project Owner,PasswordAdapter1,TRUE
unspsc,All,All,IT,,IT Category Managers,Project Owner,PasswordAdapter1,TRUE
```

To assign a single user to multiple commodity, region, and department combinations, you must create separate rows, one for each assignment. This example uses 2 rows to assign the same user, George Rooney, as project owner for all commodities in Los Angeles and San Diego for the Corporate department.

You can use the `active` field to update assignments by deactivating the currently assigned user and assigning another user in their place. For example, if Terry Jones leaves the company, and you can replace them with George Smith by importing a user matrix CSV file with the following lines:

```
commodityCodeDomain,commodityCode,region,businessUnit,userName,groupUniqueName,proje
ctGroup,passwordAdapter,active
unspsc,All,North America,HR,tjones,,Legal,PasswordAdapter1,FALSE
unspsc,All,North America,HR,gsmith,,Legal,PasswordAdapter1,TRUE
```

If the current buyer category assignment (user matrix) data in your site doesn't include an assignment that exactly matches the commodities, regions, and departments in a project, a matching algorithm identifies an assignment

further up in the commodity, region, or department hierarchy and uses that assignment instead. The matching algorithm starts with the hierarchy that has the lowest-level value and, if it doesn't identify an assignment, continues with the hierarchy with the next-lowest value. If all project hierarchy values are at the same level, the matching algorithm looks 1 level up for all hierarchies. For example, say that commodity, region, and department hierarchies include the following values:

Level	Commodity	Region	Department
0	All	All	All
1	42	EMEA	Manufacturing
2	4213	Western Europe	Product Manufacturing
3	421324	Germany	Logistics
4	42132489	Munich	Transportation

If a project has a commodity of 42, a region of Germany, and a department of Product Manufacturing, and there's no buyer category assignment that exactly matches those values, the matching algorithm starts looking for assignments higher up in the region hierarchy, since the region is the lowest-level value. If it doesn't find any matches up to the highest level of the region hierarchy, it then starts looking for assignments higher up in the department hierarchy, since the department is the second lowest-level value. However, if a project has a commodity of 4213, a region of Western Europe, and a department of Product Manufacturing and there's no exactly matching assignment, the matching algorithm starts looking for assignments that match 42, EMEA, and Manufacturing, the next level up in all hierarchies.

When looking for assignments higher up in a hierarchy, the matching algorithm iterates through progressive searches until it finds an assignment. These iterations can produce multiple matches at different hierarchy levels. For example, say the user matrix (buyer category assignments) in a site include the following assignments:

User	Commodity	Region	Department
A	421324	All	All
B	4213	All	All
C	All	All	All

For a project with a commodity of 42132489, a region of EMEA, and no department set (a department of 0), the matching algorithm starts with those exact values and then, when it doesn't find a match, performs additional searches progressively higher up the commodity hierarchy in the first iteration:

Search	Commodity	Region	Department	Match?
1	42132489	EMEA	0	No
2	42132489, 421324	EMEA	0	No
3	42132489, 421324, 4213	EMEA	0	No
4	42132489, 421324, 4213, 42	EMEA	0	No
5	42132489, 421324, 4213, 42, All	EMEA	0	No

In this case, since the available buyer category assignments all specify a region of All, and the project region is EMEA, the matching algorithm doesn't find an assignment by looking higher up the commodity hierarchy alone. In the second iteration, it looks higher up the region hierarchy:

Search	Commodity	Region	Department	Match?
1	42132489, 421324, 4213, 42, All	EMEA, All	0	No

In this case, since the available buyer category assignments all specify a department of All, and the project department is 0, the matching algorithm doesn't find an assignment by looking higher up in the commodity hierarchy and then in the region hierarchy. In a third iteration, it looks higher up the department hierarchy:

Search	Commodity	Region	Department	Match?
1	42132489, 421324, 4213, 42, All	EMEA, All	0, All	Yes

Based on the combined search created from these iterations, the matching algorithm identifies all 3 users (User A, User B, and User C) for the buyer category assignment.

Supplier Process Projects Import File Format

Importing status data for process projects allows you to import supplier processes such as qualifications, to update the status of existing processes, or to cancel processes. You can use the related data export to see the statuses of all processes in your site and their associated suppliers.

This data import task is only available in sites with the process project feature (SM-16798) enabled.

Importing a new process status for a supplier adds data such as qualifications to the supplier, and is useful for migrating that data from other systems to SAP Ariba. Adding a process to a supplier by importing data for process projects doesn't create a corresponding process project with questionnaires. Rather, it sets the specified status for the supplier and adds the process to the **Qualifications** or **Processes** detail area of the supplier's profile. Users with the appropriate permissions can cancel or renew it from there.

Importing a process status update changes the status of an existing process, whether or not it has a corresponding process project. The updated status shows in the **Processes** detail area of the supplier's profile. If the process is associated with a process project, the updated status also shows in the **Process status** area of the process details page, and the actions that are possible in the project reflect the updated status. For example, if you use data import to update a process project from an in-progress status to a pending decision status, the process decision-makers can set a final status for the project whether or not the associated modular questionnaires are complete.

> **Note**
>
> If a process is associated with a project that's reached pending decision status, you can't use data import to revert it to an earlier status. For example, you can't update a process that's pending decision back to in progress. Once the process project has a final status such as approved, you can use data import to revert it back to in progress or pending decision.

Importing a process status cancellation removes the process. Data import is the only way to cancel a process that has a status corresponding to a decision state (`Approved`, `Denied`, or `ConditionallyApproved`). Canceling a process removes it from the supplier's profile, search results, and data export of process status data. Unlike

manually cancelling a process in the supplier's profile, canceling a process using data import doesn't affect its associated modular questionnaires.

You use the **Supplier Process Projects Import** data import task in **SM Administration** to import process statuses. The task reads from a CSV file that contains the following fields:

Field	Description	Required?
`vendorId`	The `smVendorId` that SAP Ariba has assigned to the supplier.	No
`type`	The process type defined in the `UniqueName` field of your site's process type master data [page 91]. When configuring the data import task for a discontinuation process project, set `type` to the process type of the existing supplier management process to be discontinued, not the discontinuation process type.	Yes
`categoryIds`	The commodity code to which the process applies. **Note** This code must match the commodity master data loaded in your site.	Yes
`regionIds`	The code for the region to which the process applies. **Note** This code must match the region master data loaded in your site.	Yes
`departmentIds`	The code for the department to which the process applies. **Note** This code must match the department master data loaded in your site.	Yes
`materialIds`	Not currently used.	No

Field	Description	Required?
`status`	The status of the process as defined in the `UniqueName` field of your site's process status master data [page 94]. When configuring the **Supplier Process Projects Import** CSV file for adding, updating, or canceling discontinuation processes, set the `status` field to the discontinuation status or leave it empty.	Yes
`action`	One of the following values: • Blank (no value) or `NEW` to add a new status. • `UPDATE` to update an existing status. • `CANCEL` to remove an existing status. These values are case-sensitive.	Yes
`erpVendorId`	The ERP vendor ID of the supplier.	Yes
`sourceSystem`	The source system of the supplier.	Yes
`expiryDate`	Whether to add or update the expiration date for a supplier management process. The format is `YYYY-MM-DD`.	Yes, if you want to add or update the expiration date.
`discontinue`	Whether to discontinue a supplier management process. The value can be `Y` (discontinue) or `N` (not discontinue). • Set this field to `Y` when you add a discontinuation record, cancel an ongoing discontinuation process, or update the status of an existing discontinuation process. • Set this field to `N` or leave it empty, when you add a supplier management process record.	Yes, if you want to add a new discontinuation record, cancel an ongoing discontinuation process, or update an existing discontinuation status. Currently, only qualification processes can be discontinued.

Note the following when using the `expiryDate` field:

- The supplier management process to be uploaded with the expiration date must be in the decided status (approved or conditionally approved).
- The expiration date to be configured must be a current or future date.
- **About reminder offset**

- If an existing supplier management process has an expiration reminder offset, the reminder schedule is reused after the expiration date is uploaded. For example, if the expiration offset is 20 days and the reminder offset is 18 days after you upload expiration date 27 February, the recipients are reminded on 25 February (two days before the expiration).
- If an existing supplier management process doesn't have a reminder offset, after the expiration date is uploaded, the system recalculates the reminder date as 90% of the validity duration. For example, if the process is expired in 10 days, the reminder time is calculated as 10 x 90%=9, which means the recipient is reminded 1 day before the expiration.

- **About notification**
  After the expiration date is uploaded, when the process is about to expire or has expired based on the new expiration date:
  - Recipients receive notification emails for the supplier management process created in the user interface.
  - No notification emails are sent for the supplier management process created through the data import.

The following example shows 1 line of a process status CSV file, as well as the mandatory header:

```
vendorId,type,categoryIds,regionIds,departmentIds,materialIds,status,action,erpVendo
rId,sourceSystem,expiryDate,discontinue
S123456789,Prequalification,20,10,40,,Prequalified,new,V100000234,SAP,2022-02-20,N
```

The data export includes the same set of fields, but the `action` column is always blank.

Process project automatic status assignment rules Data File Format

Automatic process status assignment rules allow you to automatically assign final statuses to supplier management process projects based on the statuses of their underlying modular questionnaires. Automatic assignment replaces manual status decisions by process decision-makers in individual process projects.

You use the **Process project automatic status assignment rules** data import task to define these rules. This data import task is only available in sites with the process project feature (SM-16798) enabled. The task reads from a CSV file that contains the following fields:

Field	Description	Required?
`namespace`	The functionality to which the rule applies. Currently, the valid value for this field is `SMProcess`.	Yes
`name`	A descriptive name for the rule. Each rule is uniquely identified by the combination of its `namespace` and `name`.	Yes
`conditionalExpression`	An expression in Spring Expression Language (SpEL) [page 168] that defines the condition under which the rule applies, including the process type and the statuses of the modular questionnaires in the process.	Yes

Field	Description	Required?
`outcome`	The `UniqueName` for the status that the rule sets for the specific process type as defined in your site's custom process status master data [page 94].	Yes
`description`	A description of the rule. This description is for information only and doesn't show in the user interface.	Yes
`priority`	An integer value that determines the priority for applying the rule, with 1 being the highest priority. **Note** Different rules that define different `outcome`s for the same process type must all have different priorities to ensure that there's never any conflict between rules.	Yes
`action`	• `LOAD` to set a new status or update an existing status. • `CANCEL` to remove an existing status. **Note** These values are case-sensitive.	Yes

The following example shows lines from a process project status assignment rule CSV file, as well as the mandatory header:

```
namespace,name,conditionalExpression,outcome,description,priority,action
SMProcess,Prequal_All_Denied,type == 'Pre-qualification' && (questionnaires !
= null && questionnaires.?[status =='Denied'].size() ==
questionnaires.size()),Prequalification Denied,All questionnaires are denied,1,new
SMProcess,Prequal_All_Approved,type == 'Pre-qualification' && (questionnaires !
= null && questionnaires.?[status =='Approved'].size() ==
questionnaires.size()),Prequalified,All questionnaires are approved,2,new
SMProcess,Prequal_Cond_Approved,type == 'Pre-qualification' && (questionnaires !=
null && questionnaires.?[status =='Denied'].size()>1 && questionnaires.?[status
=='Approved'].size()>1),Conditionally Prequalified,Some questionnaires are approved
and some are denied,4,new
SMProcess,Prequal_One_Denied,type == 'Pre-qualification' && (questionnaires !=
null && questionnaires.?[status =='Denied'].size()>1 && questionnaires.?[status
=='Denied'].size() != questionnaires.size()),Prequalification Denied,At least one
questionnaire is denied,3,new
```

Related Information

Importing Supplier Data [page 129]

Conditional Expressions for Process Project Assignment Rules

Automatic status assignment rules for process projects use conditional expressions in Spring Expression Language (SpEL) to determine the final status of a process project. These expressions define conditions based on the process type and the statuses of the modular questionnaires included in the process project.

The following conditional expressions define some conditions that are typical for automatic status assignment in process projects:

Conditional Expression	Modular Questionnaire Conditions
`type == '<process type UniqueName>' && (questionnaires != null && questionnaires.?[status == 'Approved'].size() == questionnaires.size())`	All approved
`type == '<process type UniqueName>' && (questionnaires != null && questionnaires.?[status == 'Denied'].size() == questionnaires.size())`	All denied
`type == '<process type UniqueName>' && (questionnaires != null && questionnaires.?[status == 'Denied'].size()>1 && questionnaires.?[status == 'Approved'].size()>1)`	A mixture of approved and denied, with at least one approved questionnaire and at least one denied questionnaire
`type == '<process type UniqueName>' && (questionnaires != null && questionnaires.?[status == 'Denied'].size() >= 1 && questionnaires.?[status =='Denied'].size() != questionnaires.size())`	Denied for at least one questionnaire

> **Note**
>
> - *<process type UniqueName>* in these expressions is always the `UniqueName` of the process type as defined in your site's process type master data [page 91].
> - The `status` in these expressions is always a modular questionnaire status, which can be `Approved` or `Denied`. Currently, only these two statuses are supported.

Internal Supplier Registration Data File Format

Supplier internal registration data designates suppliers as internally registered so that they have a registration status of **Registered** without use of a registration project.

Suppliers that achieve **Registered** registration status through this data import are automatically flagged as internally registered. The data import changes suppliers' registration status to **Registered** but does not create

underlying registration projects. When a supplier is flagged as internally registered through data import, registration managers can manually start an internal registration or invite the supplier to register later, creating a registration project so that recipients can fill out questionnaires to provide profile information.

Internal supplier registrations **Import File Format**

You use the **Internal supplier registrations** data import task to designate suppliers as internally registered. The task reads from a CSV file that contains the following fields:

Field	Description	Required?
`smVendorId`	The SM vendor ID for the supplier, which is an ID that SAP Ariba automatically assigns to every supplier created in the system.	Yes
`name1`	The supplier name stored in the `vendor.vendorInfo.name1` field in the supplier database.	Yes

The import only affects suppliers in **Not Invited** status registration status. Once a supplier has achieved at least **Invited** registration status, you cannot set their registration status to **Registered** using this data import.

> → Tip
>
> You can use the **Suppliers** data export to see SM vendor IDs and `vendor.vendorInfo.name1` values for all suppliers in your site.

The following example shows lines of a supplier internal registration CSV file, as well as the mandatory header:

```
UTF-8
smVendorId,name1
S10202900,Supplier 1
S10165792,Supplier 2
```

> ⚠ Restriction
>
> The data import must only include new internal registrations and can only include the `smVendorId` and `name1` fields. Importing a file that includes the additional columns in the data export, `vendorActive`, `registrationStatus`, `registrationStatusId`, and `registrationSource`, results in a success message but does not successfully add data. Importing a file that includes existing internal registrations results in errors. For this data import, always use the sample file to import new data sets that include only the `smVendorId` and `name1` fields.

Internal supplier registrations **Export File Format**

The corresponding data export for **Internal supplier registrations** includes all of the internally registered suppliers in your site, whether they were registered using the data import or manually in a registration project. The export includes the following fields:

Field	Description
`smVendorId`	The SM vendor ID for the supplier, which is an ID that SAP Ariba automatically assigns to every supplier created in the system.
`name1`	The supplier name stored in the `vendor.vendorInfo.name1` field in the supplier database.
`vendorActive`	A Boolean value indicating whether the supplier is active or inactive.
`registrationStatus`	The registration status of the supplier.
`registrationStatusId`	The project (workspace) ID of the registration project for the internal registration.
`registrationSource`	One of the following values: • `InternallyRegisteredViaCsv`, which means that the supplier's registration status was achieved through internal supplier registration data import and there is no registration project associated with the supplier. • `InternallyRegisteredViaUi`, which means that the supplier's registration status was achieved by a registration manager starting an internal registration in the user interface and creating a registration project.

> **Note**
>
> - The **Internal supplier registrations** data export includes suppliers that were originally registered internally but who were later invited to participate in their registrations and are therefore no longer flagged as internally registered.

Supplier Classification Based on Diversity

You can classify the suppliers based on multiple characteristics and support diversity through procurement to encourage business with suppliers identified and verified as diverse.

The suppliers are segmented as diverse based on the definitions specific to the buyer organization. You can import the diversity details and types using the **Diversity Info** and **Vendor Diversity** data files in the **Data Import or export** tasks in **SM Administration**. The supplier diversity types are defined based on your requirements and must be defined in the **Diversity Info** data file. The **Vendor Diversity** data file contains the supplier details and their associated diversity types as defined in the **Diversity Info** data file.

> **Note**
>
> You must first import the **Diversity Info** data file and then import **Vendor Diversity** data file to classify the supplier based in the diversity types.

You can update the diversity type for a supplier by adding an entry for the new diversity type and deactivating the entry for old diversity type in the **Vendor Diversity** data file. You can also assign multiple diversity types for a supplier.

Related Information

Diversity Info Data File Format [page 171]
Vendor Diversity Data File Format [page 172]
Importing Supplier Data [page 129]

Diversity Info Data File Format

Diversity Info data is used to define the types of diversities to classify the suppliers.

You can specify the diversity types for suppliers and import list of diverse suppliers using the **Diversity Info** file, that contains the following fields:

> ⚠ Restriction
>
> - In the **Diversity Info** data file:
> - You can't remove or deactivate the diversity types.
> - You can only update the `displayName`.
> - The `locale` field isn't supported.

Field	Description	Required?
`name`	Define the diversity types based your requirements.	Yes
`displayName`	The display name of the diversity types defined.	Yes
`locale`	The ISO code for the language used for the `displayName`.	No

Related Information

Supplier Classification Based on Diversity [page 170]
Vendor Diversity Data File Format [page 172]
Importing Supplier Data [page 129]

Vendor Diversity **Data File Format**

Vendor Diversity data is used to designate diverse suppliers.

You can classify the suppliers based on the diversity types. You can import the list of suppliers using the **Vendor Diversity** file type, which contains the following fields:

Field	Description	Required?
`erpVendorId`	The ID of the supplier in the integrated ERP system.	Either `erpVendorid` or `smVendorid` is required.
`sourceSystem`	The system in which the supplier was created; for example, `SM` for SAP Ariba or `SAP` for an SAP ERP system. **Note** This field is currently ignored during data import and isn't included in the exported **Vendor Diversity** data file.	No
`region`	The code for the region of the supplier.	No
`smVendorId`	The ID that SAP Ariba assigns to the supplier. The value in this field must be an existing SM vendor ID.	Either `erpVendorid` or `smVendorid` is required.
`diversityType`	The type of diversity as defined in the **Diversity Info** data file. **Note** The value in this field must match the value in the `name` field in the **Diversity Info** data file.	Yes
`supplierStory`	The background information about the supplier outlining their diversity.	No
`url`	The supplier website URL in the standard format.	No
`active`	A Boolean value that specifies whether the vendor diversity described by the current row is active (`TRUE`) or deactivated (`FALSE`). If this field is empty, the row is flagged as active.	No

In solutions that include the classic supplier 360° profile, the **Summary** area of a supplier's profile includes any `diversityType`, `region`, and `supplierStory` information defined for them in this data file. It doesn't include `url` data. Diversity information currently isn't available in the supplier profile summary (NGSM-2959).

Related Information

Supplier Classification Based on Diversity [page 170]
Diversity Info Data File Format [page 171]
Importing Supplier Data [page 129]
About the Summary Area of the Classic Supplier 360° Profile

Importing Custom Region Codes for Supplier Addresses

Follow these steps to ensure that supplier extended addresses use the same codes as your ERP system by importing them as custom SAP region codes in Ariba Administrator.

Prerequisites

The region code data import feature isn't available by default. To enable this feature, see SM-5303: Enable SAP region code upload.

To import or export region code data in Ariba Administrator, you must be a member of the **Customer Administrator** group.

Context

Imported SAP region codes show in the **Region** dropdown menu of **Extended Address** questions. All other region fields in your site use your site's region master data. In sites integrated with an SAP ERP system, you can obtain the region code data from them. Otherwise, you can download region code data from your SAP Ariba site and edit it to match your ERP system's data.

In new sites deployed after the SAP Ariba 2312 release, default data is available. In all cases, after you upload your own region code data, the corresponding file download includes the current data in your site.

> ⓘ Note
>
> The **Extended Address Region** menu only shows the region codes you import. It doesn't add them to your site's existing region master data. Make sure that you import the full set of region codes you want to use. When a questionnaire recipient selects a country/region in an address answer, if there's no region code defined for that country/region, the **Region** field doesn't show at all in the questionnaire.
>
> Tthe **State/Province/Region** field is mandatory if the selected country/region is Canada (CA), China (CN), Brazil (BR), Mexico (MX), or the United States (US). Therefore, when you upload your site's region master data, ensure that there is at least one value for **State/Province/Region** if the country is any one of the above.

By default, these ERP region codes aren't available in **Address** questions in buyer-facing questionnaires. To make them available, enable the self-service configuration parameter **Application.SM.UI.EnableERPRegionDisplayInSimpleAddress** in **SM Administration** > **Configuration Parameters**.

Procedure

1. Perform one of the following actions:
   - In the integrated SAP system, export the `T005S` and `T005U` tables to separate Microsoft Excel XLSX files.
   - Download the `T005S` and `T005U` files as a ZIP file from your SAP Ariba site. Unzip the files and edit them as needed.
2. Add both XLSX files to a ZIP file.

   > **Note**
   >
   > After downloading and editing the files, if you zip them on a machine using Mac OS, the system adds a hidden `__MACOSX` folder. The presence of this folder causes upload of the SAP region code ZIP file to fail. To remove this folder, in Terminal, enter the following command from the ZIP file directory:
   >
   > ```
   > zip -d regioncodefilename.zip  "__MACOSX*"
   > ```

3. On the dashboard of your SAP Ariba site, choose **Manage** > **Administration**.
4. Choose **SM Manager** > **SAP Region Codes**.
5. On the **Sap Region Upload or Download** tab, choose **Choose File**.
6. Navigate to the ZIP file containing your SAP region codes and choose **Open**.
7. Choose **Upload**.

Results

You can monitor the status of your SAP region code upload and see any error messages on the **Sap Region Upload or Download Status** tab.

After the upload is complete, users in your site who answer an **Extended Address** question (for example, when filling out a supplier request) choose from among the uploaded SAP region codes for the **Region** field, and that region code is stored in the corresponding `vendor.addressExt.postalAddress.regionCode` field. When the supplier is synchronized with the integrated system, the supplier address information includes region codes recognized by that system.

Next Steps

Make sure that your custom SAP region codes are correctly mapped to the country codes used for supplier addresses on SAP Business Network. If your **Extended Address** questions are also mapped to SAP Business

Network supplier profile address fields and a supplier updates their address in their SAP Business Network profile, that update is synchronized back to your site. Your site includes default mappings [page 693], but if you use custom SAP region codes, you must maintain custom mappings using master data imports [page 113].

Related Information

Default Fields and Field Mappings in Address Question Answer Types [page 447]

Business Partner IDs for ERP Suppliers Added Through SAP Ariba Procurement solutions

If your solution includes SAP Ariba Procurement solutions and you add suppliers from an integrated SAP ERP system using SAP Ariba Procurement solutions supplier data import tasks, including the business partner IDs for those suppliers ensures that the ERP system recognizes them.

This information is applicable if your SAP Ariba solution package includes both SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture) and SAP Ariba Procurement solutions such as SAP Ariba Buying or SAP Ariba Buying and Invoicing. Currently, you must import ERP supplier data separately for procurement, using SAP Ariba Procurement solutions data import tasks, and for supplier management, using data import tasks in **SM Administration** or ERP synchronization.

The `SupplierIDs.csv` file used by SAP Ariba Procurement solutions supplier organization data import tasks can include two domains that are used in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture):

Domain	Example Value	Description
`smbpid`	`100023`	The SAP ERP business partner ID for the supplier. If your solution includes SAP Ariba Supplier Lifecycle and Performance but you add suppliers from SAP ERP in SAP Ariba Procurement solutions, it's important to include an `smbpid` value for every ERP supplier. This `smbpid` ensures that when a supplier synchronizes back from SAP Ariba Supplier Lifecycle and Performance to the ERP system, that synchronization includes the supplier's business partner ID, which identifies it as an existing supplier. Otherwise, SAP ERP creates a new, duplicate supplier.

Domain	Example Value	Description
`smsupplierid`	`vdr70073`	A supplier ID used in SAP Ariba Supplier Lifecycle and Performance, typically the supplier's ERP vendor ID. For integrated suppliers, this ID is the same as their `sap` ID. In cases where there are IDs defined for a supplier in both `sap` and `smsupplierid` domains, the `smsupplierid` domain takes precedence.

For more information about supplier data import tasks in SAP Ariba Procurement solutions, refer to the Common Data Import and Administration for SAP Ariba Procurement Solutions.

Optional Features for Supplier and Supplier Contact Names

Support for Supplier Display Names Longer Than 35 Characters in SAP Ariba Solutions

By default, in sites that include SAP Ariba Supplier Lifecycle and Performance, supplier display names have a maximum length of 35 characters. An optional feature allows you to show supplier names of up to 140 characters across all SAP Ariba solutions.

Both SAP ERP and the unified vendor model that SAP Ariba Supplier Management solutions use includes four name fields, `vendor.vendorInfo.name1` through `vendor.vendorInfo.name4`. By default, each field has a maximum length of 35 characters, and they can form the full name of the supplier when concatenated.

By default, only the values in the `vendor.vendorInfo.name1` field show in the user interface in SAP Ariba solutions. When a supplier name is longer than 35 characters, the remaining portions of the name are truncated. Some suppliers have multiple legal entities, each with the same name plus a suffix to differentiate it from the others. If the portion of a supplier name that differentiated it from other related entities falls outside of the `vendor.vendorInfoname1` field because of length, it's difficult for users in SAP Ariba solutions to identify the correct supplier in supplier searches, supplier profiles, and when adding suppliers to transactions such as events and contracts.

An optional supplier full name feature, SM-14213, allows you to display full or long names for suppliers across SAP Ariba solutions. It adds a separate vendor database field, `vendor.vendorInfo.fullName`, to store full supplier names. By default, `vendor.vendorInfo.fullName` has a maximum length of 140 characters. Enabling this feature also adds support for importing organization names of up to 140 characters in length using the **Suppliers from Sourcing** data import in **SM Administration**. An administrator can enable this feature toggle in **Intelligent Configuration Manager**. For more information, see SM-14213: Enable supplier full name.

An additional optional feature, SM-36076, increases the maximum length of individual name fields (`vendor.vendorInfo.name1` through `vendor.vendorInfo.name4`) from 35 to 40 characters, and increases the maximum length of `vendor.vendorInfo.fullName` from 140 to 160 characters. If SM-14213 is already enabled in your site, an administrator can enable this additional feature using the self-service configuration parameter **Application.SM.Enable160CharacterSupportForFullName** in **SM Administration** > **Configuration Parameters**. If you use the **Apply Field Restrictions** tool for adding or editing questions in project templates, an administrator can also increase its default settings to 40 and 160 characters by enabling the self-service configuration parameter Increase maximum size for name fields to 40 characters each in applied field restrictions [page 812] in **Intelligent Configuration Manager**.

SAP Ariba trims any leading or following whitespace from full name values. Other SAP Ariba solutions then show the value in this field as the supplier name.

> **Note**
>
> Currently, the supplier full name feature doesn't support supplier names in Chinese, Japanese, or Korean.

To collect supplier full names directly using the `vendor.vendorInfo.fullName` field:

- Map a question to `vendor.vendorInfo.fullName` in supplier management questionnaires such as the supplier request and external registration questionnaires.
- Make sure that none of the supplier management questionnaires in your site contain any questions mapped to any of the numbered name fields, `vendor.vendorInfo.name1` through `vendor.vendorInfo.name4`.

> **Note**
>
> Mapping to both the full name field and the numbered name fields in questionnaires isn't supported. Choose which type of name data you want to collect from supplier management questionnaires, either the full name in one field or different parts of the name in the four numbered fields, and map the name questions in the supplier management questionnaires in your site accordingly. Collecting both types of name data can introduce errors and distortions in supplier names.

SAP Ariba uses whatever type of name data you collect for a supplier to populate both types of name fields.

If a mapped question doesn't directly add full name data to the `vendor.vendorInfo.fullName` field for a supplier, SAP Ariba automatically concatenates existing data in `vendor.vendorInfo.name1` through `vendor.vendorInfo.name4` fields to populate it.

> **Note**
>
> Because of this automatic concatenation of values in numbered name fields, the supplier full name feature isn't suitable for sites that use any of the numbered name fields to collect alternate names for suppliers. Since the Dun & Bradstreet integration feature can use `vendor.vendorInfo.name3` to collect a separate legal name value, it can't be used in combination with the supplier full name feature.

If mapped questions, data import, or synchronization from an integrated ERP system don't directly add name data to the numbered name fields for a supplier, but there's data in the `vendor.vendorInfo.fullName` field, SAP Ariba automatically splits up that data and populates the numbered name fields with it as follows:

- If the full name is 35 characters or less, SAP Ariba adds the entire name to `vendor.vendorInfo.name1`.
- If the full name is between 36 and 70 characters, SAP Ariba adds the remaining characters above 35 to `vendor.vendorInfo.name2`.
- If the full name is longer than 70 characters, SAP Ariba adds additional characters to the `vendor.vendorInfo.name3` and then `vendor.vendorInfo.name4` fields in the same way.

SAP Ariba considers spaces when splitting names between numbered name fields, and omits final characters that are spaces. For example, if the value in the `vendor.VendorInfo.fullName` field is `Supplier ABCDEFG Incorporated, Limited`, SAP Ariba adds `Supplier ABCDEFGHIJ Incorporated,` (33 characters, omitting the space after `Incorporated,`) to `vendor.vendorInfo.name1` and `Limited` (seven characters) to `vendor.vendorInfo.name2`.

The data split into individual numbered name fields are used for ERP synchronization and are included in supplier data exports.

In sites that include SAP Ariba Procurement solutions, you must fulfill the following prerequisites before enabling the full name feature:

- If you use the SAP Ariba integration toolkit to integrate your ERP system with SAP Ariba Procurement solutions, you must implement an enhancement in your ERP system to send the full supplier name (concatenating all numbered name fields) through the SAP Ariba integration toolkit. Currently, SAP Ariba integration toolkit integration sends only the first name field.

- The configuration of your ERP system integration with SAP Ariba must ensure that suppliers synchronize from the ERP system to SAP Ariba Supplier Management solutions before they synchronize with SAP Ariba Procurement solutions.

Setting Up Your Site to Show Contact Names with Family Name First

You can set up your site to show existing external contacts with their family names first.

Prerequisites

You must be a member of the **Customer Administrator** group.

Make sure that the configuration parameter `Application.SM.VendorContactPushTaskEnabled` (set by SAP Ariba Support) is disabled before you update existing supplier contact data and while the family name first feature is enabled. SAP Ariba uses spaces in a contact's name as delimiters when adding it to the first, middle, and last name fields in the supplier database, which can introduce errors. Contact SAP Ariba support to disable this site configuration parameter.

Context

If your organization wants to address existing external contacts with family names first, you can enable the family name first feature. When you enable it, the family name first feature reverses the order in which all new supplier contact names show, but existing contact name data is unaffected in your database. Contact first names are still stored in the `contact.firstName` field, and last names are stored in the `contact.lastName` field. To show existing supplier contact names in reverse order after the feature is enabled, you must use the **Data Import/ Export** task in Ariba Administrator to update contact name data added before the feature is enabled.

For example, if you want an existing supplier named "John Doe" to show as "Doe John", you must update the contact name data to be "Doe John" before enabling the feature. After the feature is enabled, if you create a new supplier contact named "Jane Doe", the name shows as "Doe Jane".

Procedure

1. Enable the family name first feature in your site:
    a. In **Intelligent Configuration Manager**, enable the feature toggle **SM-15622: Enable supplier contact name display with family name first**.
    b. In **SM Administration** > **Configuration Parameters**, enable the **Application.SM.Contact.EnableSupplierContactNameDisplayWithFamilyNameFirst** parameter.

> **Note**
>
> Always enable or disable these settings together.

2. In Ariba Administrator, choose **Site Manager** > **Data Import/Export**.
3. Export supplier contacts using the **Export Supplier Users** data export task.
4. Edit the order of contact names in the `FullName` field so that they're in the order you want them shown in your site.
5. Import the edited file using the **Import Supplier Users** data import task.
6. Contact SAP Ariba support to enable the family name first.

Next Steps

If you disable the family name first feature later and want to show supplier contact names as they were before enabling the family name first feature, with family names shown last, repeat these data export and import steps.

Related Information

Managing Feature Toggles for the Site
SM-15622: Enable supplier contact name display with family name first
Managing Configuration Parameters in Supplier Administration [page 862]

Supplier Management User Setup

SAP Ariba Supplier Management solutions use global user groups to manage user permissions. Administrators can add users to these groups when creating or editing them.

Administrators can also assign user groups to project groups for specific combinations of commodities, regions, and (in sites with departments enabled) departments. These buyer category assignments (also called the user matrix) dynamically give assigned users roles such as approver or task owner in projects that match those combinations.

Supplier Management User Groups [page 181]

Adding Users [page 184]

Editing Users [page 186]

User Groups in Buyer Category Assignments (the User Matrix) [page 187]

Supplier Management User Groups

Membership in global SAP Ariba user groups grants users permissions to work with specific supplier management features.

> **Note**
>
> Before you set up supplier management users, they must be created in your site. Typically, enterprise users are imported as master data as part of SAP Ariba's deployment of your site. Administrators can also create and edit users. For details, see the Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions.

The following table provides a brief description of the user groups that are pertinent to supplier management. For complete details, see the Strategic Sourcing and Supplier Management Group Descriptions.

.

Members of This Group...	Can...
Template Creator	Manage all supplier management templates, including creating questionnaires and request forms. In the default configuration, the **Template Creator** group is a member of the project team for all of the supplier management project templates. Members of the **Template Creator** group must also belong to the **SM Modular Questionnaire Manager** group to create and manage modular supplier management questionnaire templates. Members of the **Template Creator** group must also belong to the **SM Process Manager** group to create and manage process project templates.
Translator	Provide translations in supplier management project templates for: • questionnaire and form content (for users that are also members of the **Template Creator** group) • custom notifications (for users that are also members of the **Project Email Template Administrator** group)
Project Email Templates Administrator	Customize the content of all project-related notifications.
Customer Administrator	Import and export data in Ariba Administrator and **SM Administration**, create new users, and add groups to existing users.
Customer User Admin	Create new users and add groups to existing users.
Supplier Request Manager	Create supplier requests.
Supplier Registration Manager	Start and manage supplier registrations.
Supplier Qualification Manager	Start and manage supplier qualification projects and disqualification projects.
Preferred Supplier Manager	Start and manage preferred category status projects.
SM Modular Questionnaire Manager	Create and manage modular questionnaire projects. Users who are also members of the **Template Creator** group can also create and manage modular project templates. In sites where the flexible process framework feature (SM-16798) is enabled, users in this group can also create process projects, including qualification process projects, if they're also a member a project group with the **Process Initiator** role in the process project template.

Members of This Group...	Can...
SM Process Manager	Create and manage process project templates, if they're also members of the **Template Creator** group, in sites where the flexible process framework feature (SM-16798) is enabled.
Supplier Internal Questionnaire Editor	Edit internal registration questionnaires.
SPM Agent	Create and manage SPM projects.
Sensitive Data Access	View masked answers and attachments in supplier management questionnaires.
SM Manual ERP Sync	Manually synchronize new suppliers with an integrated SAP ERP system. **Note** To preserve backward compatibility, all members of the **Supplier Registration Manager** group as of the time of the SAP Ariba May 2018 release were automatically added to the **SM Manual ERP Sync** group so that they didn't lose an existing permission. If you want to remove the permission from any of those users, you can do so in Ariba Administrator either manually or using the **Import Group/User Relationships** data import task. Users added to the **Supplier Registration Manager** group after the SAP Ariba May 2018 release only have the manual ERP synchronization permission if you also add them to the **SM Manual ERP Sync** group.
SM Ops Administrator	Import and export data and perform other administrative actions in **SM Administration** area, unlink supplier and supplier user SAP Business Network accounts from your site, and access the **Advanced View** of supplier management projects when the **Control access by group** option is disabled.
SM ERP Administrator	Configure integration with an external ERP system in **SM Administration** area and manually synchronize new suppliers with an integrated SAP ERP system.
SM Advanced View Access	Access the **Advanced View** of supplier management projects when the **Control access by group** option is enabled.
SM Advanced Configuration Access	Enable seven supplier management features (that were previously SAP-controlled) in your site by going to **Manage** > **SM Administration** > **Configuration Parameters**.

Members of This Group...	Can...
Legal	Approve forms and questionnaires, if they're part of the approval process defined in the template. This group doesn't confer many functional privileges, but is useful for defining approval processes that require participation by your organization's legal department.
Finance	Approve forms and questionnaires, if they're part of the approval process defined in the template. This group doesn't confer many functional privileges, but is useful for defining approval processes that require participation by your organization's legal department.

To set up supplier management users, either create new users or edit existing users, adding the relevant groups to them.

> ### Note
>
> Membership in project groups can also grant permissions in individual supplier management projects. For example, project owners typically have wide-ranging permissions in their projects, and members of project groups with the **Decision Maker** role have permission to set final status in process projects. While global user groups grant general permissions, project groups always grant permissions only in specific projects. In some cases, users require a combination of global user and project group permissions for certain actions. Topics that describe how to perform specific supplier management procedures include any global user or project group prerequisites for those tasks.

Related Information

Adding Users [page 184]
Editing Users [page 186]
Sensitive Data Masking in Supplier Forms and Questionnaires [page 475]
Project Owner Group and Capabilities

Adding Users

Use these steps to add individual users from Ariba Administrator as necessary.

Prerequisites

To add users to your site, you must be a member of the **Customer Administrator** or **Customer User Admin** group.

Context

If you need to add many users, it's more efficient to run data import tasks.

Procedure

1. On the dashboard, click **Manage** > **Administration**.
2. In Ariba Administrator, click **User Manager**, and then click **Users**.
3. On the **Users** page, click **Create New User.**
4. On the **General** tab, enter:
   - **Type**: This field can be set to **Enterprise User**, **Third Party Enterprise User** (SAP Ariba), or **Supplier User**.
   - **User ID**: A unique internal identifier for the user. For security reasons, this field can't contain an apostrophe.
   - **Name**: The display name for the user.
   - **Organization**: Don't modify the value in this field.
   - **Business Email Address**: The user's business email address.
     User email addresses are checked for validity. Valid email addresses be entered, even in test environments. Invalid email addresses trigger an error message and must be corrected. By default, an email address must include a valid, existing domain. (The domain name is the part of the email address that appears after the @ sign.)SAP Ariba Customer Support can set a parameter to turn off the domain portion of the validity check, in which case only syntax is checked. The name of the parameter is `Application.Base.EnforceEmailDomainCheck` (set by SAP Ariba Support).

     > **Note**
     >
     > If SAP Ariba Customer Support configured a set of valid email address domain names specifically for your site, any domain you use in the **Business Email Address** field must match a domain in that set, unless you select the **Allow External Email Domain** option (see the next item).

   - **Allow External Email Domain** - Check this checkbox to allow an unapproved email address domain for this user.
   - **Business Phone Number** - The user's business phone number.
   - **Business Fax Number** - The user's business fax number.
   - **Locale** - The user's default locale.
   - **Default Currency** - The user's default currency. Specify one of the currency codes defined in your SAP Ariba solution.
   - **Timezone** - The user's time zone.
   - **Supervisor** - The user's supervisor.
5. On the **Invitation** tab, set your preference for user password generation and sign-in invitation:
   - Check the checkbox if you want Ariba Administrator to generate a temporary password and send a sign-in invitation message to the user immediately after you click **Save.**
   - Clear the check box (the default) if you want to manually generate a temporary password before Ariba Administrator sends a sign-in invitation message.

6. On the **Ship To Addresses** tab, click **Add/Remove** to display the available shipping addresses and enter the user's ship-to address.
7. On the **Billing Addresses** tab, click **Add/Remove** to display the available billing addresses and enter the user's billing address.
8. On the **Groups** tab, click **Add/Remove** to display the available groups. Select one or more groups to assign to the new user and click **Done**.
9. Click **Save** to save your changes, or click **Cancel** to return to the previous page without saving your changes.

Results

If you allowed SAP Ariba to generate a temporary password for the user, the user receives the system-generated email invitation containing a temporary password and instructions for signing in to SAP Ariba. When the user clicks the URL in the invitation, the user is prompted to create a new password.

Related Information

User Data Import and Export Tasks
Generating or Reseting User Passwords
Topics About User Group Management

Editing Users

You can modify existing users from Ariba Administrator.

Prerequisites

To edit users, you must be a member of the **Customer Administrator** or **Customer User Admin** group.

Context

If you need to edit many users at once, it's more efficient to run data import tasks.

Procedure

1. On the dashboard, click **Manage** > **Administration**.
2. In Ariba Administratorclick **User Manager**, and then click **Users**.
3. Search for and select the user you want to edit.
4. Choose **Edit** from the **Actions** pull-down menu.
5. On the **General** tab, edit the user's name, contact information, locale, default currency, supervisor, and department. Don't edit the default values in the **Type** and **Organization** fields.
6. On the **Ship To Addresses** tab, click **Add/Remove** to display the available shipping addresses and edit the user's ship-to address.
7. On the **Billing Addresses** tab, click **Add/Remove** to display the available billing addresses and edit the user's billing address.
8. On the **Groups** tab, click **Add/Remove** to display the available groups and edit the groups to which the user belongs.
9. Click **Save** to save your changes, or click **Cancel** to return to the previous page without saving the changes.

Related Information

User Data Import and Export Tasks
Topics About User Group Management

User Groups in Buyer Category Assignments (the User Matrix)

You can assign either custom or default user groups to teams in supplier management projects by importing a buyer category assignment (user matrix) CSV data file.

The data import adds each specified user or group to a specific project group in supplier management projects that match the assigned commodities, regions, and (in sites with department enabled) department. In project approval and To Do tasks, those groups can be approvers or task owners. Buyer category assignments therefore dynamically add users (either explicitly or through user group membership) to individual tasks and approval flows based on the project's commodities, regions, and departments. For details on buyer category assignment data, see User Matrix (Buyer Category Assignment) Data File Format [page 159]. For details and an example of using buyer category assignments to create a dynamic approval flow, see Commodity, Region, and Department Assignments for Form and Questionnaire Approvals [page 509].

There are advantages to making buyer category assignments by user group. If you assign individual users, when those users leave the company or change roles, you must update and reimport the user matrix data. If you assign groups, any member in the group can approve or deny the task, and you can add or remove users from groups as needed rather than updating individual assignments. Having a larger pool of potential approvers means that there's less risk that individual projects can have approval nodes with no assigned approvers. Whether you define buyer category assignments by group or user depends on how detailed you want to make the assignments and how you want to manage user groups in general in your site.

You can use SAP Ariba's default system groups or custom groups that you create when defining buyer category assignments. For example, you can use the default **Category Manager** group, which includes a number of sourcing permissions; or you can create a custom **IT Category Manager** group and add only a subset of your category managers to it.

For details on user groups and how to create custom groups, see Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions.

Supplier Management Project Template Basics

SAP Ariba Supplier Management solutions use projects for creating suppliers, collecting detailed profile information about them, and qualifying or preferring them. Projects are template-based and include questionnaires and workflows.

Characteristics of Supplier Management Project Templates [page 189]

SPM Project Templates in SAP Ariba Supplier Management Solutions That Use the Unified Vendor Model [page 197]

Supplier Management Project Template Import and Export [page 198]

Project Template Editing and Publishing [page 199]

Template Upgrade for Supplier Registration and Modular Questionnaire Projects [page 209]

Characteristics of Supplier Management Project Templates

SAP Ariba Supplier Management solutions use project templates with some specialized characteristics to define processes for maintaining supplier information and managing supplier lifecycles.

The following templates are single templates that define the workflow for all projects of that type in your site:

- **Supplier Request Project Template** [page 224]
- **Supplier Self-Registration Request Template.** [page 232] (in sites with the external supplier request feature enabled)
- **Supplier Registration Project Template** [page 247]
- **Supplier Qualificaton Project Template** [page 316] (SAP Ariba Supplier Lifecycle and Performance only)
- **Preferred Supplier Management Project Template** [page 328] (SAP Ariba Supplier Lifecycle and Performance only)
- **Supplier Disqualification Project Template** [page 325] (SAP Ariba Supplier Lifecycle and Performance only)

Your site's deployment includes default templates for these projects.

You can create multiple templates for the following project types to define different workflows for different projects of the same type:

- **SM Modular Questionnaire** [page 332]
- **SM Process Project** [page 297] (SAP Ariba Supplier Lifecycle and Performance only, in sites where the flexible process framework feature (SM-16798) is enabled)

There are no default templates for these project types.

> **Note**
>
> In sites where the flexible process framework feature (SM-16798) is enabled, project creation from the supplier qualification project template is disabled, and project creation from the supplier disqualification template

is limited to disqualifications for existing qualifications. Supplier qualifications are managed using process projects instead.

Supplier registration and modular questionnaire projects allow upgrade to the latest template version. If you edit any of these other templates, only new projects created after the new template version is published reflect those changes. While template upgrade isn't supported for process projects, it's supported for the modular questionnaires included in them. Process renewals also always include the intake form and any additional modular questionnaires referenced by existing or new external tasks in the currently published version of the template.

Templates for supplier management projects function in much the same way as project templates in other SAP Ariba solutions: they have documents, tasks, project teams, and so forth. However, **the way users experience the projects created from these templates is different**.

The category or supplier managers who manage these projects don't manage them as separate projects, or see the classic project interface with its tabs for documents, tasks, team, and so forth. Instead, they work in the profiles of individual suppliers. A supplier's profile includes all supplier management projects for the supplier except for classic Supplier Performance Management (SPM) projects. The category or supplier manager assigned to the supplier creates and manages projects from this profile: starting registration, qualification, and other projects, sending and approving external questionnaires, filling out and submitting internal questionnaires, monitoring approval flows, and so forth. They don't manage the project's team, upload additional documents, or perform other activities associated with the classic project interface in other SAP Ariba projects.

These supplier management project templates are designed to support these special workflows and user experiences. The classic project interface is available in the advanced view of the project. To see the advanced view of a supplier management project, the **Advanced View** link for that project type must be enabled in your site and you must have appropriate group membership permissions. For more information, see Managing Access to the Advanced View of Supplier Management Projects [page 591].

Commodity, Region, Department, and User Combinations in Supplier Management Projects [page 191]

Documents in Supplier Management Projects [page 192]

Tasks in Supplier Management Projects [page 193]

Teams in Supplier Management Projects [page 196]

Parent topic: Supplier Management Project Template Basics [page 189]

Related Information

SPM Project Templates in SAP Ariba Supplier Management Solutions That Use the Unified Vendor Model [page 197]

Supplier Management Project Template Import and Export [page 198]

Project Template Editing and Publishing [page 199]

Template Upgrade for Supplier Registration and Modular Questionnaire Projects [page 209]

Commodity, Region, Department, and User Combinations in Supplier Management Projects [page 191]

Documents in Supplier Management Projects [page 192]

Tasks in Supplier Management Projects [page 193]

Teams in Supplier Management Projects [page 196]

Project Advanced View

Commodity, Region, Department, and User Combinations in Supplier Management Projects

Supplier management projects use a combination of commodities and regions to route supplier management projects to the appropriate approvers and other internal stakeholders. Some projects are specific to a combination of commodity and region as well.

If departments are enabled in your site, templates use a combination of commodities, regions, and departments.

Commodity, region, and department combinations are used in the following areas of supplier management:

- **Projects for specific combinations**:
  - If you manage supplier qualifications using qualification projects, template creators create different qualification questionnaire segments (content documents) with questions pertaining to specific commodities, regions, or departments, or any combination of the three. When a qualification manager starts a qualification, the questionnaire sent to the supplier includes all of the segments that apply to the selected commodities, regions, and departments. Disqualification projects are always for the commodities, regions, and departments of an existing qualification, or a subset of them.
  - If you manage supplier qualifications using process projects, those projects can include all modular questionnaires that are applicable to the process's combination of commodities, regions, and departments. You can have a separate process of the same type for each possible combination.
  - Preferred category statuses are always associated with a combination of commodities, regions, and departments for which the supplier was previously qualified.
  - The flexible process framework feature (SM-16798) also allows you to create miscellaneous processes that are custom to your organization's business processes. These processes are also for specific combinations of commodities, regions, and departments.

  Qualification, disqualification, preferred supplier management, and process projects are only available in solutions that include SAP Ariba Supplier Lifecycle and Performance.
- **Assigning the appropriate project owners, approvers, and other team members**: The buyer category assignment (user matrix) data import [page 159] automatically adds assigned users to the specified project groups in templates where those groups allow assignments. These assignments are based on either answers to commodity, region, and department questions in a questionnaire (in supplier requests and registrations), the project template (in modular questionnaires), or the combination specified for the project at creation (in qualification, disqualification, and process projects). These team members can approve or deny forms and questionnaires, edit internal questionnaires, complete tasks, manually set project status, or perform other roles, depending on their permissions and the project type.

Related Information

Characteristics of Supplier Management Project Templates [page 189]
Setting Up a Targeted Supplier Qualification Questionnaire [page 384]
Creating a Targeted Supplier Qualification Questionnaire Segment [page 386]
Buyer Category Assignments in Supplier Management Projects [page 491]

Documents in Supplier Management Projects

Documents in supplier management projects are forms and questionnaires that either a supplier or an internal respondent fills out and submit. Some types of projects involve questionnaires that are targeted to specific commodity, region, and department combinations.

Supplier management projects center around forms and questionnaires, which collect information about a supplier. Therefore, each supplier management project template must include at least one survey document for a form or questionnaire. Some projects support more than one survey document to create both internal and external forms and questionnaires.

- **Forms**: for projects that need a basic set of information from a limited number of questions, you use the survey document in the project template to create a form. Content in forms isn't numbered in the buyer view, but is numbered in the supplier view on SAP Business Network.
  For example, a supplier request is an initial process and that can involve having one of your company's sourcing agents or buyers provide the name, contact information, commodities, regions, and other basic information for the requested supplier. In this case, you create the supplier request by editing the default template survey to set its type to **Form** and add the form content, such as questions.
- **Simple questionnaires**: for projects that need a larger set of information, you use the survey document in the project template to create the simple questionnaire. Content in questionnaires is always numbered both in the buyer view and in the supplier view on SAP Business Network.
  For example, an external registration questionnaire typically involves a long set of questions to collect detailed profile information about the supplier. You can create an external registration questionnaire by editing the default template survey to set its type to **Questionnaire** and add the questionnaire content.
- **Internal forms or questionnaires**: some supplier management projects support additional survey documents to internal respondents to supplement the information gathered in the project's external questionnaires.
  For example, suppliers can fill out external registration questionnaires, but there's some supplier profile information that can only be provided by internal users. You can create one or more additional survey documents in the project and specify that they're internal.
- **Dynamic qualification questionnaires**: if you use supplier qualification projects to manage supplier qualifications, those projects automatically assemble a dynamic external questionnaire using an empty survey document and a set of questionnaire segments. These questionnaire segments are defined in separate content documents that are targeted to specific commodity, region, and department combinations. Qualification projects are only available in SAP Ariba Supplier Lifecycle and Performance.
  If you use process projects to manage supplier qualifications or miscellaneous lifecycle processes, those projects automatically assemble a collection of applicable modular questionnaires based on the process's combination of commodity, region, and department. Each modular questionnaire is its own project with its own survey document. Depending on the characteristics of a modular questionnaire project, it can be reused in multiple processes, or each process can create a new questionnaire project.

Forms and questionnaires in supplier management projects are always defined in the template. Suppliers fill out and submit them on SAP Business Network, while internal respondents edit and submit them in the supplier's profile. Unlike in other types of SAP Ariba projects, team members can't add documents to supplier management projects.

Related Information

Characteristics of Supplier Management Project Templates [page 189]

Creating a Supplier Form or Questionnaire [page 380]
Setting Up a Targeted Supplier Qualification Questionnaire [page 384]
Creating a Targeted Supplier Qualification Questionnaire Segment [page 386]
Creating an Internal Registration or Qualification Questionnaire [page 388]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]

Tasks in Supplier Management Projects

Supplier management projects use approval tasks and approval flows to define approval processes for forms and questionnaires. Some types of projects also support To Do tasks. They don't support any other type of project task.

Supplier management projects are designed to use approval tasks on the template's survey documents to route approvals for the project's questionnaires, and ultimately for the project itself. Approval flows are defined in approval tasks.

Although some types of supplier management projects also support To Do tasks, the most important tasks for a supplier management project are the approval tasks on the project's forms or questionnaires.

Approval flows in approval tasks are often constructed using site-wide user groups (such as **Supplier Registration Manager** or **Legal**) and project groups (such as **Project Owner** or custom project groups). If you're using buyer category assignments (the user matrix) to determine project group membership, you can create approval flows and assign ownership of To Do tasks based on project groups. The tasks are then automatically assigned to the users who are responsible for managing suppliers in specific categories, regions, and (in sites that use them) departments. You can also use special field mappings on hidden questions in the project's questionnaire or form to add approvers based on questionnaire answers.

Some supplier management projects also support To Do tasks on its forms or questionnaires. For example, you can use a To Do task to make an internal registration questionnaire a required part of the new registration workflow. The To Do task assigns completion of that internal questionnaire, and associated task, to the task owner.

Task owners and approvers complete these approval and To Do tasks in the supplier's profile. They can also complete all project tasks outside of the supplier's profile by choosing **Manage** > **My Tasks** on the dashboard. In both cases, they complete tasks on a supplier management-specific task details page that shows information about the associated form or questionnaire and the project's workflow.

In sites where the flexible process framework feature (SM-16798) is enabled, process projects themselves don't contain any actionable tasks. They do contain external tasks, which specify the modular questionnaire types that are applicable to the process. External tasks don't have task owners and don't require any actions to complete. Approvals occur in approval tasks in the linked modular questionnaire projects rather than in the process project itself. Final project status is determined by a manual or automatic decision-making process rather than by completion of tasks.

> **⚠ Restriction**
>
> Working with tasks in supplier management projects isn't supported in SAP Ariba mobile app.

Related Information

Characteristics of Supplier Management Project Templates [page 189]
Supplier Form and Questionnaire Approval Setup [page 495]
Commodity, Region, and Department Assignments for Form and Questionnaire Approvals [page 509]
Conditional Approval Flows Based on Questionnaire Answers [page 512]

Approval Tasks in Supplier Management Projects

Approval of forms or questionnaires is an important part of the workflow for most supplier management project. Approval tasks in supplier management projects have some specific behaviors.

In some cases, approval tasks in supplier management projects have some important differences in behavior from To Do tasks in other types of SAP Ariba projects.

Approval tasks in supplier management projects are always on forms or questionnaires. The approval task always starts when its associated form or questionnaire is submitted. Completion of the final approval task in the project's workflow approves the project. In most cases, denying a questionnaire in the project denies the project. In supplier registration projects, whether or not an internal questionnaire approval affects the project's status depends on its configuration.

Registration projects are the only type of supplier management project to support creating a new round of an approval task after a denial. However, most approval tasks in most projects include a **Request Additional Information** option. This option allows approvers to ask questionnaire recipients to update unsatisfactory answers rather than denying the questionnaire. The option isn't available in approval tasks for registration questionnaire updates, since denial of updates doesn't affect the supplier's registration status, and a supplier can continue to submit updates to a registration questionnaire after denial.

If your site uses qualification and other process projects, they don't include approval tasks. Modular questionnaires included in process projects have approval tasks. However, the process's final status is determined by a process decision-maker or automatic decision assignment rather than by approval tasks.

Related Information

Approving or Denying a Supplier Request
Approving or Denying a Supplier Registration Questionnaire
Starting a New Approval Round for a Denied Supplier Registration Questionnaire
Approving or Denying a Qualification, Disqualification, or Requalification Based on a Supplier Qualification or Disqualification Project
Approving or Denying a Preferred Supplier Category Status
Approving or Denying an External Modular Questionnaire
Approving or Denying an Internal Form in a Modular Questionnaire Project

To Do Tasks in Supplier Management Projects

Supplier management projects can include To Do tasks. These To Do tasks behave in specific ways to help supplier management workflows.

In some cases, To Do tasks in supplier management projects have some important differences in behavior from To Do tasks in other types of SAP Ariba projects.

Automatic Start

To Do tasks in supplier management projects automatically start when the project meets specific circumstances. In other types of SAP Ariba projects, task owners typically must manually start To Do tasks.

The To Do task's setup in the project determines when it automatically starts:

Table 5: When To Do Tasks Start

Task Setup	Circumstance for Automatic Start
Standalone (not on a questionnaire) and with no predecessors	Project creation
On an internal questionnaire, with no predecessors, and not set to auto-complete	Project creation
On an internal questionnaire, with no predecessors, and set to auto-complete	A user submits the internal questionnaire.
On an external questionnaire and with no predecessors	The supplier submits the external questionnaire.
Either standalone or on a questionnaire, with a predecessor task, and configured to start when dependencies complete. The questionnaire can be internal or external.	The predecessor task is complete.

Project Group Ownership

Since To Do tasks in supplier management projects start automatically, if a task owner is a project group, any member of the group can complete the task. In other types of SAP Ariba projects, the project group member who manually starts the task must also complete it.

Once a project group member completes the task, they show as the owner of the completed task.

If the To Do task restarts, ownership reverts to the project group assigned as the task owner and any member of the group can complete the task again.

Visibility in My Tasks

To Do task owners can see their assigned tasks by choosing **Manage** > **My Tasks** on the dashboard. By default, the **My Tasks** area shows all incomplete tasks, both active and inactive. Since To Do tasks in supplier management

projects start automatically, they can show in the **My Tasks** list even if the part of the project workflow in which they're located hasn't started yet.

For example, if a registration project includes a standalone To Do task in the registration update phase, the task starts when the registration starts (project creation). At that point, task owners see it in their **My Tasks** lists. However, they can't complete it until the new registration is completed and the registration update phase starts, activating the To Do task.

Internal Questionnaire or Form Assignment

To Do tasks on internal questionnaires or forms in certain supplier management projects assign those questionnaires or forms to the task owners. Task owners act on their assigned To Do tasks to edit the questionnaire or form, and mark the task complete to submit it.

Related Information

Completing a Standalone To Do Task in a Supplier Management Project
Filling Out an Internal Registration Questionnaire
Filling out an Internal Form in a Modular Questionnaire Project

Teams in Supplier Management Projects

Supplier management projects use teams to define who can work with and approve supplier management questionnaires for specific suppliers. In process projects, teams also determine who can create a process and manually set its status.

In other SAP Ariba projects, the user who creates the project is automatically a member of the **Project Owner** group. However, supplier management project templates can be set up to dynamically add users to project groups on the **Team** tab, including **Project Owner**, based on their assignments to categories and regions. In sites with departments enabled, supplier management project templates can also add users to project groups based on their assignment to departments.

Project groups can be approvers in approval tasks or owners of To Do tasks. In sites where the flexible process framework feature (SM-16798) is enabled, you use specialized **Process Initiator** and **Decision Maker** roles to create project groups with permission to create or make status decisions about a process project created from the template.

Buyer category assignments (the user matrix) ensure that each supplier management project automatically has the correct team members based on the project's commodities, regions, and departments. If there's no exact match, a flexible algorithm dynamically determines the closest match. This feature is especially useful in sites that work with large numbers of individual commodity codes, because you don't have to assign a buyer user to every low-level commodity code you use. The project automatically adds the user with the closest matching assignment in the hierarchy to the project team. However, you can't use buyer category assignments to populate project groups with the **Process Initiator** role in process projects.

Unlike in other SAP Ariba projects, where project owners often add other team members on an ad hoc basis, teams in supplier management projects are typically defined solely by the template and buyer category assignments. This templated approach provides predictable way for organizations to route supplier management projects to the people who manage suppliers in specific categories and regions, who manage specific parts of the supplier lifecycle, or both.

Related Information

Characteristics of Supplier Management Project Templates [page 189]
Buyer Category Assignments in Supplier Management Projects [page 491]
Using Buyer Category Assignments to Add Team Members to Project Groups [page 493]
Initiators and Decision-Makers Setup in Process Projects [page 306]
Project Groups and Team Members for Project Templates [page 489]

SPM Project Templates in SAP Ariba Supplier Management Solutions That Use the Unified Vendor Model

Your site can use Supplier Performance Management (SPM) projects to periodically review the performance of your suppliers. These projects function differently from the other supplier management projects in some significant ways.

SPM projects use the classic SAP Ariba project infrastructure, meaning that they're not visible in supplier profiles on the **Supplier Management** dashboard. They exist as individual projects and aren't tied to the supplier's profile or linked to other supplier management projects. Supplier or category managers create them by choosing **Create** > **SPM Project** on the dashboard, and view them by searching for projects on the **Home** dashboard. Project owners can add documents and tasks to the project and modify the project team.

SPM project templates don't include the following supplier management features:

- Buyer category assignments to project teams: To assign category or supplier managers to an SPM project team, use team member rules instead.
- Supplier management by commodity/region/department combination: SPM projects evaluate performance for an individual supplier. To show content based on the supplier's commodities, regions, and (optionally) departments, you must do one of the following things:
  - Add conditional content to a single template.
  - Create separate templates for different commodity/region combinations, and rely on category or supplier managers to choose the correct template when they create an SPM project for the supplier.
- Dynamic questionnaires: Content documents aren't available in SPM project templates. Each survey document in the project acts as an independent survey, which participants must fill out separately.

For information on SPM project template setup, see the Project Template Guide and Configuring Supplier Performance Management Reviews.

Parent topic: Supplier Management Project Template Basics [page 189]

Related Information

Characteristics of Supplier Management Project Templates [page 189]
Supplier Management Project Template Import and Export [page 198]
Project Template Editing and Publishing [page 199]
Template Upgrade for Supplier Registration and Modular Questionnaire Projects [page 209]

Supplier Management Project Template Import and Export

You can export and import templates for supplier management projects to move them from a test environment to a production one after validation.

When you import a template, SAP Ariba checks whether the supplier field mappings and max lengths in the template content are valid. If not, the import fails.

> ⓘ Note
>
> - Once a registration or modular questionnaire project template is in use in your production site and has projects created from it, updating it by reimporting it from the test site can replace the KI IDs of individual pieces of content. Upgrading those projects to the latest template version can then replace existing content in individual projects with "new" content identified by different KI IDs, causing loss of data in questionnaires. Exporting and importing registration and modular questionnaire project templates is therefore most useful during the initial template setup, before these templates are in use in your production site.
> - Import of field masking patterns isn't supported. Masking patterns must always be manually configured in the template.
> - Expiration schedules for certificate sections are not included in template import and export. If your template includes any certificate sections, you must manually re-configure expiration schedules after import.

Default Supplier Management Project Templates

SAP Ariba creates and deploys the following supplier management project templates:

- **Supplier Request Project Template**
- **Supplier Self-Registration Request Template** (in sites where the external supplier request feature is enabled)
- **Supplier Registration Template**
- **Supplier Qualification Project Template** (SAP Ariba Supplier Lifecycle and Performance only)

- **Preferred Supplier Management Project Template** (SAP Ariba Supplier Lifecycle and Performance only)
- **Supplier Disqualification Project Template** (SAP Ariba Supplier Lifecycle and Performance only)

Importing a template overwrites any existing template that has the same identifier. Each of these project templates has identical identifiers in all customer sites. Only one of each template can exist in a site, but each can be imported to another site, overwriting the existing version. You can export these project templates from a test site to a production site without modifying identifiers.

Custom Supplier Management Project Templates

The following project types support the creation of multiple project templates:

- **SM Modular Questionnaire**
- **SM Process Project** (SAP Ariba Supplier Lifecycle and Performance only, in sites where the flexible process framework feature (SM-16798) is enabled)

There's no default template for these project types. Instead, template creators with the appropriate permissions create these templates from scratch, and each template automatically generates a unique identifier. If you have a test site and a production site, you can create a template in the test site, then export it and import it into your production site. The imported template in the production site retains the identifier from the test site. If you modify the template in the test site and export it again, you can reimport it into the production site because the identifier is the same.

Parent topic: Supplier Management Project Template Basics [page 189]

Related Information

Characteristics of Supplier Management Project Templates [page 189]
SPM Project Templates in SAP Ariba Supplier Management Solutions That Use the Unified Vendor Model [page 197]
Project Template Editing and Publishing [page 199]
Template Upgrade for Supplier Registration and Modular Questionnaire Projects [page 209]

Project Template Editing and Publishing

Project templates use versioning, and editing a template requires creating a new version. Publishing a template version makes it the basis of all projects created from the template.

Editing a Project Template [page 200]
Modifying Template Upgrade Validation for Publishing New Template Versions [page 202]
Project Template Overview Tab [page 204]
Publishing Supplier Management Project Templates [page 205]

Reverting a Project Template [page 206]

Reverting a Draft Project Template That Doesn't Open [page 207]

Parent topic: Supplier Management Project Template Basics [page 189]

Related Information

Characteristics of Supplier Management Project Templates [page 189]
SPM Project Templates in SAP Ariba Supplier Management Solutions That Use the Unified Vendor Model [page 197]
Supplier Management Project Template Import and Export [page 198]
Template Upgrade for Supplier Registration and Modular Questionnaire Projects [page 209]

Editing a Project Template

Use these steps to create a new, draft version of a project template so that you can edit it.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Context

To edit a template, the template status must be **Draft**. If you've published a template, you must create a new, draft version of the template to edit. When you're done editing a template, you must publish the template to make the changes affect subsequent projects created using the template.

Procedure

1. On the dashboard, choose **Manage** > **Templates** .

   If you're a guided sourcing user (member of the **Category Buyer** group), choose **Manage templates** under the Quick links section of the **For You** dashboard.

2. Locate the template you want to edit. Choose the template name and select **Open**.
3. Navigate to the **Overview** tab of the template.
4. In the **Properties** pane, choose **Actions** > **Template** > **New Version**.
   You can modify and add items to the template.

Results

To make the changes available to users creating projects, you must publish the new version of the template.

The following table describes how editing different types of templates affects existing projects created from those templates.

Editing a Template of This Type...	Affects Existing Projects Created from the Template in This Way...
• Knowledge projects • Sourcing projects (both full and quick, including events) • Contract requests • Supplier requests (both internal and external) • Supplier qualifications • Supplier disqualifications • Preferred supplier management category status requests	Editing a template and publishing a new version doesn't affect any projects created with previous versions of the template. When a user creates a project, the system copies template data as it exists in the current template version. Any subsequent changes to the template have no effect on projects already in existence. If a user creates a project from a template while you're editing it (you've created a new template version but haven't published it), the system uses data from the last published version of the template.

> **Note**
>
> Deleting predefined terms, such as Price, Quantity, and Extended Price, from a sourcing request or sourcing project template is not recommended. For more information, refer to the following topics:
>
> - Deleting Predefined Terms from Sourcing Project Template
> - Deleting Predefined Terms from a Sourcing Request Template

Editing a Template of This Type...	Affects Existing Projects Created from the Template in This Way...
• Contract workspaces	Editing a template and publishing a new version doesn't affect any contract workspaces created with the previous version of the template by default. However, SAP Ariba Contracts has an option for updating a contract workspace created from an updated template when the project owner amends the contract workspace. If your site doesn't support upgrading template versions in contract workspaces, contact SAP Ariba Customer Support.
• SPM projects • Supplier workspaces	Editing a template and publishing a new version updates all of the projects created with the previous version of the template if you specify that you want to upgrade those projects before you publish the new version of the template.
• Supplier registrations • Modular supplier management questionnaires	Editing a template and publishing a new version doesn't affect any projects created with previous version of the template. Members of the **SM Ops Administrator** group can perform a separate template upgrade operation to upgrade eligible projects created from previous versions of the template to the current version.
Supplier risk engagements	Editing a template and publishing a new version doesn't affect any projects created with previous versions of the template. Members of the **Supplier Risk Manager** group can make specific engagement projects eligible for upgrade, and then project owners or other users with the appropriate permissions can upgrade the eligible projects.

Related Information

Supplier Workspace Upgrade and SPM Project Templates
Template Upgrade for Supplier Registration and Modular Questionnaire Projects [page 209]
About Template Upgrade for Engagement Risk Assessment Projects

Modifying Template Upgrade Validation for Publishing New Template Versions

Use these steps to modify settings for template upgrade validation. This validation identifies changes that can cause data loss in projects upgraded to the newly published version.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Context

When you publish a new version of a supplier registration or modular questionnaire template, by default, the template upgrade validation system flags all differences in template documents that have the potential to cause data loss. Changes that can result in data loss include removal of questions, removal of questionnaires, and changing the answer type of an existing question.

> **Note**
>
> If the new version of a template changes visibility conditions so that an answer that was visible in the previous version is hidden in the current version, template upgrade validation doesn't currently identify this data loss. To avoid data loss, manually check template changes related to visibility conditions.

If you encounter upgrade validation warnings and want to ignore them and publish your changes, you can modify the following template properties:

Table 6: Template Properties for Upgrade Validation

Property	Description
Required content match (%)	This property controls the percentage of content in template survey documents that must match the content of the previous template version. The default value is 100. Edit the default value to allow more differences in survey documents between template versions. For example, if the previous version of the template had one questionnaire with 10 questions, and you edit one of the questions to change its answer type in the new template version, the **Required content match (%)** property must have a value of 90 or higher for you to publish the new template version.
Skip pre-publication validation?	If set to **Yes**, this property ignores document matching and content matching validation warnings and allows you to publish new template versions regardless of the changes you make. The default setting, **No**, is the recommended setting. **Note** If you set the property to **Yes**, you can unintentionally lose supplier response data. After you publish a new template version, this property automatically resets to **Yes**.

Procedure

1. On the template **Overview** tab, choose **Actions** > **Edit Properties**.
2. Enter a value for **Required content matching (%)**.

3. Set the **Skip pre-publication validation?** property.

> **Note**
>
> SAP Ariba recommends keeping the default **Skip pre-publication validation?** property of **No**. If you set the property to **Yes**, you can unintentionally lose supplier response data.

Related Information

Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version [page 219]

Project Template Overview Tab

You can perform a number of tasks on a project template from the **Overview** tab. The available tasks can vary depending on the project type and the state of the template.

To Perform This Task...	Choose...
View template details	**Actions** > **Template** > **View Details** to view the name, description, version, status, base language, rank, owner, access control, access control lock, conditions, tasks, and Documents tab.
View the template's history	**Actions** > **Template** > **View History** to view and search the past actions performed on the template, including the type of action and the user who performed the action.
Edit the template properties attributes	**Actions** > **Template** > **Edit Properties** to edit the template name, description, owner, process status, rank, access control, access control lock, and conditions.
Make the template available to use to create projects	**Actions** > **Template** > **Publish**.
Revert to the original version of a template	**Actions** > **Template** > **Revert**.
Export the template to a ZIP file	**Actions** > **Template** > **Export Template** to export various template components to XML files in a ZIP file.
Create a new version of the template	**Actions** > **Template** > **New Version**.
To deactivate a template so new projects can't be created from it	**Actions** > **Template** > **Inactivate**. You can later **Reactivate** the template.

To Perform This Task...	Choose...
Display all tabs in a project	**Actions** > **Display** > **Full View**. The newly created template displays in compact view. The view you use when publishing the template determines the initial view users see in projects created from the template. Choose **Actions** > **Display** > **Compact View** to return to the compact view. **Note** Templates for SAP Ariba Sourcing quick projects only use compact view.

Publishing Supplier Management Project Templates

Use these steps to publish a draft project template to make it available to users who are creating projects.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Context

When you publish a template, any previous active version of that template changes to archive status. You can create a new version from an archived version as a way to recover a previous version as the current draft.

Error messages alert you to issues that require attention in order to publish the template. You must fix any validation errors in template documents or questionnaire content before you can publish the template.

During template publication, documents in supplier registration and modular questionnaire templates are also validated automatically for template upgrade impact by default. The validation flags differences that have the potential to cause data loss if projects on the previous template version are upgraded to the version you are trying to publish. On the template **Overview** tab, you can set your own value for the **Required content match (%)** property to alter the strictness of the validation, or set the **Skip pre-publication validation?** property **Yes** to skip this validation entirely. However, SAP Ariba recommends keeping the **Skip pre-publication validation?** property set to **No**. If you set the property to **Yes**, you can lose supplier response data after template upgrade to this version. For details, refer to Modifying Template Upgrade Validation for Publishing New Template Versions [page 202]. After publishing a new template version, **Skip pre-publication validation?** automatically resets to **No**.

> **Note**
>
> Documents don't have versions within a particular version of a template. However, if you edit a document in a subsequent version of a template, the original version of the document is retained in the previous template version.

Procedure

- On the template's **Overview** tab, choose **Actions** > **Publish**.

  > **Note**
  >
  > If changes you've made to the current template version have generated validation errors and you're concerned that they can cause data loss in existing projects after template upgrade, you can choose **Actions** > **Revert** on the **Overview** tab instead of publishing a new template version. Reverting template versions undoes any changes you made, such as deleting a template document, and allows you to create another new template version.

Related Information

Modifying Template Upgrade Validation for Publishing New Template Versions [page 202]
Reverting a Project Template [page 206]

Reverting a Project Template

Use these steps to create a new version of a project template that restores the contents of a previous version.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Context

You can create a new version of a project template from the contents of a previous version. The new version becomes the most recent version of the template. Creating a new version of an older version reverts the template to a previous version without losing its history.

Procedure

1. Open the project template. If the template state isn't **Active**, go to the **Properties** area and choose **Actions** > **Publish**.
   The template must be in the **Active** state before you can create a new version.
2. Open the previous version of the template you want to revert to.
   a. Open the **Overview** tab and scroll down to the **Version History** area.
   b. Select the version that you want to use to create a new version, then choose **Action** > **Open**.
3. On the **Overview** tab of the previous template version, go to the **Properties** area and choose **Actions** > **New Version**.
   SAP Ariba copies the contents of the older template version and creates a new version in the **Draft** state.
4. On the **Overview** tab of the new template version, go to the **Properties** area and choose **Actions** > **Publish**.

Results

All projects that were created with previous versions of the template continue to use the version from which they were created. When project owners amend the contract workspace created from the updated template, they can choose to use the updated version or the original version. If your site does not support upgrading template versions in contract workspaces, contact SAP Ariba Customer Support.

Reverting a Draft Project Template That Doesn't Open

Use these steps to revert a draft project template that's corrupted or doesn't open to the most recent published template version and start over.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project

template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Context

When the draft project template is corrupted or doesn't open, you can revert it to the most recent published template version without opening it. You can then create a new draft and start editing again. When reverting to the previous publish version, you lose all unsaved data and draft modifications.

If the template isn't corrupted and does open, you can also revert it to the previous published version from the template's **Overview** tab.

Procedure

1. Choose **Manage** > **Templates**.
2. Locate the draft template you want to revert.

   > **Note**
   >
   > You can only revert a template in **Draft** status.

3. Click the template you want to revert and choose **Revert**.

Results

The draft template is reverted to the previous published version. You can now create a new version and start editing again.

Related Information

Reverting a Project Template [page 206]

Template Upgrade for Supplier Registration and Modular Questionnaire Projects

Template upgrade allows you to update existing registration and modular questionnaire projects with changes you've made to the template from which they were created.

Currently, supplier registration and modular questionnaire projects are the only supplier management projects that support template upgrade. Both of these project types support ongoing updates to questionnaires. With registration projects, questionnaires are open to updates unless the registration is denied or a questionnaire update is currently in approval. With modular questionnaire projects, you must enable the **Always open** rule in the template's key questionnaire survey document to enable updates.

These projects remain open so that respondents can edit and resubmit questionnaires at any time after the initial questionnaire is approved, including updating them to answer additional questions added in a template upgrade. However, even if the project is otherwise closed, template upgrade allows recipients to revise their responses to questionnaires and restarts any approval tasks associated with them on a one-time basis. This one-time, upgrade-related update ensures that questionnaire data and approvals are consistent and match your current processes regardless of when a recipient submitted the questionnaire.

- How Registration and Modular Questionnaire Template Upgrade Works [page 209]
- Supplier Registration and Modular Questionnaire Project Eligibility for Template Upgrade [page 211]
- How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]
- Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version [page 219]
- Best Practices for Upgrading Projects to the Latest Template Version [page 223]

Parent topic: Supplier Management Project Template Basics [page 189]

Related Information

Characteristics of Supplier Management Project Templates [page 189]
SPM Project Templates in SAP Ariba Supplier Management Solutions That Use the Unified Vendor Model [page 197]
Supplier Management Project Template Import and Export [page 198]
Project Template Editing and Publishing [page 199]

How Registration and Modular Questionnaire Template Upgrade Works

Template upgrade is a version-based process that upgrades eligible projects of the selected version directly to the current published version of the template.

You upgrade eligible projects on one previous version of the template to the current published version in one operation. You use separate upgrade operations to update the eligible projects on each previous version of the

template to the current published version. For supplier registration and external modular questionnaire templates, upgrade operations include a notification option that allows you to alert suppliers to changes that affect them. Internal users don't receive notifications of template upgrades.

Safeguards ensure that you can't upgrade projects that have active tasks to prevent the upgrade from disrupting tasks with template changes while they're in progress. For a given previous version of the template, some number of projects fewer than the total number created from that version are typically eligible for upgrade at a given time because of task activity in some of the projects. Therefore, you typically perform an upgrade for a specific version several times over a period of time until you've finally upgraded all of the projects on that version.

Template upgrade always upgrades projects directly to the current published version of the template. It's possible to have some projects in your site that are multiple versions behind the current version of the template because they weren't eligible for upgrade to previous versions when they were current. For example, if your current version is 6, you can have a project on version 3 that wasn't eligible for upgrade to version 4 or 5 when they were current, and is only now eligible for upgrade. In this case, the project is upgraded directly from version 3 to version 6.

The template upgrade operation automatically creates new projects and copies the data from the previous projects, which it archives. The original project and each upgraded project all have unique IDs, but upgraded projects are linked to their previous projects. The **History** tab in the advanced view of each upgraded project logs the template upgrade with an entry labeled **Upgraded to a new version of template**. It doesn't show specific details about which elements of the project were modified during the upgrade. However, information from previous projects, such as previous questionnaire versions and previous project documents and tasks, is accessible in various places in the supplier profile, questionnaire details pages, and advanced views of the projects.

Template upgrades can introduce significant changes to questionnaires in existing projects. Each upgrade operation validates the projects that will be upgraded against the current template version and identifies differences that can result in a loss of data in questionnaires after upgrade. If the validation identifies changes that can cause loss of data and you still want to proceed with the upgrade (not recommended), you must enter the justification.

Note

- If your site uses either of the following types of projects, they also support template upgrade, but they use different upgrade processes with different functionality:

  Table 7: Template Upgrade Processes for Other Project Types

Project Type	Upgrade Process
Supplier Performance Management (SPM) projects (only available in sites that include SAP Ariba Supplier Lifecycle and Performance)	About Supplier Workspace and Supplier Performance Management (SPM) Project Template Upgrades
Control-based engagement risk assessment projects (only available in sites that include SAP Ariba Supplier Risk)	About Template Upgrade for Engagement Risk Assessment Projects

Supplier Registration and Modular Questionnaire Project Eligibility for Template Upgrade

In general, a supplier registration or modular questionnaire project is only eligible for template upgrade if none of its tasks are currently active.

More specifically, a supplier registration or modular questionnaire project is eligible for upgrade if it meets the following conditions:

- **The supplier is active**: Only projects associated with active suppliers are upgraded. Projects for deactivated suppliers aren't included in upgrade operations, including in counts of eligible projects, even if they meet other eligibility criteria.
- **The project exists**: For supplier registration projects, the project exists if the supplier has been invited to register (either automatically, manually, or through mass invitation) or if the supplier has been migrated with supplier profile questionnaire data. For modular questionnaire projects, the project exists if the questionnaire has been sent to a recipient (either as a stand-alone questionnaire, as part of a process project, or as a risk assessment).
- **None of the project's tasks has started or all of its tasks have been completed**: For projects that allow updates and have tasks in both new and update phases, either none of the tasks in either phase have started, all of the tasks in the new phase have been completed but none of the tasks in the update phase have started, or that all of the tasks in both phases have been completed.

The following table describes upgrade eligibility by project status:

Upgrade Eligibility	Registration Status	Modular Questionnaire Status
Always eligible for template upgrade	• **Invited** • **In Registration** • **Registration Denied**	• **Not Responded** • **Denied** • **Expiring** • **Expired**
Never eligible for template upgrade	• **Not Invited** • **Pending Approval** • **Pending Resubmit**	• **Pending Submission** • **Pending Approval**
Eligible for template upgrade only if an update isn't in approval	• **Registered**	• **Approved**

Regardless of project status, a project is never eligible for template upgrade if one of its approval tasks is in approval.

Note that denied projects show as eligible for upgrade. However, respondents can't update their questionnaires as they can for approved projects that are upgraded.

How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects

Template upgrades can affect questionnaires, tasks, phases, teams, conditions, and project attributes in supplier registration and modular questionnaire projects.

Template upgrade creates a new registration or modular questionnaire project based on the current published version of the template and copies the data from the previous project to it. This new, upgraded project shows in the relevant area of the supplier's profile and in search results for projects of that type. Links in invitation emails to suppliers automatically point to the new, upgraded project's questionnaires, and suppliers see the new, upgraded questionnaires when filling out or updating them.

The new, upgraded project is treated as an updated version of the previous project. Questionnaire version histories include all versions of the questionnaire from all previous projects. The previous project is archived and is accessible if you view previous project versions in the supplier's profile or in project advanced view.

Even if the project template isn't configured to allow updates, upgrading registration projects **Registered** status or modular questionnaire project in **Approved** status automatically reopens the project and restarts its tasks one time. If the external questionnaires in the project haven't exceeded their due dates, questionnaire recipients and form assignees can then update the upgraded versions of the project questionnaires and forms one time.

If external questionnaires in a registration project in **Registered** status or a modular questionnaire project in **Approved** status have exceeded their due dates and are in **Closed** state, template upgrade doesn't automatically reopen them, and those questionnaires remain closed to updates unless manually reopened. In this case, a registration or modular questionnaire can reinvite recipients to closed questionnaires, or someone with permission to work in the advanced view of the project can reopen them there.

In either case, if the project doesn't allow updates, any updates made because of the upgrade are processed using the tasks defined in the new workflow of the current published version of the template. If the template does allow updates, any updates made because of a template upgrade are processed using the tasks defined in the update workflow of the current published version of the template.

Template upgrade updates projects in **Denied** status. However, in this case, the projects don't reopen, and recipients can't update answers. This behavior preserves the original answers that triggered the denial.

- Questionnaires and Forms in Supplier Registration and Modular Questionnaire Template Upgrade [page 213]
- Tasks in Supplier Registration and Modular Questionnaire Template Upgrades [page 214]
- Phases in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
- Teams in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
- Project Attributes, Dates, and Project-Level Conditions in Registration and Modular Questionnaire Template Upgrades [page 218]

Related Information

Reopening a Closed External Supplier Management Questionnaire
Reinviting a Supplier to Register
Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377]
Project Advanced View

Questionnaires and Forms in Supplier Registration and Modular Questionnaire Template Upgrade

Template upgrade can modify the questionnaires or forms included in a supplier registration or modular questionnaire project and their content.

Supplier registration projects support multiple internal and external questionnaires, and template upgrade can add or remove questionnaires from a project in some cases.

Modular questionnaire projects support one key questionnaire, which can be internal or external, and can also support multiple internal forms. Template upgrade can add or remove internal forms in some cases.

The following table describes how template upgrade modifies questionnaires or forms and their content in projects that are eligible for template upgrade:

Table 8: Template Upgrade Modifications to Questionnaires and Forms

Template Change.	Results
Adding a new external questionnaire survey document to a registration project template	Adds the new external questionnaire to the registration project if you choose the **Include new questionnaires** option and select the new questionnaire during the upgrade.
Adding a new internal questionnaire survey document to a registration project template or a new internal form survey document to a modular questionnaire project template	Adds the internal questionnaire or form.
Removing an internal or external questionnaire survey document in a registration project template or remove an internal form in a modular questionnaire project template	Removes the questionnaire or form. The questionnaire or form and its answers are retained in the previous, archived versions of those projects.
Adding, removing, or modifying a question or other piece of content in a questionnaire or form	Adds, removes, or modifies the question or other piece of content in the questionnaire or form. If the content triggers a visibility or editability condition, the change affects those pieces of content triggered by the condition. For example, if a new question includes a visibility condition, its addition can hide another piece of content that was previously always visible. For modular questionnaires that are scored, changing a question's pre-graded list of choices changes the way the questionnaire's scored after template upgrade. **Note** If the new version of the template removes a question that is mapped to a field in the vendor database, the upgrade removes the question from the questionnaire, but any previous answers stored in the mapped database field remain after upgrade.
Adding, removing, or modifying a visibility or editability condition	Adds, removes, or modifies the condition.

For both internal and external questionnaires and forms, if the recipient hasn't opened the questionnaire or form yet before the template upgrade, they see the updated questionnaire or form when they first open it. If they've opened the questionnaire or form before upgrade and are in the process of filling it out when the upgrade occurs, the questionnaire or form loads the changes and they fill out the updated questionnaire or form before submitting it.

If an internal questionnaire or form is approved before the template upgrade, internal users see the updated questionnaire the next time they open it (for example, to revise their responses). If an external questionnaire is approved before the template upgrade, the supplier sees the updated questionnaire the next time they open it and choose **Revise Response**. They don't see updates when simply opening the approved questionnaire.

The notify option allows customer administrators to alert suppliers to update external questionnaires after an upgrade. There's no notification for internal questionnaires or forms.

Parent topic: How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]

Related Information

Tasks in Supplier Registration and Modular Questionnaire Template Upgrades [page 214]
Phases in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
Teams in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
Project Attributes, Dates, and Project-Level Conditions in Registration and Modular Questionnaire Template Upgrades [page 218]
Supplier Registration and Modular Questionnaire Project Eligibility for Template Upgrade [page 211]
How Registration and Modular Questionnaire Template Upgrade Works [page 209]
Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version [page 219]

Tasks in Supplier Registration and Modular Questionnaire Template Upgrades

Template upgrade can add, remove, or modify tasks in supplier registration and modular questionnaire projects.

A supplier registration or modular questionnaire project is only eligible for template upgrade [page 211] if none of its tasks have started or all of its tasks have been completed.

For eligible projects that use new and update phases, template upgrade only modifies the tasks in the new phase in projects where none of the tasks in the new phase have started yet. Once all of the tasks in the new phase have been completed, template upgrade only modifies tasks in update phases. It doesn't modify tasks in the new phase, even if those tasks have been modified in the new version of the template, since that phase is a one-time process and any updates that recipients make to the project's questionnaires and forms are handled by the tasks in update phases.

If the project template doesn't use new and update phases, template upgrade modifies project tasks, and they restart after upgrade so that recipients can make one-time updates.

The following table describes how template upgrade modifies tasks in eligible projects:

Table 9: Template Upgrade Modifications to Tasks

Template Change	Phase	Results
Adding a new approval or To Do task on a new external registration questionnaire survey document. Applicable only to registration projects, which support multiple external questionnaires.	No phase (if the project doesn't use phases), new phase, or update phase	Adds the task to all upgraded projects if you also add the questionnaire by choosing the **Include new questionnaires** option and selecting the new questionnaire.
Adding, removing, or modifying an approval or To Do task on an existing external questionnaire survey document.	New phase	Adds, removes, or modifies the task in all projects that include that questionnaire. In projects that have completed the new phase, the task is inactive. Projects that don't include the questionnaire are unchanged.
	No phase or update phase	Adds, removes, or modifies the task in all projects that include that questionnaire. Projects that don't include the questionnaire are unchanged
Adding, removing, or modifying an approval or To Do task on an existing internal registration questionnaire or modular questionnaire internal form survey document.	New phase	Adds, removes, or modifies the task in all upgraded projects. In projects that have completed the new phase, the task is inactive.
	No phase or update phase	Adds, removes, or modifies the task in all upgraded projects.
Adding, removing, or modifying a standalone To Do task (not associated with a questionnaire) in the template.	New phase	Adds, removes, or modifies the task in all upgraded projects. In projects that have completed the new phase, the task is inactive.
	No phase or update phase	Adds, removes, or modifies the task in all upgraded projects.

Parent topic: How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]

Related Information

Questionnaires and Forms in Supplier Registration and Modular Questionnaire Template Upgrade [page 213]
Phases in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
Teams in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
Project Attributes, Dates, and Project-Level Conditions in Registration and Modular Questionnaire Template Upgrades [page 218]

How Registration and Modular Questionnaire Template Upgrade Works [page 209]
Supplier Registration and Modular Questionnaire Project Eligibility for Template Upgrade [page 211]
Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version [page 219]

Phases in Supplier Registration and Modular Questionnaire Template Upgrades

Template upgrades can add, remove, or modify phases in supplier registration and modular questionnaire projects.

If you add new and update phases to a supplier registration or modular questionnaire project template, during upgrade:

- The phases are added to eligible projects.
- Any tasks from the previous version that you moved into the phases in the template are moved to the same locations in eligible projects if they're included in the update. For example, if you move an approval task for an external registration questionnaire to the new registration phase, and that questionnaire was included in a newly started registration, it's moved to the new registration phase in the upgraded project. However, if the questionnaire wasn't included in the registration, or if the new registration is completed, the task isn't included in the upgrade at all.

Parent topic: How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]

Related Information

Questionnaires and Forms in Supplier Registration and Modular Questionnaire Template Upgrade [page 213]
Tasks in Supplier Registration and Modular Questionnaire Template Upgrades [page 214]
Teams in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
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Teams in Supplier Registration and Modular Questionnaire Template Upgrades

Template upgrade can add, remove, or modify project teams in supplier registration and modular questionnaire projects.

The following table describes how template upgrade modifies teams in supplier registration and modular questionnaire projects:

Table 10: Template Upgrade Modifications to Teams

Template Change	Result
Adding a project group	Adds the new group.
Adding a project group member or role	Adds the new project group member or role.
Removing a project group	Removes the group only if they don't have any tasks assigned to them. If a project group has one or more tasks assigned to it in a project, template upgrade doesn't remove it.
Removing a project group member or role	Removes the project group member or role.
Changing a project owner	Modifies membership in the **Project Owner** group, if applicable, if the group doesn't use buyer category assignments (team member rules) to assign membership automatically. Doesn't modify the explicit project owner, which remains the user who created the project.

> **Note**
>
> Template upgrade always overwrites any edits made to teams in individual projects with the latest template team. For example, if someone adds members to the team of an individual project in the advanced view, template upgrade removes those ad hoc additions and updates the group to the membership defined in the template.

Parent topic: How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]

Related Information

Questionnaires and Forms in Supplier Registration and Modular Questionnaire Template Upgrade [page 213]
Tasks in Supplier Registration and Modular Questionnaire Template Upgrades [page 214]
Phases in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
Project Attributes, Dates, and Project-Level Conditions in Registration and Modular Questionnaire Template Upgrades [page 218]
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Project Attributes, Dates, and Project-Level Conditions in Registration and Modular Questionnaire Template Upgrades

Supplier registration and modular questionnaire template upgrade resets some project dates, and can add, remove, or modify project attributes and project-level conditions in upgraded projects.

Template upgrade applies changes to project-level conditions in eligible projects. It adds, removes, or modifies conditions and modifies project content depending on those changes. For example, if you add a project-level condition for legacy suppliers to a supplier registration project template and use it to hide an existing To Do task, upgraded projects for legacy suppliers no longer show that task.

Template upgrade also applies changes to the project attributes defined on the **Overview** tab of the project template, such as commodity, region, department, and questionnaire type for modular questionnaire projects.

> ⓘ Note
>
> - Since template upgrade creates a new replacement project, it resets the project **Start Date** to the upgrade date.
> - Modular questionnaire projects can achieve a status of **Expiring** or **Expired** because of an expiration date on the questionnaire project itself, or (optionally) because of an expiration date for a certificate answer included in the project. By default, template upgrade resets the **Expiring** or **Expired** statuses of modular questionnaires that are achieved from included certificate answers to **Approved** after template upgrade. To retain the **Expiring** or **Expired** statuses of modular questionnaire projects achieved through certificate answers after template upgrade, the parameter `Application.SM.MQ.KeepMQStatusIfExpiredViaCertificate`, which is set by SAP Ariba Support, must be enabled in your site.
>
> ,

Parent topic: How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]

Related Information

Questionnaires and Forms in Supplier Registration and Modular Questionnaire Template Upgrade [page 213]
Tasks in Supplier Registration and Modular Questionnaire Template Upgrades [page 214]
Phases in Supplier Registration and Modular Questionnaire Template Upgrades [page 216]
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Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version [page 219]

Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version

Use these steps to upgrade eligible supplier registration or modular questionnaire projects from a previous template version to the currently published version. Template upgrade allows you to update projects with all of the current template settings.

Prerequisites

To upgrade supplier registration and modular questionnaire projects to the latest template version, you must be a member of the **SM Ops Administrator** group.

Template upgrade is only available for supplier registration and modular questionnaire projects. Those projects must be eligible for upgrade.

Context

Template upgrade of registration and external modular questionnaire projects includes an option to send a notification to the supplier contacts for all projects included in the upgrade to inform them of changes that need their attention. If you use the notification option, you can insert a specific message in these notifications to provide details about the current upgrade.

Supplier registration projects can support multiple external and internal questionnaires. If the previous version of the template included more than one external questionnaire, the upgrade sends a separate notification for each external questionnaire. The notification references the questionnaire name, but otherwise uses the same text for all of the external questionnaires included in the same upgrade operation.

For modular questionnaire projects, template upgrade sends a notification for external modular questionnaire projects. It doesn't send notifications for internal modular questionnaire projects. It also doesn't send notifications to internal users assigned to internal forms in either external or external modular questionnaire projects.

Before starting the upgrade operation, you choose the type and title of the template. You only have one supplier registration project template in your site, so when you choose the registration template for the upgrade, there's only one title option and it's the default selection. However, you can have multiple modular questionnaire project templates in your site, and you must specify the title of the template to see the projects that are eligible for upgrade.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** .
2. Choose **Template upgrade**.
3. On the **Project template** dropdown menu, choose the type of the template for the upgrade.

4. On the **Template title** dropdown menu, choose the name of the template for the upgrade.
5. Optional: If you want to upgrade project templates of a specific supplier, provide their vendor ID in the **SM Vendor ID** field. **SM Vendor ID** is an optional field. If you don't input a supplier ID, and then click **Find projects**, the **Start upgrade** table displays **all** of your site's projects that are based on the template you've selected.
6. Choose **Find projects**.

   The **Start upgrade** tab shows a table with a row for each previous template version that is in use by at least one project. Each row shows the total number of projects in the site that are still using that template version and the number of those projects that are currently eligible for upgrade. To find details about eligible suppliers, choose **Export** in the **Supplier details** column and export the supplier details for the template in each row. Download the file from the **Export supplier status** tab.
7. In the table, locate the template version that you want to upgrade to the currently published version and choose one of the following:

   - **Upgrade**: Choose this option to mass upgrade all eligible projects to the most recent version.
   - **Upgrade via Import**: Choose this option to upgrade specific suppliers to the most recent version. To upgrade specific suppliers:
     1. From the file that you downloaded in the previous step, delete any supplier rows that you don't wish to upgrade.
     2. Choose **Upgrade via Import**.
     3. Navigate and choose the updated file from your computer.
     4. Click **Validate**.

   The template upgrade validates the projects to be upgraded in this operation against the current template version and identifies differences that can result in a loss of data in questionnaires after upgrade.

   > ⚠ Caution
   >
   > - Do **not** add any rows to the CSV file. You can only delete existing rows to remove suppliers you don't wish to upgrade.
   > - Do **not** add or delete any columns in the CSV file.
   > - The **Version** column in the CSV file displays the current version of the template that suppliers are on. Note that the **Version** field has the same value in all the rows. Do **not** alter or delete this value. If you do so, validation will fail when you import the file.
   > - Ensure that you import the edited CSV file into exactly the same row you exported it from. If you import your file into an incorrect row, file validation will fail because the version numbers won't match.
   > - Ensure that you import the edited file only in the supported encoding formats—the supported formats are `ISO-8859-1` and `UTF-8` only.
   > - Ensure that you export the file afresh every time you wish to run the upgrade using the **Upgrade via Import** option. This is essential so that you export the most recent data in the file. If you use a previously exported file, the data may not be up to date since some supplier data may have changed since you last exported that file.
8. Perform one of the following actions:

   - If the validation doesn't identify any issues, choose **Next**.
   - If the validation identifies issues that you want to address, revert the template to a version before the change was introduced and proceed with edits from there before performing the upgrade. For example, if your changes included removing a question without realizing that it has been answered in existing projects, you can revert the template to the last version that includes that question. Create another new version,

add the other changes you want to make, and publish that version so that it includes the question with its original KI ID.

- If the validation identifies issues that can result in data loss and you still want to proceed with the upgrade (not recommended), choose **I confirm to proceed with the above validation errors** and enter a required justification for this action, then choose **Next**.

9. **Optional:** For supplier registrations, if the current version of the template includes new external questionnaires that weren't present in the selected template version and you want to add them to eligible projects with the upgrade, perform the following actions:
   a. Choose **Include new questionnaires**.
   b. Select the new questionnaires you want to include.

> ⓘ Note
>
> This setting only applies to new external registration questionnaires. It doesn't apply to new internal registration questionnaires or new internal forms in modular questionnaire projects, which are added automatically.

10. **Optional:** To notify primary supplier contacts that there are changes to external questionnaires that require their attention, perform the following actions:
    a. Choose **Notify supplier's primary contact about the upgrade**.
    b. Enter an optional message to insert into the notification to supplier contacts about the template upgrade.

> → Tip
>
> For registration project template upgrades:
>
> - Since the upgrade generates notifications for all of the registration project's external questionnaires, regardless of whether not they're affected by the upgrade, it's a good idea to reference questionnaire names in your message when providing details about specific changes to specific questionnaires.
> - External questionnaires added during the upgrade don't generate invitation notifications to the supplier contact. You can use this message to tell the supplier contact about any new questionnaires.

11. Choose **Upgrade**
12. Choose the **Upgrade status** tab to monitor the progress of the upgrade and download status summary information. The status summary includes the SM vendor IDs of the suppliers associated with the upgraded projects.

Results

All of the eligible supplier projects using that version of the template are upgraded to the currently published version. Refer to How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212] for details on how upgrades modify project questionnaires, tasks, phases, teams, and conditions.

The upgrade can result in respondents revising responses to previously submitted or approved questionnaires.

In modular questionnaire projects that don't allow updates, recipients normally can't revise previously submitted questionnaires. However, if the template upgrade modifies the content of a questionnaire in an approved project,

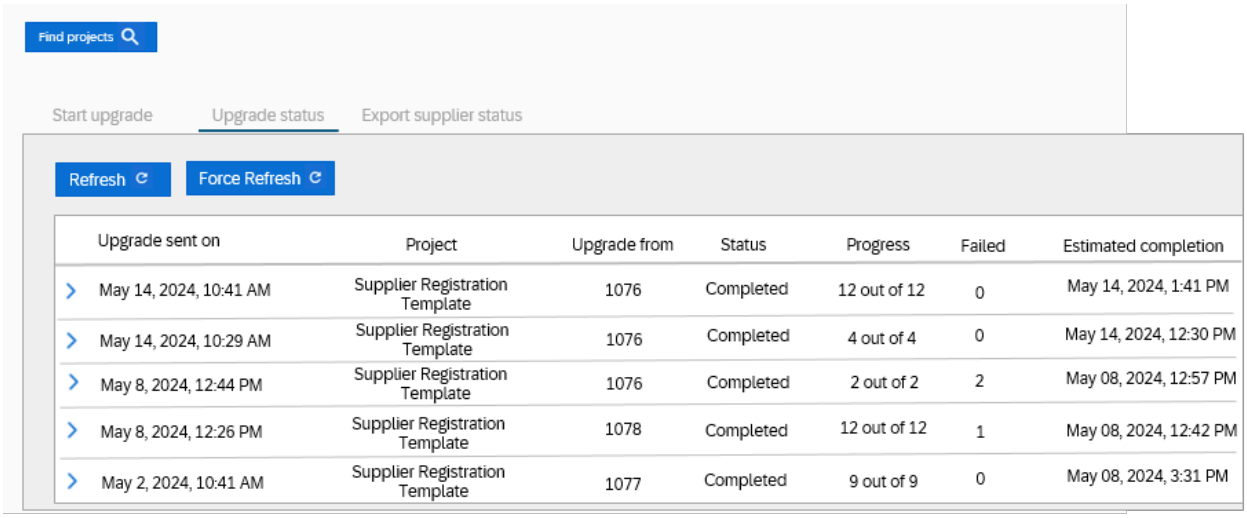
the upgrade operation reopens the questionnaire for a one-time update. The respondent can then revise their responses and resubmit them, and the associated tasks restart once the revisions are submitted.

In modular questionnaire projects that do allow updates, recipients can update questionnaires at any time as long as any previous updates are fully approved. The update process is defined by the project template's task setup.

Denied projects are also upgraded, but their primary supplier contacts aren't included in any notifications and recipients can't update questionnaires.

In the **Upgrade status** tab, a table provides information about the estimated completion date, time, status, and progress along with the rate at which the upgrade is progressing. You can refresh the table to view rate of upgrade progress. You can also download a summary, which has the result of the template upgrade for individual projects or view the validation errors shown earlier during the template upgrade in the validation report. If the template upgrade progress is blocked, contact SAP Ariba Support.

The **Export supplier status** tab provides details about the status of the supplier details export, along with a **Download** link to download the file.



Upgrade sent on	Project	Upgrade from	Status	Progress	Failed	Estimated completion
May 14, 2024, 10:41 AM	Supplier Registration Template	1076	Completed	12 out of 12	0	May 14, 2024, 1:41 PM
May 14, 2024, 10:29 AM	Supplier Registration Template	1076	Completed	4 out of 4	0	May 14, 2024, 12:30 PM
May 8, 2024, 12:44 PM	Supplier Registration Template	1076	Completed	2 out of 2	2	May 08, 2024, 12:57 PM
May 8, 2024, 12:26 PM	Supplier Registration Template	1078	Completed	12 out of 12	1	May 08, 2024, 12:42 PM
May 2, 2024, 10:41 AM	Supplier Registration Template	1077	Completed	9 out of 9	0	May 08, 2024, 3:31 PM

Next Steps

As other projects using the same previous version of the template become eligible for upgrade, usually by being finally approved or denied, you can repeat these steps until all projects on that previous version are upgraded.

Related Information

How Registration and Modular Questionnaire Template Upgrade Works [page 209]
Supplier Registration and Modular Questionnaire Project Eligibility for Template Upgrade [page 211]
How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]
Best Practices for Upgrading Projects to the Latest Template Version [page 223]

Best Practices for Upgrading Projects to the Latest Template Version

To optimize performance during upgrade of supplier registration and modular questionnaire projects to the latest version of the template, SAP Ariba recommends the following:

- Limiting your upgrades to a maximum of two per week.
- Executing one template upgrade at a time – either from a modular questionnaire template or the supplier registration template. Before performing a template upgrade in a project, navigate to the **Upgrade status** tab of both the projects and ensure that there are no existing upgrades in progress.
- Identifying the projects that include maximum number of your high-priority suppliers, and start your upgrade with those projects. To do this, in the **Start upgrade** tab, select the **Export** link corresponding to each row that has eligible projects for upgrade. The projects that include the majority of your top-priority suppliers can then be identified from the exported file. Prioritize these projects and upgrade the templates accordingly. First, run the upgrade on the project that involves the majority of your top-priority suppliers. Proceed to the next project on the list that has the suppliers that are the next most important, and so on.
- For modular questionnaire projects, you must enable the **Always open** rule in the template's key questionnaire survey document to enable recipients to update project questionnaires after template upgrade.

Related Information

How Registration and Modular Questionnaire Template Upgrade Works [page 209]
Supplier Registration and Modular Questionnaire Project Eligibility for Template Upgrade [page 211]
How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]
Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version [page 219]

Supplier Request Project Setup

Supplier request projects provide a templated workflow for creating new suppliers in your site. To set them up, you configure a default project template.

There are two types of supplier requests, each of which has a separate project template:

- **Internal requests**, which people in your organization create in your site when they want to work with a new supplier. Internal requests are always enabled and are the required mechanism for manually creating a new supplier.
- **External requests**, which suppliers outside your organization submit when they want to introduce themselves. External requests are an optional feature and must be enabled by an administrator. For more information, see SM-2861: Enable external supplier requests.

About the Internal Supplier Request Project Template [page 224]

Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template [page 226]

Default Best Practice Content for the Internal Supplier Request [page 230]

About the External Supplier Request Project Template [page 232]

Restrictions, Requirements, and Helpful Hints for Setting up the External Supplier Request Project Template [page 234]

Default Best Practice Content for the External Supplier Request [page 237]

External Supplier Requests by Business Unit [page 239]

Default Supplier Request Duplicate Checks and Setting Up Custom Duplicate Checks [page 240]

About the Internal Supplier Request Project Template

The project template for the internal supplier request defines the process by which internal users at your company manually create suppliers in your site. The project template must always include an internal request form with an approval task.

Internal users with the appropriate permissions create internal supplier request projects by choosing **Create** > **Supplier Request**, then submitting the internal supplier request form. The user who creates the internal request is the explicit project owner as well as a member of the **Project Owner** project group. There are separate project templates for external requests, which suppliers create by clicking a custom URL, and internal requests, which your company's users create in your site. The different types of request typically require different sets of questions, and potentially different approval flows. The **Create** > **Supplier Request** menu action always opens the default survey document in the **Supplier Request Template**.

If your site uses the supplier request with Dun & Bradstreet integration, it also uses the default survey document in the**Supplier Request Template**. In this case, the requester chooses **Create** > **Supplier Request with D&B Lookup**.

There are separate project templates for external and internal supplier requests because the different scenarios typically require different forms and different approval flows. Internal users typically create internal supplier requests because they're interested in working with specific new suppliers for specific reasons, and they can prove internally focused information.

The supplier request process is designed to ask for basic profile information about the supplier: the supplier's name and address, the name of at least one contact, which commodities they supply and in what regions, and so on. The internal supplier request can also ask for information that's specific to your company's processes, such as the department that wants to use the supplier. These answers display in the **Supplier request** detail area of the supplier profile.

The internal supplier request process is a one-time process. The requester can edit their submitted requests until the supplier request is in the **Pending Approval** status. Approvers can edit submitted supplier requests while approval is still in progress. After the request is finally approved, it can't be edited. If a request is approved, the supplier is created based on its information, and that information is captured in the **Supplier request** area. However, if you map a question in the supplier request to a vendor database field, and you also map a question in a subsequent project (such as registration) to the same vendor database field, the later answer overwrites the request answer in the database and shows in the subsequent questionnaire.

Deployment of your solution includes an internal supplier request project template with the following default configuration, which includes a request survey document and an approval task. You must edit the template to define your organization's specific processes.

Table 11: Initial Default Configurations for the Internal Supplier Request Project Template

Template Element	Default Configuration
Version and **Status**	Version 1, **Active**
Documents	**Supplier request form**, a survey document in **Draft** status with the **Form** questionnaire type. In sites with the project template for the internal request in version 2 or higher as of the SAP Ariba 2203 release, this survey document is empty. In sites deployed after SAP Ariba 2203 release with an internal request project template in version 1, this document contains default best practice content. For details, refer to Default Best Practice Content for the Internal Supplier Request [page 230].
Tasks	**Approval for supplier request** (an approval task for the internal supplier request form document with members of the **Project Owner** group as approvers)

Template Element	Default Configuration
Team	The default team has one project group, **Project Owner**, with system user `aribasystem` and the **Template Creator** user group as approvers. By default, membership in these groups isn't assigned by commodity, region, and department.

Related Information

Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template [page 226]
Default Best Practice Content for the Internal Supplier Request [page 230]
Default Supplier Request Duplicate Checks and Setting Up Custom Duplicate Checks [page 240]
Internal Supplier Requests [page 14]

Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template

Internal supplier requests function within a specific supplier management workflow, and there are some restrictions and requirements in their configuration that ensure they fit successfully in that workflow.

For information that applies to all supplier management project templates, refer to General Best Practices for Setting Up Supplier Management Projects [page 59].

Restrictions

- Use the template's default survey document for the internal supplier request form or questionnaire and create questions directly in the survey document. The supplier request project template doesn't support any additional documents.
- You can add approval tasks in addition to the template's default approval task on the internal request survey document and chain them together as predecessors, but don't add any other type of task to the template. The supplier request project template only supports approval tasks on its single survey document.

Requirements

If the survey document in your internal supplier request project template has default content, required question configurations are included in that content, and you can edit them as necessary. Otherwise, you must add them from scratch. For more information, refer to Default Best Practice Content for the Internal Supplier Request [page 230].

- The following question configurations are required because they're necessary for creating the supplier in the database once the request is approved:

Question	Supplier Field Mapping	Included in Default Content?
Supplier name	Either of the following mappings: • `vendor.vendorInfo.name1` • `vendor.vendorInfo.fullName` (if your site uses the optional supplier full name feature [page 177] (SM-14213)) **Note** If your site uses the supplier full name feature, use the `vendor.vendorInfo.fullName` mapping for all supplier name questions in all of your supplier management questionnaires. Don't use mappings to any of the individual numbered name fields.	Yes, with the `vendor.vendorInfo.name1` mapping
Supplier contact first name	`contact.firstName`	Yes
Supplier contact last name	`contact.lastName`	Yes
Supplier contact email address	`contact.email`	Yes

- If you want to use buyer category assignments (the user matrix) to add approvers to supplier requests, the following question configurations are required:

Question	Answer Type	Supplier Field Mapping	Included in Default Content?
Supplier commodities	**Commodity**	`matrix.Categories`	Yes
Supplier regions	**Region**	`matrix.Regions`	Yes
Supplier departments (only required if your site uses departments)	**Department**	`matrix.Departments`	No

- To include tax data in default duplicate checks during the internal supplier request workflow:
  - The **Tax** answer type (SM-3891) must be enabled in your site.
  - You must define metadata for country/region-specific tax ID fields. For details, refer to Country/Region-Specific Tax ID Field Data Import [page 98].

- Your internal supplier request must include a **Tax** question mapped to `vendor.taxExt` (for a single question) or `vendor.taxExt[$index]` (for a question in a repeatable section). To check against tax IDs updated in a supplier registration questionnaire, that questionnaire must also use a **Tax** question with the same configuration and mapping.
  Default content includes a **Tax** question mapped to `vendor.taxExt`.

  For more information, refer to Default Supplier Request Duplicate Checks and Setting Up Custom Duplicate Checks [page 240].
- If your site is integrated with Dun & Bradstreet, refer to Internal Supplier Request Setup for Dun & Bradstreet Integration [page 607] for additional requirements.

Helpful Hints

- If you plan to integrate your site with SAP ERP, SAP S/4HANA, or SAP MDG-S, refer to Best Practices for Setting Up the Supplier Request for Integration [page 72].
  In sites integrated with SAP MDG-S, these best practices, as well as specific, verified configurations for MDG-S integration, are also included in Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance.
- SAP Ariba recommends using modular questionnaires for managing supplier certificates. You can include certificate questions in internal supplier request project templates, but respondents are able to answer "Yes" without providing details about the certificate. Modular questionnaires require details about a certificate if the respondent answers "Yes". For more information, see Certificate Management Setup in Modular Questionnaires [page 354].
- SAP Ariba recommends enabling auto-approval for approval tasks on internal supplier request if you plan to have the requester also be the approver and if you don't need additional approvers.
- If you do set up an approval flow for the supplier request, it's editable while it's in approval. Who can edit a supplier request while it's in approval is determined by the self-service configuration parameter **Application.SM.SupplierRequest.RestrictRequestEdit** in **SM Administration** > **Configuration Parameters**. Refer to Reference of Configuration Parameters in Supplier Administration [page 826] for details.
- SAP Ariba recommends that you add no more than 500 pieces of content to an individual questionnaire. Adding more than 500 pieces of content can cause performance to degrade progressively as you add more content.
- The survey document in the supplier request project template is automatically internal, regardless of the value you set for **Specify questionnaire type**.
- SAP Ariba also recommends asking for the supplier contact's locale based on the locale information in your site. This locale information allows you to send the notifications and questionnaire content that match the supplier contact's language. Ask for the contact's locale using master data as the acceptable answer value, select **Locale** as the master data type, and map the question to `contact.locale`. This configuration is an integration best practice.
- SAP Ariba's default time zone for supplier contacts is Pacific Daylight Time (PDT), but you can set a different time zone with a question mapped to `contact.timeZoneID`. Valid time zone values are defined by master data in your site.
  - You can allow the requester to set the time zone with a question that has **Acceptable Values** set to **Master Data Value**, **Type of master data for answer** set to **Time Zone**, and **Visible to Participant** set to **Yes**.
  - You can set a default time zone with a question that has **Acceptable Values** set to **Master Data Value**, **Response Required?** set to **Not Required**, **Visible to Participant** set to **No**, **Type of master data for**

answer set to **Time Zone**, and **Initial Value** set to your desired time zone. The initial value must be an exact match to the master data value.

> **Note**
>
> - SAP Ariba defines time zone master data. You can't import custom time zone master data.
> - When a supplier contact becomes public, they can set their own time zone.
> - For private supplier contacts, users with appropriate permission can edit the supplier contact's time zone.

- Although it isn't required, you can also ask a question for the contact's middle name and map it to `contact.middleName`.
- If any of your questions involve sensitive data, you can mask the answers [page 475] so that only users with the appropriate permissions can see them.
- In addition to SAP Ariba's default duplicate check on name, street address, city, state, country/region, postal code, and D-U-N-S Number, you can specify additional questions in the internal supplier request for use in the duplicate check. There are some configuration considerations and requirements [page 240] for both types of duplicate check.
- If you map a question in the internal supplier request and a question in a supplier registration questionnaire to the same vendor database field, inviting a supplier to register automatically adds the answer from the request to the question in the registration questionnaire. Respondents can keep that initial answer or edit it; any changes they make are then stored in the mapped database field as the current value. This automatic population of registration questionnaires from the request occurs for questions mapped to vendor database fields, but not to matrix fields (`matrix.Categories`, `matrix.Regions`, and `matrix.Departments`).
- Keep in mind that once any internal supplier request is approved, its original information is permanently preserved in the supplier's profile, even if the information in an underlying database field is updated (through ERP synchronization or data import for example). On the other hand, the supplier registration template supports ongoing updates to questions in both internal and external (supplier-facing) questionnaires, including approvals for those updates and the ability to view previous answers to external questionnaires during approval. Therefore:
  - If you want to record the initial answer in the supplier profile, ask the question in the supplier request.
  - If you want to allow either the supplier or an internal user to update the answer, ask the question in an external supplier registration questionnaire (for supplier update) or the internal registration questionnaire (for internal updates) and configure new and updated registration phases in the supplier registration project template.
  - If you ask the same question in both the internal supplier request and a registration questionnaire, and map it to the same vendor database field, the supplier's initial answer is added to the **Summary** area, and registration questionnaire answers are updated in the database and shown elsewhere.
- If your questionnaire includes an **Extended Address** question, the respondent must provide an answer in the **Region** field to submit the request.

Related Information

Internal Supplier Requests [page 14]
About the Internal Supplier Request Project Template [page 224]
Default Supplier Request Duplicate Checks and Setting Up Custom Duplicate Checks [page 240]
Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance

Default Best Practice Content for the Internal Supplier Request [page 230]
Best Practices for Setting Up the Supplier Request for Integration [page 72]
Tax Questions for Collecting Supplier Tax Information [page 426]

Default Best Practice Content for the Internal Supplier Request

If your site was deployed after the 2203 release and its project template for the internal supplier request is in version 1, it includes a set of default content. This content includes required questions for creating a supplier contact and reflects best practices for integration.

To edit this default content, create a new version of the template.

If your site's internal request project template was in version 2 or higher as of the SAP Ariba 2203 release, it doesn't include default content. You must add all content manually.

> **Note**
>
> Currently, default best practice question content is only available in English. To provide content in other languages, add translations.

Section	Name	Description	Answer Type and Configuration	Response Required?	Supplier Field Mapping	Other Settings
General Supplier Information	Supplier name	The supplier's name.	**Text (single line limited)**	**Yes, Participant Required**	`vendor.vendorInfo.name1`	**Max Length**: 35
Supplier Main Address	The supplier's address	The supplier's address.	**Extended Address**	**Yes, Participant Required**	`vendor.addressExt.postalAddress`	
Primary Supplier Contact	Supplier contact email address	The supplier contact's email address.	**Text (single line limited)**	**Yes, Participant Required**	`contact.email`	**Validation Pattern**: `^\w+(.\w+)*@[a-zA-Z0-9-]+?\.[a-zA-Z]{2,3}$` **Validation Pattern Error Message**: Please enter in a valid email format.

Section	Name	Description	Answer Type and Configuration	Response Required?	Supplier Field Mapping	Other Settings
	Supplier contact first name	The first or given name of the supplier contact.	**Text (single limited)**	**Yes, Participant Required**	`contact.firstName`	
	Supplier contact last name	The last or family name of the supplier contact.	**Text (single line limited)**	**Yes, Participant Required**	`contact.lastName`	
	Supplier contact locale	The locale of the supplier contact.	**Text (single line limited** with **Master Data Value** specified as the **Acceptable Values** and **Locale** specified as the master data	**Not Required**	`contact.locale`	
	Supplier contact telephone number	The telephone number of the supplier contact.	**Text (single line limited)**	**Not Required**	`contact.telephone`	
None	Supplier tax ID	The country/region-specific tax ID for the supplier.	**Tax**	**Not Required**	`vendor.taxExt`	
None	Supplier account group	The account group or maintenance profile code for the supplier.	**Text (single line limited)** with **List of Choices** specified as the **Acceptable Values** and a defined choice of `[KRED] Vendor int.number assignment`	**Yes, Participant Required**	`vendor.vendorInfoExt.maintenanceProfileCode`	**Max Length**: 4 **Code Delimiters**: `[]`
Additional Information	Commodities supplied	The commodities to associate with the supplier.	**Commodity**	**Not Required**	`matrix.Categories`	
	Regions of operation	The regions to associate with the supplier.	**Region**	**Not Required**	`matrix.regions`	

Related Information

Default Best Practice Content for the External Supplier Request [page 237]
Default Best Practice Configuration for the External Supplier Registration Questionnaire [page 257]
Optional Feature Best Practices for Supplier Data Integration [page 64]
Best Practices for Setting Up the Supplier Request for Integration [page 72]
About the Internal Supplier Request Project Template [page 224]
Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template [page 226]
Internal Supplier Requests [page 14]

About the External Supplier Request Project Template

The project template for the external supplier request defines the process by which suppliers ask to be added to your site. This process, which is sometimes referred to as supplier self-registration, always includes an external request form with an approval task.

The external supplier request project template is only available in sites with the external supplier request feature enabled. As part of external supplier request enablement, SAP Ariba Customer Support provides your organization with an external supplier request URL specific to your site. Your organization can provide this URL to potential new suppliers through specific outreach programs, by publishing it on a website, or through other means.

Suppliers create external supplier request projects by accessing the external supplier request URL and filling out and submitting the external supplier request form. The system user `aribasystem` is the explicit owner of external supplier request projects as well as the requester. If the request is approved, the supplier is created in the database. The external supplier request URL always opens the survey document from the **Supplier Self-Registration Request Template**.

There are separate project templates for external and internal supplier requests because each scenario typically requires different forms and different approval flows. Internal users typically create internal supplier requests because they're interested in working with specific new suppliers for specific reasons. Internal supplier requests can prove internally focused information such as the reason for adding the supplier, the supplier's applicability to specific organization processes, and so on. The types of suppliers who submit external supplier requests depend on how your organization distributes the request URL. Suppliers can't provide internally focused information, and it's often not desirable to show those questions to them. You can also ask suppliers a specific set of questions to help you categorize them and identify their usefulness, but omit those questions for internal users to whom they're not relevant. Furthermore, suppliers who submit external requests can warrant an additional degree of scrutiny, or different types of scrutiny, during the approval process.

The external supplier request process is designed to ask for basic profile information about the supplier: the supplier's name and address, the name of a contact, and so forth. These answers show in the **Supplier request** detail area of the supplier profile.

The external supplier request process is a one-time process. Approvers can edit submitted external requests while approval is still in progress. If an external request is approved, the supplier is created based on its information, and that information is captured in the **Supplier request** detail area. However, if you map a question in the

external supplier request to a vendor database field, and you also map a question in a subsequent project (such as registration) to the same vendor database field, the later answer overwrites the external request answer in the database and shows in the subsequent questionnaire.

The initial enablement of the external supplier request feature in your site adds the external supplier request project template in a default configuration that includes an empty request survey document and approval task flow. You must edit the template to define your organization's specific processes.

Table 12: Initial Default Configurations for the External Supplier Request Project Template

Template Element	Default Configuration
Version and **Status**	Version 1, **Active**
Documents	**Supplier self-registration request form**, a survey document in **Draft** status with the **Form** questionnaire type. In sites where the project template for the external request was added before the SAP Ariba 2203 release and was in version 2 or higher as of that release, this survey document is empty. In sites with the project template for the external request was in version 1 as of the SAP Ariba 2203 release or was added after that release, this survey document contains default best practice content. For details, refer to Default Best Practice Content for the External Supplier Request [page 237].
Tasks	**Approval for supplier self-registration request** (an empty approval task for the external supplier request form document)
Team	The default team has two project groups: • **Project Owner**, with the system user `aribasystem` as the only member. • **Template Creators**, with the **Template Creator** group as the only member. By default, membership in these groups isn't assigned by commodity, region, and department.

Related Information

Restrictions, Requirements, and Helpful Hints for Setting up the External Supplier Request Project Template [page 234]
About the Internal Supplier Request Project Template [page 224]
Default Best Practice Content for the External Supplier Request [page 237]

Restrictions, Requirements, and Helpful Hints for Setting up the External Supplier Request Project Template

External supplier requests function within a specific supplier management workflow, and there are some restrictions and requirements in their configuration that ensure they fit successfully in that workflow.

For information that applies to all supplier management project templates, refer to General Best Practices for Setting Up Supplier Management Projects [page 59].

Restrictions

- Use the template's default survey document for the external supplier request form or questionnaire and create questions directly in the survey document. The external supplier request project template doesn't support any additional documents.
- You can add approval tasks in addition to the template's default approval task on the external request survey document and chain them together as predecessors, but don't add any other type of task to the template. The external supplier request project template only supports approval tasks on its single survey document.
- Unlike registration and qualification questionnaires, which suppliers fill out on SAP Business Network, the external supplier request is served directly in your site. The external supplier request URL allows suppliers to access the external supplier request form in your site as guest users for this strictly limited purpose. Although the external supplier request is supplier-facing, it isn't an external questionnaire served on SAP Business Network, and it functions in the same way as an internal questionnaire does. Therefore, you can only use question or other content configurations that are supported in internal questionnaires in the external supplier request. You can't use question or other content configurations that are supported in external (supplier-facing) questionnaires that suppliers answer on SAP Business Network but not in internal questionnaires.
- Questions of answer type **Bank Account** and **Tax** aren't supported in the external supplier request.

Requirements

- The external supplier request feature (SM-2861) isn't enabled by default. To enable it, see SM-2861: Enable external supplier requests.
- If the survey document in your external supplier request project template has default content, required question configurations are included in that content, and you can edit them as necessary. Otherwise, you must add them from scratch. For more information, refer to Default Best Practice Content for the External Supplier Request [page 237].
- The following question configurations are required because they're necessary for creating the supplier in the database once the request is approved:

Question	Supplier Field Mapping	Included in Default Content?
Supplier name	Either of the following mappings: • `vendor.vendorInfo.name1` • `vendor.vendorInfo.fullName` (if your site uses the optional supplier full name feature [page 177] (SM-14213)) **Note** If your site uses the supplier full name feature, use the `vendor.vendorInfo.fullName` mapping for all supplier name questions in all of your supplier management questionnaires. Don't use mappings to any of the individual numbered name fields.	Yes, with the `vendor.vendorInfo.name1` mapping
Supplier contact first name	`contact.firstName`	Yes
Supplier contact last name	`contact.lastName`	Yes
Supplier contact email address	`contact.email`	Yes

- If you want to use buyer category assignments (the user matrix) to add approvers to supplier requests, the following question configurations are required:

Question	Answer Type	Supplier Field Mapping	Included in Default Content?
Supplier commodities	**Commodity**	`matrix.Categories`	Yes
Supplier regions	**Region**	`matrix.Regions`	Yes
Supplier departments (only required if your site uses departments)	**Department**	`matrix.Departments`	No

Helpful hints

- SAP Ariba recommends using modular questionnaires for managing supplier certificates. You can include certificate questions in external supplier requests project templates, but respondents are able to answer "Yes" without providing details about the certificate. Modular questionnaires require details about a certificate if the respondent answers "Yes". For more information, see Certificate Management Setup in Modular Questionnaires [page 354].
- Internal users who aren't approvers can't edit external supplier requests. Don't add questions intended for internal users to external supplier requests; add them to the internal supplier registration questionnaire instead.

- SAP Ariba recommends that you add no more than 500 pieces of content to an individual questionnaire. Adding more than 500 pieces of content can cause performance to degrade progressively as you add more content.
- SAP Ariba also recommends asking for the supplier contact's locale based on the locale information in your site. This locale information allows you to send the notifications and questionnaire content that match the supplier contact's language. To ask for the contact's locale, use master data as the acceptable answer value, choose **Locale** as the master data type, and map the question to `contact.locale`.
- SAP Ariba's default time zone for supplier contacts is Pacific Daylight Time (PDT), but you can set a different time zone with a question mapped to `contact.timeZoneID`. Valid time zone values are defined by master data in your site.
  - You can allow the requester to set the time zone with a question that has **Acceptable Values** of **Master Data Value**, **Type of master data for answer** of **Time Zone**, and **Visible to Participant** set to **Yes**.
  - You can set a default time zone with a question that has **Acceptable Values** of **Master Data Value**, **Response Required?** set to **Not Required**, **Visible to Participant** set to **No**, **Type of master data for answer** of **Time Zone**, and **Initial Value** set to your desired time zone. The initial value must be an exact match to the master data value.

  > **Note**
  >
  > - SAP Ariba defines time zone master data. You can't import custom time zone master data.
  > - When a supplier contact becomes public, they can set their own time zone.
  > - For private supplier contacts, users with appropriate permission can edit the supplier request contact's time zone.

- Although it's not required, you can also ask a question for the contact's middle name and map it to `contact.middleName`.
- You don't need to publish the external supplier request survey document. Instead, simply publish the new template version to activate your changes to the template's survey document.
- If any of your questions involve sensitive data, you can mask the answers so that only users with the appropriate permissions can see them.
- In addition to SAP Ariba's default duplicate check on name, street address, city, state, country/region, postal code, and D-U-N-S Number, you can specify additional questions in the internal supplier request for use in the duplicate check. There are some configuration considerations and requirements [page 240] for both types of duplicate check.
- If your site uses the external request by business unit feature, there are some specific requirements and settings [page 239] for that feature.
- Keep in mind that once any supplier request is approved, its original information is permanently preserved in the supplier's profile, even if the information in an underlying database field is updated (through ERP synchronization or updates to a mapped SAP Business Network profile field, for example). On the other hand, the supplier registration template supports ongoing updates to questions in both internal and external (supplier-facing) questionnaires, including approvals for those updates and the ability to view previous answers to external questionnaires during approval. Therefore:
  - If you want to record the supplier's initial answer in its profile, ask the question in the external supplier request.
  - If you want to allow the supplier to update their answer, ask the question in an external supplier registration questionnaire and configure new and updated registration phases in the supplier registration project template.
  - If you ask the same question in both the external supplier request and an external registration questionnaire, and map it to the same vendor database field, the supplier's initial answer is added to

the **Supplier request** detail area of the supplier's profile, and registration questionnaire answer is updated in the database and shown elsewhere.

- If your questionnaire includes an **Extended Address** question, the respondent must provide an answer in the **Region** field to submit the questionnaire.

Related Information

About the External Supplier Request Project Template [page 232]
Question Field Mapping [page 432]
About Field Mappings for SAP Business Network Supplier Profile Fields [page 456]
Sensitive Data Masking in Supplier Forms and Questionnaires [page 475]

Default Best Practice Content for the External Supplier Request

If your site was deployed after the 2203 release and its project template for the external supplier request is in version 1, it includes a set of default content. This content includes required questions for creating a supplier contact and reflects best practices for integration.

To edit this default content, create a new version of the template.

External supplier request projects aren't available by default. They're only available in sites where the optional external supplier request feature (SM-2861) is enabled. Enabling the feature adds the template for the external supplier request to your site. If your site's external request project template was added before the SAP Ariba 2203 release and was in version 2 or higher as of that release, it doesn't include default content. You must add all content manually.

> **Note**
>
> Currently, default best practice question content is only available in English. To provide content in other languages, add translations.

Section	Name	Description	Answer Type and Configuration	Response Required?	Supplier Field Mapping	Other Settings
General Supplier Information	Supplier name	The supplier's name.	**Text (single line limited)**	**Yes, Participant Required**	`vendor.vendorInfo.name1`	**Max Length**: 35
Supplier Main Address	The supplier's address	The supplier's address.	**Extended Address**	**Yes, Participant Required**	`vendor.addressExt.postalAddress`	

Section	Name	Description	Answer Type and Configuration	Response Required?	Supplier Field Mapping	Other Settings
Primary Supplier Contact	Supplier contact email address	The supplier contact's email address.	**Text (single line limited)**	**Yes, Participant Required**	`contact.email`	**Validation Pattern**: `^\w+(.\w+)*@[a-zA-Z0-9-]+?\.[a-zA-Z]{2,3}$` **Validation Pattern Error Message**: Please enter in a valid email format.
	Supplier contact first name	The first or given name of the supplier contact.	**Text (single line limited)**	**Yes, Participant Required**	`contact.firstName`	
	Supplier contact last name	The last or family name of the supplier contact.	**Text (single line limited)**	**Yes, Participant Required**	`contact.lastName`	
	Supplier contact locale	The locale of the supplier contact.	**Text (single line limited** with **Acceptable Values** specified as the **Master Data Value** and **Locale** specified as the master data	**Not Required**	`contact.locale`	
	Supplier contact telephone number	The telephone number of the supplier contact.	**Text (single line limited)**	**Not Required**	`contact.telephone`	
Additional Information	Commodities supplied	The commodities to associate with the supplier.	**Commodity**	**Not Required**	`matrix.Categories`	
	Regions of operation	The regions to associate with the supplier.	**Region**	**Not Required**	`matrix.regions`	

Related Information

Default Best Practice Content for the External Supplier Request [page 237]
Default Best Practice Configuration for the External Supplier Registration Questionnaire [page 257]
Optional Feature Best Practices for Supplier Data Integration [page 64]
Best Practices for Setting Up the Supplier Request for Integration [page 72]
External Supplier Requests [page 16]
About the External Supplier Request Project Template [page 232]
Restrictions, Requirements, and Helpful Hints for Setting up the External Supplier Request Project Template [page 234]

External Supplier Requests by Business Unit

The external supplier request by business unit feature allows suppliers to see familiar business unit names in the external supplier request, confirmation pages, and notifications.

If your organization is divided into specialized or regional business units, suppliers can be more familiar with the name and function of one of those business units than with your organization's overall name and function. For example, you can do business in a country under a different name, or a variation of your organization's name. External supplier request by business unit (SM-6380) isn't enabled by default. When it's enabled and set up in your site:

- Suppliers choose the business unit to which they request to be added when filling out the external supplier request. After they submit requests, the confirmation screen shows the name of the business unit instead of your organization's name.
- Request approvals are routed to the appropriate stakeholders in the specific business units specified in the external supplier requests.
- External supplier request notifications for both suppliers and approvers show the name of the business unit instead of your organization's name.

> **Note**
>
> When this feature is enabled, requesters can only select one department value in both external and internal supplier requests. This restriction allows you to route external requests to a specific business unit in your organization. It doesn't apply to other supplier management questionnaires.

To set up external supplier request by business unit, you:

1. Enable the feature in your site:
   - Enable the feature toggle **SM-6380: Enable business unit-specific notifications for external supplier requests** in **Intelligent Configuration Manager**.
   - Enable the configuration parameter **Application.SM.SupplierRequest.EnableBusinessUnitSpecificNotificationsForExternalSupplierRequests** in **SM Administration** > **Configuration Parameters**.
2. **Import your business units as department master data**: in the Ariba Administrator **Site Manager** > **Data Import/Export** task, use the **Import Departments** data import task to import your business units. For more

information, see Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions.

3. **Ask suppliers to choose a business unit in the external supplier request**: in the survey document in the external supplier request project template, add a **Department** question and map it to `matrix.Departments`. The presence of this question with this mapping in the external supplier request is required.
4. On the **Conditions** tab of the external supplier request project template, create a condition for each business unit using a field match on the **Departments** field and specifying that the match is on a child of the selected business unit value. Use these conditions to create a parallel, conditional approval node for each business unit in the approval task or tasks on the external supplier request. For more information, refer to Project Template Guide.

Related Information

About the External Supplier Request Project Template [page 232]

Restrictions, Requirements, and Helpful Hints for Setting up the External Supplier Request Project Template [page 234]

Adding a Question to a Supplier Form or Questionnaire [page 400]

Approval Flow Creation in the Approval Rules Editor [page 495]

Project Template Conditions

Reference of Configuration Parameters in Supplier Administration [page 826]

Managing Feature Toggles for the Site

Default Supplier Request Duplicate Checks and Setting Up Custom Duplicate Checks

After a requester submits either an internal or external supplier request, duplicate checks identify potential matches to existing suppliers in your site to help prevent the creation of duplicate suppliers. Your internal and external supplier request setups can affect how these duplicate checks function.

Supplier requests include automatic, default duplicate checks based on the following information:

Information	Fields	Configuration Notes
Name	• `vendor.vendorInfo.name1` • `vendor.vendorInfo.fullname` (if your site uses the optional supplier full name feature [page 177] (SM-14213))	

Information	Fields	Configuration Notes
Address	• `vendor.address.line1` • `vendor.address.line2` • `vendor.address.line3` • `vendor.address.city` • `vendor.address.state` • `vendor.address.countryCode` • `vendor.address.postalCode`	For address fields, you can use either individual questions mapped to these individual address fields, or an **Address** question mapped to `vendor.address`. Although use of an **Extended Address** question in the supplier request is an integration best practice, **Extended Address** fields **aren't** used in the default duplicate check.
Dun & Bradstreet ID	`vendor.vendorInfo.dunsId`	

Information	Fields	Configuration Notes
Tax IDs	• `vendor.taxExt.countryCode` • `vendor.taxExt.taxIdentificationNumberTypeCode` • `vendor.taxExt.partyTaxID`	For these tax ID fields, you must use a **Tax** question mapped to `vendor.taxExt` (for a single question) or `vendor.taxExt[$index]` (for a question in a repeatable section). For detailed requirements, refer to Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template [page 226]. For default duplicate checking against tax IDs updated in a supplier registration questionnaire, that questionnaire must also use a **Tax** question with the same configuration and mapping. Since default duplicate check on tax IDs is more robust and checks against more tax data, SAP Ariba recommends using it instead of custom duplicate check. **→ Tip** If you previously used custom duplicate check based on individual, mapped tax questions, you can adopt default duplicate check on tax IDs instead. To do so, update the supplier request to replace those individual tax question configurations with the prerequisite **Tax** question configuration. Answers in new requests based on this update are checked against all previously collected tax data from supported sources, including previous requests. **ⓘ Note** • Default duplicate check using **Tax** questions is only supported in the internal supplier request without Dun & Bradstreet integration. It's not supported in the external supplier request, which can't include **Tax** questions, or in the D&B-integrated supplier

Information	Fields	Configuration Notes
		request, which doesn't include tax data in the initial lookup. • Including both a **Tax** question and any individual questions mapped to tax fields in the same questionnaire isn't supported. Choose either the recommended default duplicate check based on **Tax** answers or custom duplicate check based on individual tax questions, but don't attempt to combine both of them in the same supplier request.

If you add questions with these field mappings to the internal or external supplier request, the answers are used in duplicate checks.

You can use additional questions in the internal and external supplier requests for duplicate check using the **Enable duplicate check** setting. Custom duplicate check can increase the probability of matching supplier requests to existing duplicate suppliers by contributing additional variables to matching algorithms. When setting up questions for use in custom duplicate checks, keep in mind the following considerations:

- There's no need to enable duplicate check manually on questions that are already used in default duplicate check.
- You can only enable custom duplicate check for questions of answer type **Text (single line limited)**, **Whole Number**, **Decimal Number**, and **Yes/No**. These questions must be mapped to at least one vendor database field.
- To avoid overly broad duplicate checks, enable no more than five questions for custom duplicate check.
- To avoid overly broad matching, make sure that any question you enable for custom duplicate check is likely to yield a unique answer for each supplier, such as a national ID.
- The position of the question (top-level or nested within one or more sections) has no effect on custom duplicate check.
- If your site uses both internal and external supplier requests, and you include the same custom duplicate check-enabled question in both the internal and external requests, the vendor database field mappings for both questions must be identical: they must have the same number of mappings, to the same fields, in the same order. Otherwise, custom duplicate matching doesn't work properly. Identical mappings aren't a requirement for questions used in the default duplicate check.

> **Note**
>
> - Duplicate checks are linked to specific supplier database field and match against questionnaire answers in questions mapped to those fields. If you delete a question in one version of a template, and then readd it in a subsequent version using same field mapping, duplicate check can match responses to the readded question against stored response data from the deleted question.
> - In sites integrated with SAP MDG-S, SAP Ariba recommends enabling the optional feature to validate supplier requests in SAP MDG-S as a best practice. Default and custom duplicate checks in SAP Ariba only match against other suppliers in the SAP Ariba database. Validation in SAP MDG-S provides an additional step after duplicate check in SAP Ariba that allows you to match potential new suppliers against all types of

business partners in SAP MDG-S and avoid synchronizing new duplicate suppliers created in SAP Ariba to MDG-S.

Related Information

Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template [page 226]
Tax Questions for Collecting Supplier Tax Information [page 426]
Address or Extended Address Questions for Collecting Supplier Address Information [page 417]
Default Fields and Field Mappings in Address Question Answer Types [page 447]

How Duplicate Checks Work in Submitted Supplier Requests

Duplicate checks help prevent the creation of duplicate records for the same supplier in the database. After a requester submits an internal supplier request, or a supplier submits an external supplier request, a duplicate check matches its information to existing suppliers to identify potential duplicates.

The information in the request that contributes to the duplicate check depends on your site's configuration and the setup of your organization's supplier requests. External supplier requests and duplicate check based on custom questions are both optional features.

The supplier request duplicate check searches for existing suppliers in your site's vendor database, by a combination of:

- Exact match to Dun & Bradstreet ID (D-U-N-S Number).
- Exact match to country/region-specific tax IDs in internal supplier requests only, if your organization uses default duplicate check based on tax IDs.
- Strict match to the full supplier name, based on the following conditions:
  - Company extensions such as LLC, INC, Incorporated, are truncated when performing a duplicate check. For example, if your site has an existing supplier with the value "First Light Diagnostics LLC", the duplicate check removes "LLC" from the supplier name and performs a search only for "First Light Diagnostics". Note that the supplier full names support the following company extensions but truncate them during duplicate checks: “co”, “company”, “corp”, “corporation”, “incorporated”, “inc”, “llc”, “llp”, “sa”, “sl”, “srl”, “ag”, “ltd”, “gmbh”.
  - When searching, if the supplier name matches any of these vendor database fields in your site: name1, name2, name3, or name4. For example, a supplier in your site has “First”, “Light”, “Medical”, and “Diagnostics” as values for name1, name2, name3, and name4 respectively. Consequently, a search for "Medical" returns every supplier with the value “Medical” in name1, name2, name3, or name4. Therefore, “SMR Medical”, “Medical Diagnostics”, “Health and Medical” and so on are all potential matches for the search.
  - In a supplier search, the exact full match is shown regardless of the supplier's status, whether approved, registered, draft, and so on.
- At least a partial match to supplier name followed by a partial or full address match. At least a partial name match must occur before address matching is attempted.

- If your site uses custom duplicate check, partial matches to answers are also used for custom duplication check. For custom duplicate check, the answer must match starting with the first character. If the answer contains any spaces, each space-separated word or group of characters is matched separately, and each must either fully or partially match starting with the first character.
  For example, if your site has an existing supplier with the value "Green Energy Corporation" in a field used for a custom duplicate check, "Green," Energy," and "Corporation" are all indexed for matching separately. Any corresponding supplier request answer that starts with "G," "E," or "C" is considered for matching, and answers such as "Gre," "Energ," and "Corp" are matched. Answers such as "Greed," "Reen," and "Gre Energion" aren't matched.

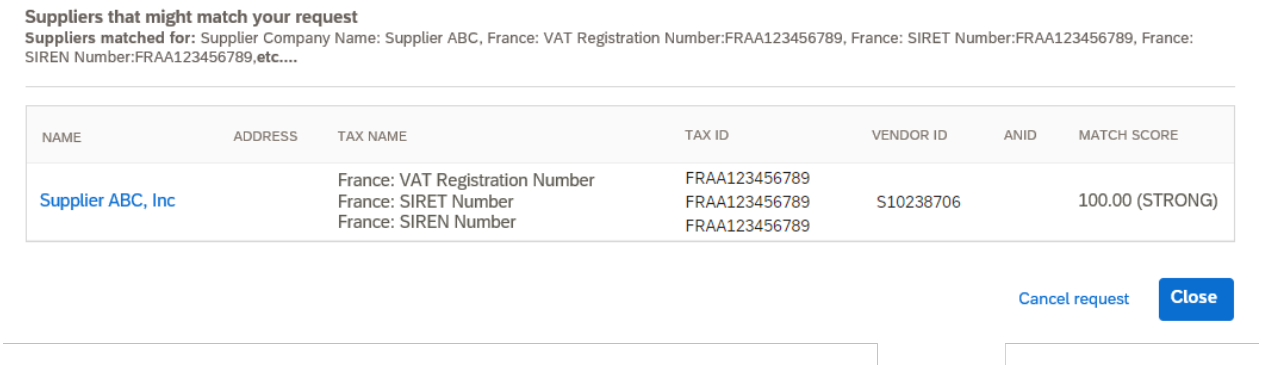
Matching is case insensitive. The duplicate check scores different matches based on predefined logic. The score is expressed as a percentage between 0 and 100, with scores of 70% and above considered strong matches and scores of less than 70% considered weak matches.

In match scoring, a D-U-N-S Number match scores either 100% for an exact match or 0% for no match. Strict name matches score 100%, while partial name matches can vary between 0% and 100%. For matches on country/region, the duplicate check assigns maximum scores to exact matches but also accepts synonyms, ignoring case, and scores synonym matches based on degree of similarity to the request answer, with an exact string match scoring 100%. The duplicate check assigns a total matching score to existing, potentially matching suppliers based on all matching fields.

When the requester submits the supplier request (for internal requests only) and during supplier request approval (for both internal and external supplier requests), the duplicate check displays the top 20 matching suppliers, based on match score, in the following order:

- Exact matches (score of 100%) first.
- Partial matches next, in descending order based on score.

The duplicate check popup includes information on which answers in the current supplier request match to existing suppliers.



⚠ Restriction

- For default duplicate check on supplier D-U-N-S Number, name, and address, the duplicate check cleanses the values in those fields and replaces newlines, white spaces, and ASCII punctuation with a single space before matching values to existing suppliers. Because of this cleansing, a new supplier request with a supplier name of "Supplier A, Ltd." matches an existing supplier name "Supplier A Ltd" but not an existing supplier named "Supplier A, Ltd.".
- Default duplicate checks match against existing suppliers in the database regardless of how the matching supplier information was added. Default duplicate check against tax IDs in supplier registration

questionnaires with the required configuration is only supported for answers added by questionnaire recipients. It's not supported for answers added by registration questionnaire imports.
Custom duplicate checks match answers in internal or external supplier requests against mapped answers from existing submitted supplier requests. They don't match against mapped data that originates from sources outside of supplier requests, such as data import, ERP integration, or other types of questionnaires.

- Duplicate checks don't match against denied supplier requests or inactivated suppliers.

Supplier Registration Project Setup

Supplier registration projects provide a templated workflow for collecting and maintaining important profile information about suppliers. To set them up, you configure a default project template. Supplier registration projects support a number of optional elements such as multiple internal and external questionnaires and separate workflows for new registrations and updates.

About the Supplier Registration Project Template [page 247]

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]

Configuration Considerations for Supporting Both Internal and External Registrations [page 256]

Default Best Practice Configuration for the External Supplier Registration Questionnaire [page 257]

Setting Up Reminders for Recipients to Complete Questionnaires in a New Registration [page 261]

Setting Up Periodic Reminders for Registration Questionnaire Updates [page 263]

Using a Custom Sender Name for Registration Invitations [page 265]

Setting Up Different Workflows for New Registrations and Registration Updates [page 267]

Registration and Registration Update Statuses in Visibility and Editability Conditions [page 270]

Using Editability Conditions to Prevent Recipients from Updating Registration Questionnaire Answers [page 271]

Conditional Workflows for Manual and Mass Invited Registrations [page 272]

Streamlining the Registration Questionnaire for Legacy Suppliers Using Editability Conditions [page 273]

Question Mappings to Other Questions for Setting and Maintaining Associated Sets of ERP Profile Data [page 275]

Supplier Blocking and Unblocking in Internal Registration Questionnaires [page 278]

Supplier Inactivation in Internal Registration Questionnaires [page 279]

About the Supplier Registration Project Template

The supplier registration project template defines the process by which your company gathers and maintains detailed profile information about suppliers from both internal users and the suppliers themselves.

The supplier registration project template must always include, at minimum, an external (supplier-facing) registration questionnaire with an approval task. However, it supports:

- **Internal questionnaires**: one or more internal-facing questionnaires that users at your company fill out and submit to maintain information about the supplier that's specific to your organization's business processes, including ERP profile information.
- **Multiple external questionnaires**: one or more external (supplier-facing) questionnaires that suppliers fill out and submit to provide information such as their locations, ability to provide various goods and services,

adherence or agreement to various standards, certifications, and so forth. In internal registrations, internal recipients fill out these external questionnaires on behalf of the supplier instead.

In the registration project, internal users can update internal questionnaires at any time as long as a previous edit isn't currently in approval. Unlike other supplier management projects, the supplier registration project also supports continuous updates to external questionnaires, and you can use separate phases in the template [page 267] to create different workflows for new registrations and registration updates. You can also always upgrade supplier registration projects to the latest version of the template [page 219], ensuring consistency in supplier profile data and registration processes for suppliers who registered at different times. These characteristics make the questionnaires in the supplier registration project the ideal location for maintaining supplier profile information that can change over time.

Any of the following methods can create a supplier registration project, depending on your site's setup:

- **Manual invitation**: when a user with the appropriate permissions clicks **Invite** or **Start internal registration** in the **Registration** detail area of the supplier profile and selects one or more available external registration questionnaires to send. Manual invitations are typically used to register suppliers that were created manually through supplier requests. In this case, the user who starts the registration is the explicit project owner.
- **Mass invitation**: when a customer administrator creates a mass invitation wave [page 567] to invite a number of suppliers at once and chooses one questionnaire from the available external registration questionnaires. Mass invitations are typically used to onboard your existing suppliers to SAP Ariba Supplier Management solutions. These suppliers are typically already known to your company and are created in your site using data import [page 129], migration, or replication from an integrated ERP system. For mass-invited suppliers, the user who issues the mass invitation is the explicit project owner. The primary supplier manager must be part of the **Supplier Registration Manager** group or **SM Ops Administrator** group to invite mass invite suppliers.
- **Automatic invitation**: when the self-service site configuration parameter **Automatically start supplier registrations** (`Application.SM.AutoStartRegistration`) is enabled in your site. In this case, the owner of the resulting supplier registration project depends on whether the request has a manual approval flow configured for it:
  - If the request has a manual approval flow, the final approver becomes the explicit project owner of the resulting supplier registration project in all cases.
  - If the request is automatically approved, the explicit project owner of the request also becomes the explicit project owner of the resulting supplier registration project. For internal supplier requests, the owner is the internal user who created the request. For external supplier request, the owner is always `aribasystem`.

  This behavior applies whether or not the request workflow includes a step for validation in an integrated SAP Master Data Governance for Suppliers (MDG-S) system.
- **Automatic registration**: when primary supplier contacts are added or imported for the very first time, or when supplier requests are externally approved in an integrated SAP Master Data Governance for Suppliers (MDG-S) system, and confirmed in SAP Ariba Supplier Lifecycle and Performance.

  > **Note**
  >
  > The configuration parameter **Application.SM.AutoStartRegistrationWhenPrimaryContactAdded** must be enabled in **Manage** > **SM Administration** > **Configuration Parameters**. The self-service site configuration parameter **Automatically start supplier registrations** (`Application.SM.AutoStartRegistration`) must also be enabled in your site. A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

- **Participate in a sourcing event**: when a supplier with **Not Invited** registration status attempts to participate in a sourcing event to which they've been invited, and the site configuration parameter **Set minimum registration status for event participation**

(`Application.SM.MinimumRegistrationStatusForEventAccess`) in your site is configured to require a minimum registration status of **Registered** or higher.

- **Migration**: when a public supplier (a supplier with an associated SAP Business Network profile) with an approved supplier profile questionnaire is migrated. Migrated suppliers are generally suppliers you already work with; migrating their legacy supplier profile questionnaire data creates registration projects and populates their questionnaires with that data as specified in your migration configuration. In this case, the owner of the supplier workspace project from which the supplier was migrated is the explicit project owner of the supplier registration project.

It's important to keep these different creation scenarios in mind as you create external supplier registration questionnaires and their approval flows. For example, if your company uses mass invitations, you can create a separate questionnaire specifically for mass invited suppliers, or you can use conditions in the questionnaire you use for all suppliers [page 272].

If a question in the supplier request and the question in any external or internal registration questionnaire are both mapped to the same vendor database field, the registration invitation automatically prepopulates the registration questionnaire with the answer from the request. The questionnaire respondent can choose to retain the prepopulated answer or to change it.

> **Note**
>
> If a mapped question in the supplier request is hidden by a visibility condition at the time of request approval, its data isn't prepopulated in registration questionnaire questions with the same mapping. However, if a mapped question in the supplier request is hidden because **Visible to Participants** is set to **No**, its data is prepopulated in registration questionnaire questions with the same mapping.

Both internal and external registration questionnaires show in the **Registration** detail area of the supplier profile.

By default, when a user submits an internal questionnaire, the questionnaire details page shows submitted answers immediately, even if there's an approval flow for the questionnaire and it isn't yet approved. In sites that are integrated with an SAP ERP system and that are configured to synchronize with the ERP before registration is completed, mapped answers also synchronize immediately with the ERP system. There's an optional feature that requires final approval of any internal questionnaire with approval tasks before synchronizing the mapped answers to an integrated ERP system.

For external questionnaires, only approvers can see unapproved answers. After a questionnaire is approved, any user who has permission to view the **Registration** area can see the answers.

Deployment of your solution includes a supplier registration project template with the following default configuration, which includes an external questionnaire survey document and an approval task. You must edit the template to define your company's specific processes.

Table 13: Initial Default Configurations for the Supplier Registration Project Template

Template Element	Default Configuration
Version and **Status**	Version 1, **Active**

Template Element	Default Configuration
Documents	**Supplier registration questionnaire**, a survey document in **Draft** status with the **Questionnaire** questionnaire format. In sites with the supplier registration project template in version 2 or higher as of the SAP Ariba 2203 release, this survey document is empty. In sites deployed after the SAP Ariba 2203 release with a supplier registration project template version of 1, this document contains default best practice content. For details, refer to Default Best Practice Configuration for the External Supplier Registration Questionnaire [page 257].
Tasks	`Approval for supplier registration questionnaire` (an approval task for the supplier registration questionnaire survey document with members of the **Project Owner** group as approvers)
Team	The default team has one project group, **Project Owner**, with system user `aribasystem` and the **Template Creator** user group as approvers. By default, membership in these groups isn't assigned by commodity, region, and department.

Related Information

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]
Setting Up Different Workflows for New Registrations and Registration Updates [page 267]
Registration and Registration Update Statuses in Visibility and Editability Conditions [page 270]
Using Editability Conditions to Prevent Recipients from Updating Registration Questionnaire Answers [page 271]
Conditional Workflows for Manual and Mass Invited Registrations [page 272]
Streamlining the Registration Questionnaire for Legacy Suppliers Using Editability Conditions [page 273]
Question Mappings to Other Questions for Setting and Maintaining Associated Sets of ERP Profile Data [page 275]
Supplier Blocking and Unblocking in Internal Registration Questionnaires [page 278]
Automatically start supplier registrations [page 792]
Set minimum registration status for event participation [page 821]
How Registration and Modular Questionnaire Template Upgrade Works [page 209]
Supplier Registration and Modular Questionnaire Project Eligibility for Template Upgrade [page 211]
How Template Upgrade Affects Supplier Registration and Modular Questionnaire Projects [page 212]
Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version [page 219]
Default Best Practice Configuration for the External Supplier Registration Questionnaire [page 257]

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template

Supplier registration projects function within a specific supplier management workflow, and need some specific configurations to ensure that they fit successfully in that workflow. Since they can collect both new and updated information from both suppliers and internal users, they can also support a number of specialized supplier management activities.

For information that applies to all supplier management project templates, refer to General Best Practices for Setting Up Supplier Management Projects [page 59].

Restrictions

- The supplier registration project template only supports survey documents. Don't add any other type of document to it.
- The supplier registration project template only supports To Do and approval tasks. Don't add any other type of task to it.
- Tasks aren't supported for folders or documents within folders in supplier management project templates. Don't add a task to a folder or document within a folder in supplier management project templates.
- You can specify an **Allowed Commodity Level** of between 0 and 10 on the template **Overview** tab. However, since supplier management projects don't support commodity level restrictions in external questionnaires, this setting doesn't restrict acceptable answers for suppliers choosing commodities in external questionnaires.
- Supplier management projects don't support recurring phases. If you add new registration and registration update phases to the supplier registration project template, once a new registration is approved, the registration update phase reopens automatically.
- Supplier management projects don't support the use of conditions to show or hide project documents in individual projects based on specific circumstances. Supplier registration projects always include the survey documents for the questionnaires that are selected at the start of the registration. The only way to add or remove questionnaires from a registration project after it is created is through template upgrade [page 213].
- Make sure that the questions you create in supplier-facing questionnaires don't collect sensitive personal information as defined in the Data clause in the SAP Ariba and SAP Fieldglass Supplemental Terms and Conditions. SAP Ariba doesn't support collecting sensitive personal information for **individuals**, including tax information (including tax IDs such as social security numbers) and bank information, in supplier management questionnaires.
- Use of conditions on tasks in registration projects is supported but isn't a best practice and is subject to restrictions, including the following:
  - Conditions can **add** tasks to the project's workflow, but they can't **remove** a task once it has been added to the project, even if the project no longer meets the applicable condition.
  - Project completion requires completion of approval tasks on external questionnaires. It's not a good idea to use conditions on tasks themselves to construct these required approvals, since these configurations can result in external questionnaires with no approval tasks in projects that don't meet any of the configured conditions, blocking project completion. Instead, SAP Ariba recommends creating conditional approval nodes in unconditional approval tasks so that the required approval task is always present. If your site has

the feature for adding missing approvers enabled, project owners can add ad-hoc approvers in projects that don't meet any of the conditions for adding approvers to the approval flow, since the task itself is present.

Conditional tasks work best when the conditions are constructed using project fields with stable data. For example, you can create conditions that add different approval tasks in registrations for legacy suppliers invited using mass invitation than for individually-invited new suppliers. Using conditions based on data that can be updated, or that can create complex combinations (such as commodity, region, and department), isn't recommended. Those configurations can result in projects with tasks that aren't applicable to the current data or that become blocked because they don't include required approval tasks.

Requirements

- The supplier registration project template must contain at least one external survey document with an associated approval task.
- Each external questionnaire you use must have an approval task. If you're using multiple external questionnaires, create separate approval and (optionally) To Do tasks for each of them.
- If you want to require submission of an internal registration questionnaire as part of the new registration workflow, but you don't want to require approval for it, create a To Do task on it. The To Do task ensures that the task owner must submit the questionnaire to complete the registration. The To Do task isn't required for editing the internal questionnaire, and is only necessary if your registration process requires it to be filled out.
  If you create a To Do task to require completion of an internal questionnaire with the **Supplier profile** questionnaire type in a new registration, make that To Do task the predecessor of another task that affects the supplier's registration status, such as an approval task on an external questionnaire or a To Do or approval task on an **Internal** questionnaire. That way, the To Do task must be completed before the registration can be completed. Otherwise, since **Supplier profile** questionnaires don't affect registration status, once all approvals for questionnaires that affect the registration status are completed, the registration automatically moves to **Registered** or **Registration Denied** status whether or not **Supplier profile** questionnaire (which does not affect registration status) has been submitted or approved, and it's no longer possible to complete its tasks in a new registration.
  Note that To Do tasks don't support multiple rounds, and once a registration is completed, tasks in the update phase only start when a recipient submits an update to the associated questionnaire. If you don't use new registration and registration update phases for tasks, To Do tasks only start once, during the new registration. If you do use new registration and registration update phases, To Do tasks in the registration update phase start once, with the first update of a related questionnaire, but don't start again for subsequent updates.
- Template validation prevents you from publishing a template that contains an approval task with both an auto-approve setting and a defined approval flow. Therefore, you can't set up a conditional approval that includes either auto-approval or an approval flow in a single approval task. Create separate conditional approval tasks, one for auto-approval and another for the approval flow, instead.
- You can populate project groups in supplier registraton projects automatically using the user matrix (buyer category assignments) [page 491]. For details on required questionnaire configurations to support buyer category assignments, refer to Buyer Category Assignments in Supplier Management Projects [page 491].
- If your site is integrated with Dun & Bradstreet, refer to Supplier Registration Questionnaire Set up for Dun & Bradstreet Integration [page 608] for additional requirements.

Helpful Hints

- If your site has default best practice content for the external registration questionnaire, you can edit that content to meet your requirements. Otherwise, you must add content to the template's default survey document from scratch. For details, refer to Default Best Practice Configuration for the External Supplier Registration Questionnaire [page 257].
- If you plan to integrate your site with SAP ERP, SAP S/4HANA, or SAP MDG-S, refer to Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]. If your site includes default content for the external registration questionnaire, that content is designed to meet integration best practices. In sites integrated with SAP MDG-S, these best practices, as well as specific, verified configurations for MDG-S integration, are also included in Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance.
- Use the template's default survey document and approval task to define an external (supplier-facing) registration questionnaire. You can add additional survey documents with a questionnaire type of **External** to create multiple supplier-facing questionnaires. Each of these questionnaires is treated separately: they generate separate registration invitations and must have separate approval and To Do tasks. You can also set up reminder notifications [page 261] for suppliers who have been invited to register and fill out the questionnaire but have not yet submitted it.
- SAP Ariba recommends that you use modular questionnaire projects to collect certificate information from suppliers rather than creating certificate questions in registration questionnaires. Collecting supplier certificate information in modular questionnaires provides key benefits that are not available for certificates collected in registration questionnaires, including expiration schedules, notifications at both the certificate and questionnaire level, and the ability to search for suppliers by certificate type. For details, refer to Certificate Management Setup in Modular Questionnaires [page 354].
  Certificate questions in registration questionnaires include a detail field for **Certificate Type** that is a text field to which respondents can supply any answer. In modular questionnaires, the **Certificate Type** field in **Certificate** questions is read-only, since certificate types are defined using data import and specified in the modular questionnaire project template. **Certificate Type** values are used as search filters in supplier search, and free text answers in registration questionnaires that match existing certificate types defined for use in modular questionnaires can create duplicate search filters.
- In sites where the internal registration feature is enabled, registration managers can either invite a supplier to register or start an internal registration. In an internal registration, recipients in your organization complete external registration questionnaires on behalf of the supplier, who is not involved in the registration at all. There are some considerations to keep in mind [page 256] when setting up supplier registrations, since they might start as internal registrations.
- You can use the questionnaire type setting to control whether approval or rejection of an internal questionnaire affects the supplier's registration status. By default, in new registrations, the rejection of any approval task on any questionnaire in a supplier registration project sets the registration's status to **Denied** and all of the project's questionnaires close to further editing. After that, to complete the registration, a user with the appropriate permissions must start a new round of the approval task or restart the registration. If you set **Specify questionnaire type** to **Internal** for an internal questionnaire, this default behavior applies: if an approver rejects the internal questionnaire in a new registration, the registration changes to **Denied** status. However, internal questionnaires have a special questionnaire type, **Supplier profile**, that specifies that the questionnaire's approval status does not affect the supplier's overall registration status.
  The **Supplier profile** setting also specifies that the questionnaire is internal, and is useful in cases where your company's registration process includes continuous internal updates. An approver can reject a particular update during a new registration (meaning that its answers are not committed to the database) without changing the supplier's registration status and closing the registration project to further action. Other internal users then have the opportunity to submit different updates for approval or rejection while the new registation is in progress.

- For registration updates, you can:
  - Use phases to set up different workflows for new registrations and registration updates. [page 267]
  - Use the **Send reminders for periodic updates** setting in the **Timing Rules** section of survey documents for external (supplier-facing) questionnaires to set up periodic reminders for suppliers to update those questionnaires [page 263].
- For new registrations, the **Due Date** setting in the **Timing Rules** section of survey documents for external (supplier-facing) questionnaires defines the amount of time the supplier contact has to fill out the questionnaire after the invitation is sent. If the supplier contact does not fill and submit the questionnaire in that time, the questionnaire closes and the supplier contact can no longer edit it. Reinviting the supplier to register reopens all questionnaires in the registation and resets the due date clock. The default due date value is 30 days, but you can change that time period by editing the **Due Date** field in the questionnaire survey document. This setting is ignored in internal questionnaires, but it does apply to external registration questionnaires that are sent to internal recipients in an internal registration.
  If you have configured phases for new registrations and registration updates, once all of the tasks in the new registration phase are completed, the external questionnaires associated with that registration automatically reopen so that the supplier can submit updates. Depending on your site's configuration, the **Due Date** setting might also determine how long the questionnaires remain reopened for updates. For details, refer to Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377].
- SAP Ariba recommends that you add no more than 500 pieces of content to an individual questionnaire. Adding more than 500 pieces of content can cause performance to degrade progressively as you add more content.
- The following aspects of mass registration invitations are useful to keep in mind as you set up the supplier registration project template:
  - The supplier registration project template includes an **Is Legacy** field. Suppliers who are invited to register in a mass invitation wave [page 568] are flagged as legacy suppliers. You can use this field to create project-level conditions for legacy and non-legacy suppliers, and then apply those conditions to both content in questionnaires and approval flows. These conditions allow you to set up a specialized registration for existing suppliers for whom you already have profile information, but whom you are onboarding to SAP Ariba Supplier Management solutions for the first time.
  - Customer administrators who send mass registration invitations can choose which external questionnaire to send with the wave, but they can only send one questionnaire. Sending multiple external questionnaires with mass registration invitations is not supported.
- Editability conditions are particularly useful in the supplier registration project template. You can use them to prevent suppliers from updating initial answers [page 271] and to streamline questionnaires for legacy suppliers [page 273].
- Mapping questions to SAP Business Network supplier profile fields [page 456] can support automatic synchronization of updates from a supplier's SAP Business Network profile to registration questionnaires in your site without any further action from the supplier.
  However, when a supplier updates an SAP Business Network profile field that is mapped to a question in a registration questionnaire, the approval task associated with that questionnaire restarts. If you don't use new registration and registration update phases in your registration projects, denial of that approval task sets supplier's entire registration status to **Registration Denied**. To manage updates from SAP Business Network profile changes, as well as other types of questionnaire updates, set up a separate approval flow in a registration update phase. That way, approval or denial of individual updates do not affect the supplier's overall registration status.
- Since internal users with the appropriate permissions can always update internal registration questionnaires, you can use them to enable internal users to:
  - Inactivate suppliers by flagging them for deletion [page 279].

- Set ERP search terms and keywords. If your site is integrated with SAP ERP, SAP S/4HANA, or SAP MDG-S, you can create up to three questions for search terms in the internal questionnaire and map them [page 432] to the `vendor.vendorInfoExt.searchTerms1`, `vendor.vendorInfoExt.searchTerms2`, and `vendor.vendorInfoExt.searchTerms3` fields in the supplier database. You can do the same for keywords, mapping them to `vendor.vendorInfoExt.keyWordsText` and `vendor.vendorInfoExt.additionalKeyWordsText`. The answers to these questions are then synchronized with the search term or keyword fields in the integrated ERP system. You can also turn these questions into filters for supplier searches [page 428].

- Your organization can implement custom labels for registration status [page 155].
- **Tax** questions [page 426] are the recommended method for collecting supplier tax information. **Tax** questions include a mandatory country/region field that specifies the region code associated with each tax ID. If you use individual questions mapped to individual tax fields to collect supplier tax information instead, SAP Ariba recommends that you:
  - Ensure that the configuration parameter [page 826]**Application.SM.Vendor.EnhancedTaxInfo** is disabled in your site.
  - Include an **Address** or **Extended Address** question in the supplier request and external registration questionnaires and make them required.

  This configuration allows the country/region field in the address answer to set the region code associated with tax ID answers in individual tax questions. Otherwise, tax IDs collected in individual tax ID questions have a default tax country code of US, and mismatches between the supplier address country/region code and tax country codes can cause integration errors.

  > **Note**
  >
  > A **Tax** question in a repeatable section and an **Extended Address** question in an external registration questionnaire are integration best practices [page 74].

- You can customize templates for email notifications to suppliers [page 543] to include approver comments from approval tasks with the `[TASK_COMMENT_TEXT]` email token. By default, approver comments are not included in those notifications.
- By default, registration invitation emails use a system email alias for the sender name, and suppliers might not recognize the alias. There are two different options for adding a custom sender name to the "From" and "Reply-To" fields of registration invitations. You can use either or both of these options:
  - Custom default sender name [page 265] settings in survey documents for external questionnaires allow you to configure a custom default sender name. This name is always used for registration invitations sent through mass invitation, and is the only way to customize the sender name for those invitations. To make this setting available, a customer administrator in your organization must set the self-service configuration parameter **Enable configurable default sender for supplier invitations** [page 800] (`Application.SM.EnableCustomSenderName`) to **Yes** in **Intelligent Configuration Manager**.
  - If the registration requester feature (SM-20904) is enabled in your site, the questionnaire invitation uses the requester selected by the registration manager during the manual invitation workflow in the "From" and "Reply-To" fields of the invitation for that questionnaire. If the registration manager does not choose a requester for the registration, and you have also configured a custom default sender name for an external registration questionnaire, the questionnaire invitation uses the custom default sender name instead. For suppliers created from approved supplier requests, the default requester is the owner of the supplier request project, who might be a person with whom the supplier already has a relationship. To have this feature enabled in your site, contact SAP Ariba Support.

  You can use the `[CUSTOM_SENDER_NAME]` email template token to insert the custom sender name or registration requester into the subject or body of registration invitations as well. The `[CUSTOM_SENDER_NAME]` token is only available in sites where the self-service configuration parameter **Enable configurable default**

sender for supplier invitations [page 800] (`Application.SM.EnableCustomSenderName`) is enabled. This token also inserts the name of the registration requester if one is selected during registration invitation, and otherwise inserts the custom default sender for the questionnaire.

Related Information

About the Supplier Registration Project Template [page 247]
New Supplier Registrations [page 17]
Supplier Registration Updates [page 21]
Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance
Supplier Management Form and Questionnaire Setup [page 377]

Configuration Considerations for Supporting Both Internal and External Registrations

Internal and external registrations both use the same supplier registration project template, but suppliers don't participate in internal registrations. Since registrations can have either internal or external recipients for external registration questionnaires, there are some considerations to keep in mind when setting up the registration project template.

In external registrations, a registration manager invites a supplier to register, and the invited supplier contact fills out and submits external registration questionnaires by creating or signing into an account on SAP Business Network. Registration managers invite suppliers to register when they want to collect detailed profile information directly from them.

In internal registrations, a registration manager starts a registration on behalf of a supplier and assigns internal recipients to fill out and submit external registration questionnaires. Registration managers start internal registrations when they want to onboard and work with a supplier that is low-volume or one-time, isn't tech-savvy, is a government entity or third party, or that they otherwise want to register without requiring them to create an account on SAP Business Network and complete external questionnaires.

Both types of registration use the same supplier registration project template. Keep the following considerations in mind when setting it up:

- The supplier registration project template doesn't support creating conditional content or workflows based on whether a registration is external or internal. Therefore, plan to use the same registration questionnaire content and workflow for both types of registrations.
- When a registration manager invites a supplier to participate in a registration based on a previously approved internal registration project, they can't add or remove questionnaires in the project. Therefore, plan to use the same external registration questionnaires for both types of registrations.
- When making questions or other content required in questionnaires, make sure that both internal and external recipients can fulfill those requirements.
- Attachments to answers in questionnaires edited by internal users have a maximum file size of 10 MB. This limit applies to both internal questionnaires, such as the internal supplier request, and external questionnaires

edited by internal users, such as external registration questionnaires edited by internal recipients during internal registrations.

- The **Visible to Participants** setting for questionnaire content is only supported in external questionnaires that suppliers fill out on SAP Business Network. Content with this field set to **No** is visible in questionnaires answered by internal recipients in your site.
- If you include repeatable sections in any of your external registration questionnaires, make sure that you've also enabled the ability to add or edit repeatable sections in internal questionnaires. In internal registrations, internal recipients fill out external questionnaires in your site, and all requirements and restrictions for repeatable sections in internal questionnaires apply to them. The ability to create and edit repeatable sections in internal questionnaires, including external questionnaires in internal registrations, is disabled by default. For details, refer to Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391].

Related Information

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]
Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]

Default Best Practice Configuration for the External Supplier Registration Questionnaire

If your site was deployed after the SAP Ariba 2203 release and its supplier registration project template is in version 1, its default survey document for the external registration questionnaire includes a set of default content. This content reflects best practices for integration.

To edit this default content, create a new version of the template.

If your site's supplier registration project template was in version 2 or higher as of the SAP Ariba 2203 release, it doesn't include default content. You must add all content manually.

> **Note**
>
> Currently, default best practice question content is only available in English. To provide content in other languages, add translations.

Table 14: Default Best Practice Content for the External Supplier Registration Questionnaire

Section	Repeatable Section Parent Name	Repeatable Section Name	Question Name	Description	Answer Type and Configuration	Response Required?	Supplier Field Mapping	Other Settings
Supplier Information	N/A		Name:	The supplier's name.	**Text (single line limited)**	**Yes, Participant Required**	`vendor.vendorInfo.name1`	**Max Length**: 35

Section	Repeatable Section Parent Name	Repeatable Section Name	Question Name	Description	Answer Type and Configuration	Response Required?	Supplier Field Mapping	Other Settings
	N/A		Search term (alias):	An alias or search term to associate with the supplier.	**Text (single line limited)**	**Not Required**	`vendor.vendorInfoExt.keyWordsText`	**Max Length**: 20
	N/A		Name, continued or alternate name (2)	Additional or alternate supplier name information continued from the first name question.	**Text (single line limited)**	**Not Required**	`vendor.vendorInfo.name2`	**Max Length**: 35
	N/A		Name, continued or alternate name (3)	Additional or alternate supplier name information continued from the second name question.	**Text (single line limited)**	**Not Required**	`vendor.vendorInfo.name3`	**Max Length**: 35
	N/A		Name, continued or alternate name (4)	Additional or alternate supplier name information continued from the third name question.	**Text (single line limited)**	**Not Required**	`vendor.vendorInfo.name4`	**Max Length**: 35

Section	Repeatable Section Parent Name	Repeatable Section Name	Question Name	Description	Answer Type and Configuration	Response Required?	Supplier Field Mapping	Other Settings
	Telephone numbers	Telephone number	Country code:	The country code for the supplier's telephone or mobile number.	**Text (single line limited)** with **List of Choices** specified as the **Acceptable Values** and a defined list of the following choices: • US (default) • CA • GB • AD • AE • DE • IN • UK • JP • AU • CH • CN	**Yes, Participant Required**	`vendor.addressExt.telephone[$index].numberCountryCode`	**Max Length**: 3
			Telephone or mobile number:	The supplier's telephone or mobile number.	**Text (single line limited)**	**Yes, Participant Required**	`vendor.addressExt.telephone[$index].numberSubscriberID`	**Max Length**: 30
			Extension:	An extension for the supplier's telephone or mobile number.	**Text (single line limited)**	**Not Required**	`vendor.addressExt.telephone[$index].numberExtensionID`	**Max Length**: 10

Section	Repeatable Section Parent Name	Repeatable Section Name	Question Name	Description	Answer Type and Configuration	Response Required?	Supplier Field Mapping	Other Settings
			Is this a mobile number?	A flag indicating whether or not the number is a mobile number.	**Yes/No**	**Not Required**	`vendor.addressExt.telephone[$index].mobilePhoneNumberIndicator`	
None	Tax IDs	Tax ID	Tax ID	Country/region-specific tax IDs for the supplier.	**Tax**	**Not Required**	`vendor.taxExt[$index]`	
None	Bank accounts	Bank account	Bank account:	Country/region-specific ban details for the supplier.	**Bank Account**	**Not Required**	`vendor.bankInfos[$index]`	

Related Information

New Supplier Registrations [page 17]
Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]
About the Supplier Registration Project Template [page 247]
Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Tax Questions for Collecting Supplier Tax Information [page 426]

Setting Up Reminders for Recipients to Complete Questionnaires in a New Registration

Use these steps to remind recipients to submit questionnaires in a new registration by setting up reminders in the timing rules of external questionnaire survey documents in the supplier registration project template. Reminders can help prevent new registrations from becoming blocked by lack of response.

Prerequisites

To enable registration reminders and edit notification templates for registration reminder in individual questionnaires, you must be a member of the **Template Creator** group.

To edit notification templates for registration reminders in **Manage** > **Administration** > **Event Manager** > **Messaging Templates**, you must be a member of the **Customer Administrator** group. These templates apply to all questionnaires where notifications aren't individually customized.

You must be working with a new version of the template, so that the template itself is open for editing, in order to edit its survey documents.

Context

In the supplier registration project template, due date settings in the survey documents for external questionnaires allow you to configure reminders for questionnaire due dates in new registrations. These reminder settings generate email notifications that are specific to supplier registrations.

If you configure reminders, SAP Ariba sends the following email notifications:

Table 15: Reminder Notifications by Questionnaire Type

Questionnaire Type	Notifications
Internal (both internal and supplier profile)	Default template survey document reminders, which are shared with sourcing events.
External	Specific reminders for new registration completion.

Template creators can customize the messages for individual questionnaires in the **Customize Messages** area of the **Summary** step in survey documents.

Configure reminders separately for each registration questionnaire for which you want to use them. Respondents receive a separate notification for each questionnaire in their registration for which reminders are set up.

Note that you can also configure reminders for external questionnaires in other projects, such as supplier qualifications and modular supplier management questionnaires. However, those reminders use the same email notification templates as sourcing events.

Procedure

1. Open the supplier registration project template. If it's not in **Draft**, create a new version.
2. Choose the **Documents** tab.
3. Choose the external registration questionnaire for which you want to configure update reminders and choose **Action** > **Edit**.
4. In the **Timing Rules** area of the **Rules** step, for the due date, choose **Reminder**.
5. Choose **Edit** and specify at least one of following settings:
   - **Start reminders**: Specifies when to send the first reminder. If you enter 0 in this field, no initial reminder is sent. If this field is the only reminder field for which you specify a number other than 0, the system sends one reminder in total.
   - **Send reminders every**: Specifies the frequency with which to send reminders in addition to the start and last reminders. If you enter a number other than 0 for this setting, you must also set either the start reminder, the last reminder, or both. If this field is the only reminder field for which you specify a number other than 0, the system doesn't send any reminders.
   - **Send last reminder**: Specifies when to send the last reminder. If you enter 0 in this field, no final reminder is sent. If this field is the only reminder field for which you specify a number other than 0, the system sends one reminder in total.

   a. Choose **OK**.
6. After you've finished making all necessary changes to the supplier registration project template, publish the new version.

Results

If a recipient hasn't submitted a registration questionnaire for which reminders are set up, they start receiving those reminders at the intervals you specified.

Related Information

Setting Up Periodic Reminders for Registration Questionnaire Updates [page 263]
Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]
Creating a Supplier Form or Questionnaire [page 380]

Setting Up Periodic Reminders for Registration Questionnaire Updates

Use these steps to set up external supplier registration questionnaires so that they generate periodic email notifications reminding recipients to submit updates. Periodic update reminders help keep profile information current.

Prerequisites

To set up update reminders for external supplier registration questionnaires, you must be a member of the **Template Creator** group.

You must be working with a new version of the template, so that the template itself is open for editing, to edit its survey documents.

Context

In the supplier registration project template, update reminder settings in the survey documents for external questionnaires allow you to define an update interval and specify when and how frequently to send suppliers reminders to update the questionnaires. These settings only apply to external questionnaires. Update reminders aren't supported for internal questionnaires. Registration update reminder emails are based on email notification templates.

Configure update reminders separately for each external registration questionnaire for which you want to use them. Suppliers receive a separate update reminder for each external questionnaire in their registration for which reminders are set up.

The update interval you specify determines when periodic updates are due. For a newly completed registration, the update intervals for all questionnaires with periodic reminders in the registration start when the overall registration is finally approved and the supplier moves to **Registered** status. Subsequent update intervals for each individual questionnaire start when the most recent update to the questionnaire is finally approved.

For example, if you specify an update interval of 365 days, the first update for a questionnaire is due 365 days after the final approval of the new registration. If the supplier submits the first update before the end of the first update interval and it's finally approved (for example on day 200), a new update interval starts for the questionnaire and the second update is due in 365 days (565 days from the registration completion date).

If a supplier doesn't submit an update by the end of an update interval, a new update interval can't start and they receive no further update reminders. If the supplier later submits an update on their own after the end of the previous update interval, a new update interval starts at that point and the supplier receives the associated reminder for the next update.

> → Tip
>
> If you haven't enabled the **Keep questionnaire reopened indefinitely** setting for an external questionnaire, it automatically closes to further updates in the amount of time specified by the self-service parameter Reopen

period for supplier questionnaires [page 818] (`Application.AQS.RFX.ReopenIfClosedInterval`). When setting up periodic update reminders for a questionnaire, either enable the **Keep questionnaire reopened indefinitely** setting or make sure that the reminder interval you set is shorter than the amount of time specified in your site's Reopen period for supplier questionnaires [page 818] (`Application.AQS.RFX.ReopenIfClosedInterval`) setting. Otherwise, it's possible to send reminder updates for a closed questionnaire that the supplier can't update.

Procedure

1. Open the supplier registration project template. If it's not in **Draft**, create a new version.
2. Choose the **Documents** tab.
3. Choose the external registration questionnaire for which you want to configure update reminders and choose **Action** > **Edit**.
4. In the **Timing Rules** area of the **Rules** step, choose **Yes** for **Send reminders for periodic updates**.
5. Specify the update interval.
6. Choose **Reminder**.
7. Choose **Edit** and specify at least one of following settings:
   - **Start reminders**: Specifies when to send the first reminder. If you enter 0 in this field, no initial reminder is sent. If this field is the only reminder field for which you specify a number other than 0, the system sends one reminder in total.
   - **Send reminders every**: Specifies the frequency with which to send reminders in addition to the start and last reminders. If you enter a number other than 0 for this setting, you must also set either the start reminder, the last reminder, or both. If this field is the only reminder field for which you specify a number other than 0, the system doesn't send any reminders.
   - **Send last reminder**: Specifies when to send the last reminder. If you enter 0 in this field, no final reminder is sent. If this field is the only reminder field for which you specify a number other than 0, the system sends one reminder in total.

   a. Choose **OK**.
8. After you've finished making all necessary changes to the supplier registration project template, publish the new version.

Results

In registration projects, registered suppliers receive email notifications reminding them to update the questionnaire at the intervals and frequency you specified. These reminders show on the **Event Messages** tab in the advanced view of individual registration projects. Note that to see the advanced view of a supplier management project, the **Advanced View** link for that project type must be enabled in your site and you must have appropriate group membership permissions. For more information, see Managing Access to the Advanced View of Supplier Management Projects [page 591].

Related Information

About the Supplier Registration Project Template [page 247]
Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]

Using a Custom Sender Name for Registration Invitations

Use these steps to specify a custom sender name in registration invitation emails. By default, invitations use a system email alias for the sender name, and suppliers don't necessarily recognize the alias. Specifying a custom sender name that the supplier recognizes, such as a clearly labeled onboarding group or other name, helps registration invitations get suppliers' attention.

Prerequisites

The self-service site configuration parameter **Enable custom sender name options** (`Application.SM.EnableCustomSenderName`) must be enabled in your site.

To specify a custom default sender name for an external registration questionnaire in the supplier registration project template, you must be a member of the **Template Creator** group.

Context

You can specify custom default sender names for the invitations to external registration questionnaires in their survey documents in the supplier registration project template. The custom default sender name replaces the generic system sender name in the following places in the "From" field in registration invitation notifications.

Depending on how a supplier is created and invited to register, the explicit registration project owner can be the customer administrator who sent a mass registration invitation, the registration manager who manually invited a supplier to register, or the supplier requester. In mass registration invitations, the sender name is likely to be unfamiliar to the supplier and cause the supplier to ignore the invitation.

For mass or automatic registration invitations, the only way to specify a custom sender name is by using the **Sender name used in the 'From' field in emails to participants** setting in the **Message Board** area of the **Rules** step in the survey documents for external questionnaires. The **Other sender name** you specify in that setting is always the default custom sender name for the questionnaire.

> **Note**
>
> - If you specify an **Other sender name** for the **Sender name used in the 'From' field in emails to participants** setting, make sure that the **Email address used for the 'From' field in emails to participants** setting isn't set to **Owner email address**.

If the sender selection during manual registration invitation feature (SM-20904) is also enabled in your site, the registration manager can choose the requester, and that selection overrides the template-configured default sender name. If you don't specify a custom default sender name in the template survey document and the registration manager doesn't choose a requester when manually inviting the supplier to register, the notifications for that questionnaire use the generic system sender name.

Configure custom sender names separately for each external registration questionnaire for which you want to use them. Suppliers receive separate questionnaire-level notifications for each external questionnaire in their registration.

This setting applies only to those email notifications that you customize in individual questionnaire template survey documents or in **Event Manager** > **Messaging Templates** task in Ariba Administrator, which include registration invitations and new registration reminders. It doesn't apply to email notifications that you configure in the **Project Manager** > **Project Email Templates** task, which include notifications of registration approval and requests for additional information during approval. Those notifications continue to use the generic system sender name.

> → Tip
>
> You can use the `[CUSTOM_SENDER_NAME]` email template token, which is available for these message templates, to insert the custom sender name you specify here into notification emails.

Procedure

1. Open the supplier registration project template. If it's not in **Draft**, create a new version.
2. Choose the **Documents** tab.
3. Choose the name of an external registration questionnaire and choose **Edit**.
4. Choose **Rules** and navigate to the **Message Board** area.
5. For the **Sender name used in the 'From' field in emails to participants** setting, choose **Other sender name**.
6. Enter the custom default sender name you want to show in registration invitations for the questionnaire.
7. Choose **Exit**, then click **Save and then exit**.

Results

Once you publish the new version of the template, registration invitation notifications for the questionnaire show the sender name you specified in the From" field by default.

Next Steps

To add this setting to existing registration projects, a customer administrator can upgrade those projects to the latest template version.

Related Information

About the Supplier Registration Project Template [page 247]
Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]
Creating a Supplier Form or Questionnaire [page 380]
Upgrading Supplier Registration and Modular Questionnaire Projects to the Latest Template Version [page 219]
Enable custom sender name options [page 800]

Setting Up Different Workflows for New Registrations and Registration Updates

Use these steps to set up different types of phases to manage separate sets of tasks for new registrations and registration updates.

Prerequisites

To add phases and tasks in the supplier registration template, you must be a member of the **Template Creator** group.

Context

The supplier registration project template supports phases with special **New Registration** and **Registration Update** settings to control the order in which the phases start and whether the tasks in a phase are one-time-only (for new registrations) or recur (for every registration update). The **New Registration** phase starts one time, immediately when the supplier is invited to register. **Registration Update** phases start again every time a supplier updates a registration questionnaire.

Within the new registration and update phases, you can add separate approval and To Do tasks on the same questionnaire survey documents to define their workflows in new and updated registrations. For example, for an external registration questionnaire, you can set up an approval task with a full approval flow involving all relevant stakeholders in the new registration phase, and an approval task with a more streamlined approval flow in the update phase. The order in which tasks appear in a phase on the template **Tasks** tab doesn't affect the order in which they start. You can chain the tasks in a phase together as predecessors to define the order in which they start and create a workflow.

You can create multiple registration update phases to group tasks for different registration questionnaires, or you can keep all update-related tasks in a single update phase. Regardless of how you organize update-related tasks, when a supplier or internal user updates a registration questionnaire, that update only starts the tasks that are associated with that questionnaire. After tasks for an individual external questionnaire update are completed, approved answers are committed to the supplier database and synchronized to the integrated ERP system regardless of the status of the overall update phase or of the other questionnaire tasks in it. Approval tasks on

external questionnaires in registration update phases don't include an option to deny the questionnaire. The status of the overall registration update is still based on the entire workflow defined by all of the tasks in registration update phases.

> **Note**
>
> Questionnaire updates submitted using the Supplier Data API with Pagination only trigger approval tasks if set to do so.

When setting up registration phases and their tasks, keep the following in mind:

- The use of phases is only supported in supplier registration and modular questionnaire projects. These phases don't use the **Subscribe For**, **Rank**, or **Predecessor** settings. The new registration phase always proceeds registration update phases, and a registration update phase always starts with submission of a questionnaire for which it has tasks.
- If you use phases, make sure that all of the template tasks are inside either the new registration phase or an update phase. If you use these phases in the registration project, adding tasks outside of them isn't supported.
- Make sure that the tasks you specify as predecessors are within the same phase. Don't make tasks in a phase predecessors of tasks in a different phase.
- To Do tasks don't support multiple rounds. To Do tasks in both new and update phases start once and don't start again after they've been marked complete, regardless of whether they're configured to start when a predecessor task is completed.
- You can't apply conditions to registration phases. You can apply conditions to registration tasks, but keep in mind restrictions and best practices [page 251].

> **Note**
>
> As part of setting up different workflows for new and updated registrations, you can also use editability conditions [page 270] to make different questions either hidden or read-only.

Procedure

1. Open the supplier registration project template. If it's not in **Draft**, create a new version.
2. Choose the **Tasks** tab.
3. Create a phase for new registrations by performing the following steps:
   a. Choose **Actions** > **Create** > **Phase**.

      The **Create Phase** page opens.
   b. Enter a name for the phase, such as **`New Registration`**.
   c. Choose **only** the **New Registration** option.
   d. Choose **OK**.

   The new phase, indicated by the unstarted phase icon (⇨), appears on the **Tasks** tab.
4. Move the registration template's default approval task and any other existing tasks that you want to use for new registration by dragging and dropping them into the new registration phase. Add new tasks as needed.

   If you're using two conditional approval tasks for the registration questionnaire to define different approval flows for mass invited (legacy) and non-legacy suppliers [page 272], make sure that they're both in the new registration phase.

5. Create at least one phase for registration updates by performing the following steps:
    a. Choose **Actions** > **Create** > **Phase**.

        The **Create Phase** page opens.
    b. Enter a name for the phase, such as `Updated Registration`.
    c. Choose **only** the **Registration Update** option.
    d. Choose **OK**.

    The new phase, indicated by the unstarted phase icon (⇨), appears on the **Tasks** tab.
6. Add an approval task for the registration questionnaire updates by performing the following steps:
    a. On the **Tasks** tab, click the registration questionnaire and choose **Create New Tasks** > **Approval**.
    b. Enter a name for the task.
    c. Define an approval flow or, if you want to automatically approve registration updates, choose **Yes** for **Allow auto approval**.
    d. Specify other settings for the task as needed and choose **OK**.

        The new approval task is created on the **Tasks** tab outside of the phases.
    e. On the **Tasks** tab, drag and drop the new approval task into the update phase.
7. Add other To Do or approval tasks to the phase as needed.
8. After you've finished modifying the supplier registration template, publish it.

Results

When a supplier is first invited to register, the new registration phase starts. Final approval of the new registration automatically completes the new registration phase.

After registration phase is completed, submitting an update to a registration questionnaire starts only those tasks in an update phase that are associated with that questionnaire. After those tasks are completed, respondents can update the questionnaire again.

Related Information

About the Supplier Registration Project Template [page 247]
Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251]
New Supplier Registrations [page 17]
Registration and Registration Update Statuses in Visibility and Editability Conditions [page 270]
Conditional Workflows for Manual and Mass Invited Registrations [page 272]

Registration and Registration Update Statuses in Visibility and Editability Conditions

You can create conditions based on registration status and registration update status in the supplier registration template. You can then apply those conditions as either editability or visibility conditions based on whether the supplier is registering for the first time or updating the registration questionnaire.

A visibility condition hides content by default, and only shows it when the condition is met. Hidden content is hidden from both suppliers and internal users. An editability condition makes an answer read-only by default, and only allows participants to edit it when the condition is met. Read-only content is always visible to participants.

For example, if registration questionnaire contains questions requiring suppliers to agree to certain terms and conditions, you can make those questions editable in new registrations but hide them in updates so that suppliers can't change their answers later. Or you can create follow-up questions that only show when a supplier updates the answers to certain questions.

The following table describes the status fields and values that you can use to build field match conditions for initial and updated registrations:

Table 16: Registration Statuses in Field Matches

Field	Description
Registration Status	Conditions based on this field can be triggered by matches to the following registration statuses: • **No Choice** • **Not Invited** • **Invited** • **In Registration** • **Pending Approval** • **Registered** • **Registration Denied** • **Pending Resubmit**
Registration Update Status	Conditions based on this field can be triggered by matches to the following registration update statuses: • **No Choice** • **Pending Approval** • **Pending Resubmit** • **Approved** • **Denied**

> **Note**
>
> Don't use project-level conditions on registration approval tasks to define different approval flows for initial registrations and registration updates. Use registration phases instead.

Related Information

Visibility Conditions for Showing or Hiding Content Based on Answers [page 477]
Using Editability Conditions to Prevent Recipients from Updating Registration Questionnaire Answers [page 271]
Setting Up Different Workflows for New Registrations and Registration Updates [page 267]

Using Editability Conditions to Prevent Recipients from Updating Registration Questionnaire Answers

Use these steps to create editability conditions that prevent registration questionnaire recipients from updating their initial answers when updating a registration questionnaire. The questions and their initial answers remain visible to both suppliers and to your company's internal users.

Prerequisites

To create project-level conditions and edit template survey documents, you must be a member of the **Template Creator** or **Customer Administrator** group.

Context

Visibility conditions based on registration status can hide questions from suppliers who are updating the registration questionnaire after their initial registration. However, if the question is hidden from the supplier during the update, both the question and the supplier's original answer are also hidden from your company's internal users when they review the supplier's registration.

If you apply an editability condition based on registration status instead, the questions and the supplier's initial answers are visible to both suppliers updating the questionnaire and to your company's internal users. However, the supplier can't change their initial answers.

By default, all questions are editable. If you apply an editability to the question, it's only editable when the condition is met, and otherwise can't be edited.

Procedure

1. Open the supplier registration project template. If it's not in **Draft**, create a new version.
2. If the template doesn't already include a project-level condition for registered suppliers, create one by performing the following steps:
   a. Choose the **Conditions** tab.

b. Choose **Add Condition**.
c. Enter a name and description for the condition.
d. In the expression editor, choose **None Is True**.
e. Choose the action triangle button (▽) next to **None Is True** and choose **Add Condition** > **Field Match**.

   A new condition component for selecting the field appears.
f. Choose **Select**, then choose **Select Other Fields** > **more fields**.
g. In the field browser, to the right of the **Registration Status** field, choose **Select**.
h. For the operator, choose **is equal to**.
i. Choose the **Select** menu to the right of **(No Value Selected)** and choose **Select Value**.
j. From the **Registration Status** dropdown menu, choose **Registered**, then choose **OK**.
k. Choose **OK** to create the condition.

3. Choose the **Documents** tab.
4. Choose the external (supplier-facing) registration questionnaire survey document and choose **Action** > **Edit**.
5. Choose **Content**.
6. Add or edit a question that you don't want already-registered suppliers to be able to update.
7. For the **Editability Conditions** setting, choose **none** > **Select Condition** > **Other**.
8. To the right of the editability condition for new suppliers you created, Choose **Select**.
9. Continue to add or edit questions in the supplier registration questionnaire as needed and apply the new supplier condition to any questions you don't want already-registered suppliers to be able to update.

Related Information

Registration and Registration Update Statuses in Visibility and Editability Conditions [page 270]

Conditional Workflows for Manual and Mass Invited Registrations

You can use the **Is Legacy** project field in the supplier registration project template to create conditional tasks, documents, and questionnaire content in registration projects for manual and mass invited suppliers.

Suppliers that are created manually through approved supplier requests and are then invited to register individually are typically unknown, and your main registration process is designed to collect complete information from them and have them vetted by a full set of approvers. Mass registration invitations [page 567] are designed to quickly bring a large number of suppliers into your site. These suppliers can be created by being imported from another of your company's systems, in which case you already have some of their information. If you plan to use mass registration invitations to onboard existing suppliers, you can create a separate, conditional registration process for them in order to streamline the process.

Supplier registration projects include a special **Is Legacy** field that you can use to create both project and visibility conditions (for example, legacy and nonlegacy). You can then use those conditions to:

- Create separate approval flows for legacy and nonlegacy supplier registrations. Conditions based on the **Is Legacy** field don't work in approval flows, so you can't use them to create conditional approval flows in a single approval task. However, you can create two separate approval tasks on the registration questionnaire document and apply the conditions to the approval tasks.
- Show different questionnaire content to legacy and nonlegacy suppliers by applying visibility conditions in the questionnaire survey document.
- Make some questionnaire content read-only for legacy or nonlegacy suppliers by applying editability conditions in the questionnaire survey document.

> **Note**
>
> Content that is hidden from the supplier is also not visible to internal users. Hidden or read-only content also continues to be hidden or read-only not only in new registrations but in all subsequent registration updates.

All suppliers who are invited to register through the mass invitation feature or are migrated from supplier organizations are marked as legacy suppliers, while all suppliers that are invited to register following an approved supplier request are marked as nonlegacy suppliers. The registration projects created for both sets of suppliers automatically apply the conditions you create based on the **Is Legacy** field.

For more information about project-level conditions, refer to the Project Template Guide.

Related Information

Visibility Conditions for Showing or Hiding Content Based on Answers [page 477]
Editability Conditions for Controlling the Editability of Answers in a Form or Questionnaire [page 482]

Streamlining the Registration Questionnaire for Legacy Suppliers Using Editability Conditions

Use these steps to create editability conditions that allow the suppliers you already work with to skip the questions in the registration questionnaire that apply to new suppliers. Both suppliers and internal users can see the questions, and if you import or migrate your legacy suppliers' previous answers, they're also visible.

Prerequisites

To create project-level conditions and edit template survey documents, you must be a member of the **Template Creator** or **Customer Administrator** group.

Context

All suppliers that are either migrated from supplier organizations or invited to register through the mass invitation feature are marked as legacy suppliers, while all suppliers that are invited to register following an approved supplier request are marked as nonlegacy suppliers. You can therefore use the **Is Legacy** field to create project-level conditions to streamline the registration questionnaire for those known suppliers, since you already have some of the information you otherwise use the questionnaire to collect from new suppliers.

Visibility conditions can hide questions from legacy suppliers and show them to new suppliers. However, if you apply a visibility condition based on the **Is Legacy** field, the question and answer are also hidden from your company's internal users when they review the registration questionnaires of legacy suppliers.

If you apply an editability condition for new suppliers instead, the questions (and any imported or migrated answers) are visible to both legacy suppliers and to internal users who review the registration questionnaire. However, the legacy suppliers can't edit them and can therefore skip them, even if they're required questions Any imported or migrated answers are also visible. New suppliers, on the other hand, can edit the questions to answer them, and must answer them if they're required.

By default, all questions in the supplier registration questionnaire and editable. If you apply an editability to the question, it's only editable when the condition is met, and otherwise can't be edited.

Procedure

1. Open the supplier registration project template. If it's not in **Draft**, create a new version.
2. If the template doesn't already include a project-level condition for new (nonlegacy) suppliers, create one by performing the following steps:
   a. Choose the **Conditions** tab.
   b. Choose **Add Condition**.
   c. Enter a name and description for the condition.
   d. In the expression editor, choose **All are true**.
   e. Choose the action triangle button (▽) next to **All Are True**, then choose **Add Condition** > **Field Match**.

      A new condition component for selecting the field appears.
   f. Choose **Select**, then choose **Select Other Fields** > **more fields**.
   g. In the field browser, to the right of the **Is Legacy** field, choose **Select**.
   h. For the operator, choose **is equal to**.
   i. Choose the **Select** menu to the right of **(No Value Selected)**, then choose **Select Value**.
   j. Choose **No**, then choose **OK**.
   k. Choose **OK** to create the condition.
3. Choose the **Documents** tab.
4. Choose a survey document for an external registration questionnaire, then choose **Action** > **Edit**.
5. Choose **Content**.
6. Add or edit a question that you want new suppliers to answer but legacy suppliers to skip.
7. For the **Editability Conditions** setting, choose **none** > **Select Condition** > **Other**.

8. To the right of the editability condition for new suppliers you created, choose **Select**.
9. Continue to add or edit questions in the supplier registration questionnaire as needed and apply the new supplier condition to any questions you want legacy suppliers to be able to skip.

Results

When you publish the template, new suppliers are able to edit and answer the questions to which you applied the editability condition, and must answer required questions. Legacy suppliers can see the questions but can't edit them and are able to skip them, even if they're otherwise required. In both cases, internal users reviewing the registration are able to see the questions.

Question Mappings to Other Questions for Setting and Maintaining Associated Sets of ERP Profile Data

A special syntax in supplier field mappings allows you to map one question answer to another question answer. This mapping allows internal users to set and maintain associated sets of ERP profile data in supplier management questionnaires.

> ### Note
>
> As a best practice, SAP Ariba recommends managing company code and purchasing organization information directly in the integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system. Setting or maintaining this data in SAP Ariba is a work-around that requires thorough testing in your landscape based on your specific requirements.
>
> This requirement is particularly the case for setting or maintaining a large number of company codes or purchasing organizations using complex field mappings.

Mapping question values to other questions is designed to support maintaining ERP supplier profile data in SAP Ariba in a specific scenario where a questionnaire respondent sets the initial details associated with a lookup key field value for a supplier, and then they or another respondent updates the associated details in an internal supplier registration questionnaire when necessary.

The question answers to which you map other question answers must themselves be mapped to the lookup key field for an array class in the vendor database, such as `vendor.roleExt.roleCode`. The questions that you map to the lookup key field question must be about detail fields in the same array class, such as `vendor.roleExt`.

To map question values to other questions, you use the following syntax in the **Supplier Field Mapping** field on the **Add Questions** page:

```
vendor.arrayClass($answer.lookupKeyQuestionNumber).fieldName
```

`lookupKeyQuestionNumber` is always the number of the question on the survey document content table. For example, the first question in section 4.1 is numbered 4.1.1.

> ### Note
>
> Questions are always numbered in the order in which they appear in the content table of template survey documents, and inclusion in sections affects question numbering. Note that adding a new question ahead of

a mapped lookup key question, changing its position in a list of questions, or moving it in or out of a section changes its numbering. If you do so, you must update the mappings in all questions that reference it.

The following table shows the list of available array classes and lookup key fields for mapping:

Table 17: Array Classes and Lookup Key Fields

Field Class	Lookup Key Field
`vendor.bankInfos`	`vendor.bankInfos.accountNumber`
`vendor.companyCode`	`vendor.companyCode.companyCode`
`vendor.industrySector`	`vendor.industrySector.industryClassificationSystemCode`
`vendor.purchasingOrg`	`vendor.purchasingOrg.purchasingOrganisationID`
`vendor.roleExt`	`vendor.roleExt.roleCode`
`vendor.subRange`	`vendor.subRange.vendorSubrangeCode`
`vendor.taxExt`	`vendor.taxExt.taxIdentificationNumberTypeCode`
`vendor.text`	`vendor.text.textTypeCode`
`vendor.vendorExtIdentification`	`vendor.vendorExtIdentification.partyIdentifierTypeCode`
`vendor.vendorPCardIssuerAPIs`	`vendor.vendorPCardIssuerAPIs.paymentCardIssuerPartyInternalID`

Questions for Establishing Initial Values Between Associated Fields

You can set up the questions that establish initial values between associated fields either in the supplier request or the internal supplier registration questionnaire. These two scenarios require different mapping configurations for the lookup key field question. For best practices on setting ERP- related data in the supplier request, refer to Best Practices for Setting Up the Supplier Request for Integration [page 72].

To set up the questions in the supplier request: You first create a question about the lookup key field, and then map it to both the lookup key field and to itself:

```
vendor.arrayClass($answer.questionNumber).lookupKeyFieldName
```

This mapping establishes that the answer to the question is the value associated with any mapped detail questions.

To set up the questions in the internal registration questionnaire: You first create a question about the lookup key field and then map it only to the lookup key field:

```
vendor.arrayClass.lookupKeyfieldName
```

> → Tip
>
> If you ask the questions that set the initial values in the internal registration questionnaire, consider putting them in a section with a title makes that purpose clear, so that they're distinguished from the second set of questions in the same questionnaire that update the values.

In both cases: Typically, you create a list of choices for the answers to the initial lookup key question, so that questionnaire respondents must choose from a list of valid values. You can allow users to choose multiple answers to this question.

Next, you create questions about detail fields in the same array class and map them to both the associated vendor database field and the lookup key answer:

```
vendor.arrayClass($answer.lookupKeyQuestionNumberInRequest).differentFieldName
```

Typically, you also create lists of choices for the answers to these questions so that users must choose from lists of valid values, specifying that respondents must choose only one value for each answer.

After the questionnaire is approved, these values display in the **ERP data** detail area of the supplier's profile and are synchronized to the integrated ERP system.

Internal Supplier Registration Questionnaire Configuration for Maintaining Values Between Associated Fields

> ⓘ Note
>
> This configuration isn't a best practice for integration and SAP Ariba recommends against using it. For details, refer to Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74].

Creating duplicate mapped questions in the supplier internal registration questionnaire allows internal respondents to update the initial values set by the first set of questions. Internal respondents with the appropriate permissions can edit the internal registration questionnaire at any time to update those values.

In the internal registration questionnaire, you first create a duplicate question about the lookup key field. However, unlike in the initial set of questions, you **don't** map it to anything. The self-referential mapping in the initial question associated the mapped detail answers with the lookup key answer, while the second question is designed simply to specify which lookup key value has updated details. A separate mapping in the second lookup key question in the internal registration questionnaire would allow a new respondent's answer to replace the original answer, which is why you omit it in this case.

Next, you create duplicate questions about the detail fields in the same array class and map them to both the associated vendor database field and the answer to the second lookup key question, the one in the current questionnaire. Note that this number is typically different from the number you used to set up the related question in the supplier request:

```
vendor.arrayClass($answer.lookupKeyQuestionNumberInRegistration).differentFieldName
```

The updated value shows in the **ERP data** detail area of the supplier's profile and is synchronized to the integrated SAP ERP system.

> → Tip
>
> If you ask the questions that set the initial values in the internal registration questionnaire, consider putting the update questions in a section with a title makes that purpose clear, so that they're distinguished from the first set of questions in the same questionnaire that set the initial values.

Supplier Blocking and Unblocking in Internal Registration Questionnaires

Blocking offers a way of indicating that your organization doesn't currently want to transact with a supplier, typically because of an issue that has a potential resolution. It's a less drastic step than deactivating a supplier.

> ⓘ Note
>
> - As a best practice, SAP Ariba recommends managing supplier blocking and unblocking directly in the integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system. Managing supplier blocking and unblocking in SAP Ariba is a work-around that requires thorough testing in your landscape based on your specific requirements.
> The **ERP data** detail area of the supplier profile shows block indicators, including blocked indicators at the purchasing organization and company code level, regardless of whether any supplier management questionnaires in SAP Ariba have questions mapped to `blockedIndicator` fields.
> - In sites where the supplier profile summary (NGSM-2959) is enabled, suppliers with a common block (`vendor.vendorInfoExt.commonBlockedIndicator` set to `true`) show an **Activity Status** of **Blocked**.
> - At this time, SAP Ariba Supplier Management solutions don't enforce supplier blocks in some cases. For example, users can still invite blocked suppliers to sourcing events and create contracts for blocked suppliers in solutions where those features are available. Suppliers with a common block (`vendor.vendorInfoExt.commonBlockedIndicator` set to `true`) aren't included in guided buying search results.

To set up supplier blocking and unblocking, you create **Yes/No** questions in the internal registration questionnaire and map them to `blockedIndicator` fields in the vendor database. There are five types of blocks that you can set up:

Table 18: Mappings for Different Types of Supplier Blocks

Field Mapping	Description
`vendor.vendorInfoExt.commonBlockedIndicator`	A central block on the supplier.
`vendor.vendorInfoExt.postingBlockedIndicator`	A payment block on the supplier.

Field Mapping	Description
`vendor.vendorInfoExt.purchasingBlockedIndicator`	A purchasing block on the supplier.
`vendor.companyCode(`*`company code`*`).blockedIndicator`	A company code-specific block on the supplier.
`vendor.purchasingOrg(`*`purchasing organization ID`*`).purchasingBlockedIndicator`	A purchasing organization-specific block on the supplier.

Use the answer type **Yes/No** for questions mapped to these fields.

> ⓘ Note
>
> Your integration synchronization settings determine when a supplier in SAP Ariba is initially synchronized with an integrated ERP system. Until that initial synchronization occurs, SAP Ariba don't receive or send blocked indicators, and the supplier is only blocked or unblocked in SAP Ariba.

Supplier Inactivation in Internal Registration Questionnaires

Flagging a supplier for deletion can inactivate the supplier in the SAP Ariba vendor database or set a deletion flag for a specific company code or purchasing organization, depending on the `deletedIndicator` mapping you use in the question.

> ⓘ Note
>
> As a best practice, SAP Ariba recommends inactivating suppliers by either:
>
> - Setting `deletedIndicators` in an integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system. SAP Ariba inactivates suppliers with the overall `deletedIndicator` set in integration messages from the integrated ERP system. The **ERP data** detail area of the supplier profile shows `deletedIndicators` at the purchasing organization and company code level, regardless of whether any supplier management questionnaires in SAP Ariba have questions mapped to `deletedIndicator` fields.
> - Setting the `active` flag to `false` in supplier data imports in SAP Ariba.
>
> Managing supplier inactivation and reactivation in mapped questions SAP Ariba is a work-around that requires thorough testing in your landscape based on your specific requirements.

To allow questionnaire respondents to flag suppliers for deletion, you create **Yes/No** questions in the internal registration questionnaire and map them to `deletedIndicator` fields in the vendor database. There are three `deletedIndicators`:

Table 19: Field Mappings for Deletion Flags

Field Mapping	Description
`vendor.vendorInfoExt.supplierDeletedIndicator`	Flags the supplier for overall deletion and inactivation. Profiles of suppliers with this field set to `true` show an **Inactive** label.
`vendor.purchasingOrg(`*`purchasing organization ID`*`).deletedIndicator`	Flags the supplier for deletion for a specific purchasing organization.
`vendor.companyCode(`*`company code`*`).deletedIndicator`	Flags the supplier for deletion for a specific company code.

To set up the internal registration questionnaire so that users can use it to set deletion flags, use answer type **Yes/No** for questions mapped to these fields.

> **Note**
>
> Your integration synchronization settings determine when a supplier in SAP Ariba is initially synchronized with the integrated ERP system. Until that initial synchronization occurs, SAP Ariba doesn't receive deletion flags set in that system.

Related Information

Supplier Inactivation and Reactivation [page 577]

Qualification, Miscellaneous, and Discontinuation Process Project Setup

Process projects provide a flexible framework that allows you to define custom qualification and other supplier lifecycle processes to fit your organization's business processes. They allow you to tailor questionnaire content to specific suppliers, to leverage and reuse modular questionnaires across different processes, and to create custom processes for your specific supplier lifecycle activities.

Process qualifications and disqualifications (discontinuations) are a more customizable alternative to qualification and disqualification projects. For more information about setting up those projects, refer to Supplier Qualification and Disqualification Project Setup [page 316].

- Overview of Process Projects [page 281]
- Comparison of Supplier Request, Registration, and Legacy Qualification Projects to Process Projects [page 283]
- Prerequisites for Process Projects [page 286]
- Restrictions for Process Projects [page 287]
- Transition from Legacy Supplier Qualification Projects to Qualification Process Projects [page 289]
- About Supplier Qualification and SAP Ariba Sourcing Events [page 291]
- Process Project Elements [page 292]
- Workflow for Setting Up Qualification and Miscellaneous Process Projects [page 294]
- Workflow for Setting Up Discontinuation Process Projects [page 296]
- About Process Project Templates [page 297]
- Restrictions, Requirements, and Helpful Hints for Setting Up Process Project Templates [page 298]
- Creating Process Project Templates [page 300]
- Creating the Process Intake Form [page 302]
- Conditional Commodity, Region, and Business Unit Questions in the Process Project Intake Form [page 305]
- Initiators and Decision-Makers Setup in Process Projects [page 306]
- Setting Up Modular Questionnaire for Use in Process Projects [page 308]
- Adding Modular Questionnaires to a Process Project Template [page 312]
- Enabling External Process Decision-Making Using the External Approval API for Sourcing and Supplier Management [page 314]

Overview of Process Projects

Process projects offer:

- **Flexible lifecycle process framework**: instead of using 1 process for all suppliers, you can tailor multiple different processes to specific circumstances and for specific types of suppliers using collections of modular questionnaires. When a process initiator starts a process, they specify the commodity, region, and department. The resulting process project automatically includes the relevant modular questionnaires, which have their own approval flows. You can also define custom statuses for your process projects, allowing you to use your organization's terminology and reflect more nuanced outcomes than the statuses in standard SAP Ariba lifecycle projects.
- **Process-based qualification**: process projects are an alternative to legacy supplier qualification projects. Each process project includes a dynamically generated list of available modular questionnaires based on the commodities, regions, and departments selected in the process project intake form, eliminating the need to construct a complicated set of questionnaire segment content documents. Process projects also allow you to leverage separate modular questionnaire approval flows rather than needing to define 1 approval flow for all qualifications. Certificate and other information collected during qualification is stored in the process's individual modular questionnaires and can be shared and reused in multiple processes. You can also use process projects to create internal-only qualification processes.
  You disqualify an existing qualification process by using the discontinuation process project, which is a separate process with its own workflow and process statuses.
- **Custom (miscellaneous) processes**: you can create processes tailored to your organization's specific supplier lifecycle. Miscellaneous processes don't need to match the standard SAP Ariba lifecycle stages, and you can tailor them to your organization's needs. For example, you can create a process to evaluate how strategic a supplier is for specific commodities, regions, and departments; to conduct due diligence; to evaluate data privacy or security practices; and so on.
- **Support for both internal and external modular questionnaires**: process projects can collect information from both internal recipients in internal modular questionnaires, and supplier contacts in external (supplier-facing) modular questionnaires. Internal modular questionnaires are only supported in process projects.
- **Flexible, streamlined data collection**: since process projects use modular questionnaires to collect information, and modular questionnaires are independent projects, you can:
  - **Reuse a questionnaire in multiple processes**: once a modular questionnaire is approved, it's valid until it expires. If you make the questionnaire reusable, once you collect information in it, you don't need to ask recipients to respond again, and it doesn't need to be re-evaluated and reapproved for each new process where it's included. This streamlined data collection makes it easier for recipients to provide the information you need. Process decision-makers can see that information while reviewing the current process project.
  - **Request updates for reused questionnaires**: process initiators and owners can request updates of reused questionnaires manually on a per-process basis, or you can automatically generate update requests every time the questionnaire is reused. These options allow you to tailor update request requirements to the specific questionnaire and help ensure information in reused questionnaires is current. Recipients only need to update existing answers with information that has changed.
  - **Leverage single-use questionnaires**: if a questionnaire involves information that is specific to each individual process, such as a per-process audit or certification, you can automatically generate a new questionnaire project for each process.
- **Reduced process cycle time**: reused questionnaires that are approved don't need to be re-evaluated and reapproved for each new process. Those questionnaires that do require submission and approval in a process are all independent projects, and submissions and approvals can happen in parallel, reducing bottlenecks.

Comparison of Supplier Request, Registration, and Legacy Qualification Projects to Process Projects

There are some key differences between process projects, which provide a flexible process framework, and dedicated supplier request, registration, and legacy qualification projects, which have features tailored to their specific roles and requirements in the supplier lifecycle.

Area	Dedicated Request, Registration, and Qualification projects	Supplier Management Process Projects (Miscellaneous, Qualification, and Discontinuation)
Questionnaires		
Content	Defined in dedicated project templates.	Defined in separate modular questionnaire project templates.
Selection	Requests support one form. Registrations support multiple internal and external questionnaires, but their inclusion in a registration isn't driven by registration characteristics. The external qualification questionnaire includes segments based on qualification commodity, region, and department.	Information in the process intake form determines which modular questionnaires linked in the template are included in the project. Required modular questionnaires are automatically selected. The process initiator can also choose optional modular questionnaires to include.
Reuse	Each questionnaire is contained in its individual project. Recipients must provide information separately in each questionnaire.	Modular questionnaires can be used as stand-alone questionnaires as well as linked in multiple processes. Recipients provide information once in the modular questionnaire and it shows in all linked processes.
Scoring	Not supported.	Supported for the modular questionnaires used in process projects.
Certificate management	Recipients must provide certificate information separately in each questionnaire. There's no mechanism for generating reminders about expiring certificates, and expiring certificates don't affect project status.	Modular questionnaires include certificate management features, including reminders and questionnaire expiration. Recipients provide a certificate once in the modular questionnaire and it's available in all linked processes. Questionnaire expiration can be linked to certificate expiration, and expiring questionnaires generate notifications to process owners and decision-makers, who can request updates and change the status of processes with outdated certificates.
Project infrastructure		

Area	Dedicated Request, Registration, and Qualification projects	Supplier Management Process Projects (Miscellaneous, Qualification, and Discontinuation)
Notifications	Questionnaire invitations are individual per questionnaire.	Modular questionnaire notifications include information about linked process projects. Process project notifications include information about linked modular questionnaires.
Buyer category assignments (user matrix)	Supported for supplier requests, registrations, and qualifications.	Supported for both process projects and their included modular questionnaires.
Approvals	While approval tasks are on individual project forms or questionnaires, all approvals are tied to the overall project approval workflow.	Each modular questionnaire in a process project has an individual approval flow for data collection. There's a separate decision-making step for the overall process project.
Project status	Registrations and qualifications support custom display names. However, the underlying status flow is defined by SAP Ariba and isn't customizable.	Configurable statuses and display names.
Template upgrade	Supported for registration. Not supported for request or qualification.	Supported for modular questionnaires, which are used in process projects. Process renewals also include the intake form and any additional modular questionnaires referenced by new external tasks in the currently published version of the template. Any questionnaires included in a process project that are no longer referenced by external tasks in the currently published version of the template remain in the process project.
Automated, rule-based project outcomes	Each project requires manual approval.	Data import for defining rules that automatically assign decisions to process projects based on process type and the approval statuses of included questionnaires.
Process types	Lifecycle stages defined by SAP Ariba	Supports a qualification lifecycle stage, discontinuation lifecycle stage, and a miscellaneous lifecycle stage that can be tailored to unique, custom processes and supplier types.
Qualification functionality		
Qualification eligibility	Supplier must have a registration status of **Registered** to be eligible for project-based qualification.	Supplier is eligible for process qualification with any registration status, making it possible to qualify a supplier before registering them and synchronizing them to the vendor master in an integrated ERP system.

Area	Dedicated Request, Registration, and Qualification projects	Supplier Management Process Projects (Miscellaneous, Qualification, and Discontinuation)
Qualification matrix	If there's an existing qualification for a higher-level combination of commodities, regions, and departments, it's not possible to separately qualify the supplier at a lower level in the same hierarchy branches.	Supports a separate qualification process of the same process type for every unique combination of commodity, region, and department. If there's an existing process qualification for a higher-level combination of commodities, regions, and departments, it's also possible to separately qualify the supplier for lower commodity, region, or department levels in the same hierarchy branches.
Requalification	Requalification of project-based qualifications reopens the existing qualification project with the same questionnaire. Requalifications are only possible for expired qualifications or disqualifications.	Process project owners can choose different questionnaire content when renewing a process qualification. Process qualifications are eligible for renewal at any time after the original decision is made, and it's possible to renew a valid qualification to gather updated information and reassess the decision.
Disqualification	Separate disqualification projects with internal form and approval flow.	Denied status can be set manually by a decision-maker or through data import or API. The discontinuation process project is available to disqualify existing qualification processes.
APIs, data imports, and integration		
Supplier Data API with Pagination	Supported.	Supported.
External Approval API for Sourcing and Supplier Management	Supported.	Supported.
CSV status import	Supported for qualification and for registrations (internal **Registered** status only). Not supported for request or other registration statuses.	Supported for process projects.
ERP integration	Uses the currently supported methods for SAP Ariba Supplier Lifecycle and Performance.	Uses the currently supported methods for SAP Ariba Supplier Lifecycle and Performance. Synchronization of data from the process intake form to an integrated ERP system isn't supported. If your integration configuration specifies automatic integration of new suppliers based on qualification status, process qualification status works the same way as legacy qualification status to trigger initial synchronization to the ERP system.

Related Information

Overview of Process Projects [page 281]
Qualification and Miscellaneous Supplier Management Process Projects [page 22]
Workflow for Creating a Qualification or Other Supplier Management Process Project
Workflow for Renewing a Qualification or Other Supplier Management Process

Prerequisites for Process Projects

There are some prerequisites for enabling and setting up the flexible process framework for qualification and custom supplier lifecycle processes (SM-16798).

- The flexible process framework feature is only available in sites that include SAP Ariba Supplier Lifecycle and Performance. It isn't available in sites that include SAP Ariba Supplier Information and Performance Management (new architecture).
- A customer administrator in your organization must enable the flexible process framework feature using the following two self-service configuration parameters:
  - Enable modular process framework [page 804] in **Intelligent Configuration Manager** (requires membership in the **Customer Administrator** group).
  - **Application.SM.Process.EnableModularProcessFramework** in **SM Administration** > **Configuration Parameters** (requires membership in the **SM Ops Administrator** group).

  > → Remember
  >
  > Always make sure both of these parameters have the same setting.

- To use departments in process projects, the business unit (department) feature must be enabled and department master data must be loaded in your site.
- If your site also includes SAP Ariba Sourcing, there are some specific considerations and prerequisites related to legacy versus process qualification and guided versus legacy sourcing events. Refer to About Supplier Qualification and SAP Ariba Sourcing Events [page 291] for details.

Related Information

Transition from Legacy Supplier Qualification Projects to Qualification Process Projects [page 289]
Managing Configuration Parameters in Supplier Administration [page 862]
Qualification and Miscellaneous Supplier Management Process Projects [page 22]
Workflow for Setting Up Qualification and Miscellaneous Process Projects [page 294]

Restrictions for Process Projects

The flexible process framework for qualification and custom supplier lifecycle processes (SM-16798) has some restrictions.

- There's no migration from legacy qualification projects to process qualification projects. This restriction means that:
  - There's no way to migrate data from questionnaires in legacy, dedicated qualification projects to the modular supplier management questionnaires used in qualification process projects. Once the process project feature is enabled in your site, requalifications based on legacy qualifications involve new qualification process projects that don't include any data from the previous qualification, and recipients must submit new process-based modular questionnaires to requalify. The questionnaire import in **SM Administration** doesn't support importing data into modular questionnaires and can't be used to migrate qualification data from legacy qualification questionnaires or external systems into process-related modular questionnaires.
  - Legacy qualifications and process qualifications have different status filters in supplier searches. Supplier searches using **Qualification status** filters return results for legacy qualifications, while supplier searches using **Supplier process status** return results for process qualifications. If your site includes both types of qualifications, searches must use both filters to return complete results.
- Template upgrade for process projects isn't currently supported. However:
  - Template upgrade for the modular questionnaire projects used in process projects is available.
  - Process renewals always include the intake form and any additional modular questionnaires referenced by new external tasks in the currently published version of the template. Any questionnaires included in a process project that are no longer referenced by external tasks in the currently published version of the template remain in existing process projects.
- Once process projects are enabled in your site, legacy qualifications are disabled and:
  - Qualification managers can no longer create legacy qualification projects.
  - Starting a requalification based on an existing legacy qualification project creates a new process qualification project.
  - Qualification managers can still create disqualification projects based on existing legacy qualifications.
  - You can no longer use the **Supplier qualification data** import to define new legacy supplier qualifications or update existing qualifications with any status other than `Expired`. Instead, you use the supplier process [page 163] data import to set qualification statuses, which are mapped to standard SAP Ariba qualification lifecycle statuses [page 96]. This new import can't create a process qualification if there's a legacy qualification project that is in progress for the same combination of commodities, regions, and departments.
    Using the **Supplier qualification data** import to define new qualifications or update existing imported qualifications to `Expired` status makes them eligible for renewal using process qualification. You can't use this data import to update the status of legacy qualifications that are based on projects.

  The process project feature doesn't disrupt legacy qualification projects that are in progress. Existing workflows for these projects continue to work, and they can be completed as before.
- After a supplier is qualified using a qualification process project, a decision-maker for the qualification process project can manually change its status, and you can also update the status using data import or an API client application. Alternatively, you can disqualify existing qualification processes using a separate discontinuation process project with unique workflow and process statuses.
- If you use a process project for qualification, the supplier's custom qualification status in the user interface is determined by the associated process project based on mappings between process project states and

standard SAP Ariba qualification statuses. Qualifications based on legacy qualification projects or data import continue to show legacy qualification statuses in the user interface.

- Currently, SAP Ariba Supplier Lifecycle and Performance supports 1 project template per process type. You can define only one discontinuation process type for the disqualification lifecycle stage and multiple process types for the qualification or miscellaneous lifecycle types, but keep in mind that the first process project of a given lifecycle type sets the overall status for the supplier. If your ERP integration is configured to synchronize new suppliers based on qualification, this status also synchronizes the supplier to the ERP at that point. For example, you can create a prequalification process type and a full qualification process type, both mapped to the `Qualification` lifecycle type. However, the supplier's overall qualification status is determined by the final statuses of all process projects with the `Qualification` lifecycle type completed at the time. Therefore, an approved prequalification process can set the supplier's overall qualification status to **Qualified** and synchronize them to the ERP system. Refer to Project States (ProjectStatus) and Custom Process Statuses [page 96] for more information.

  > **Note**
  >
  > Currently, sourcing events, contract workspaces, and the guided buying capability can't consume qualification statuses if you have more than 1 process type with the `Qualification` lifecycle type.

- You can only create internal modular questionnaire projects as part of a process project. Stand-alone internal modular questionnaires aren't supported.
- Synchronization of data in mapped questions in modular questionnaires to an integrated ERP system isn't currently verified or certified by SAP Ariba. Synchronization of data from the process intake form to an integrated ERP system isn't supported. If your integration configuration specifies automatic integration of new suppliers based on qualification status, process qualification status works the same way as legacy qualification status to trigger initial synchronization to the ERP system.

Related Information

Prerequisites for Process Projects [page 286]
Comparison of Supplier Request, Registration, and Legacy Qualification Projects to Process Projects [page 283]
Transition from Legacy Supplier Qualification Projects to Qualification Process Projects [page 289]
Qualification and Miscellaneous Supplier Management Process Projects [page 22]
Process Project Elements [page 292]
Workflow for Setting Up Qualification and Miscellaneous Process Projects [page 294]
About Supplier Qualification and SAP Ariba Sourcing Events [page 291]

Transition from Legacy Supplier Qualification Projects to Qualification Process Projects

If your site previously used legacy qualification projects for supplier qualifications, you can switch to using qualification process projects instead. Understanding what happens when you enable the process project feature in your site and the current restrictions for qualification processes is important to managing this transition.

When the Process Project Feature Starts Affecting Qualification Projects

Enabling the process project feature (SM-16798) in your site immediately disables creation of new projects from the legacy supplier qualification project template.

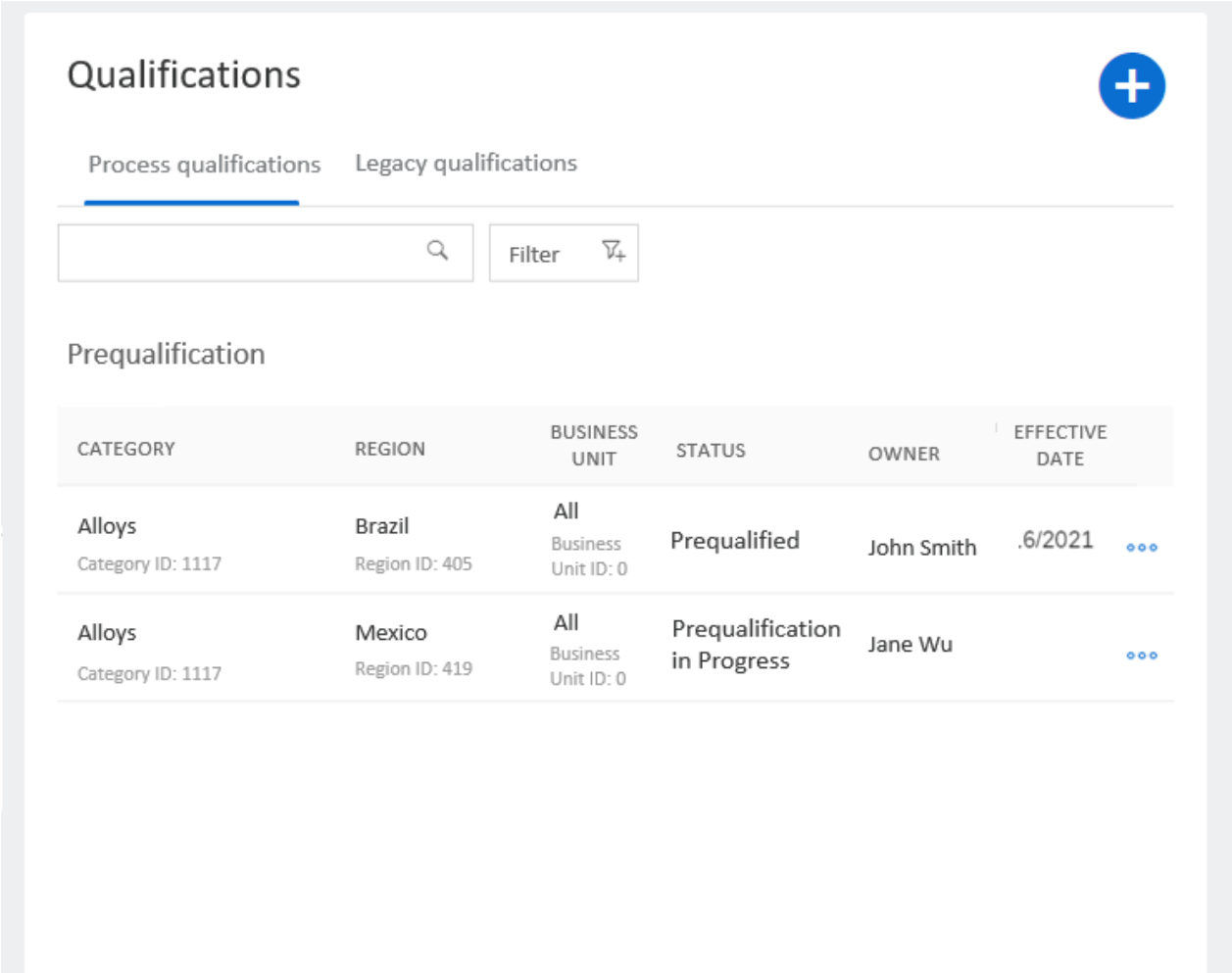
Changes to the Supplier Profile

If a supplier doesn't have a legacy qualification project in any status, the **Qualifications** detail area of their profile only shows qualification process controls and qualification processes. The **Qualifications** detail area is only visible in the profiles of registered suppliers.

If a supplier does have at least one legacy qualification in any status, the **Qualifications** detail area of their profile includes two different tabs:

- **Legacy qualifications**, which show any legacy qualification and disqualification projects.
- **Process qualifications**, which shows qualification process controls and qualification processes.

The following image shows an example of a **Qualifications** detail area with these two tabs:



Transition for Existing Qualifications and Disqualifications

Process qualification doesn't disrupt qualification activity that is in progress in legacy qualification and disqualification projects, but for an entirely new qualification, you can only use a qualification process project. During this transition:

- If a legacy qualification or disqualification is in progress (has a status of **Qualification Started**, **In Qualification**, **Pending Qualification Approval**, **Pending Qualification Resubmit**, **In Disqualification**, or **Pending Disqualification Approval**):
  - If it's based on a project, suppliers and internal users can complete the questionnaires and tasks in the project.
  - A process initiator can't create a qualification process project based on the same combination of commodities, regions, and departments.
- If a legacy qualification, disqualification, or requalification is completed (has a status of **Qualified**, **Disqualified**, **Restricted**, or **Expired**), a process initiator can create a qualification process project for the same combination of commodities, regions, and departments. Once a status decision is made for the process qualification, the legacy qualification is marked as obsolete and:

- The legacy qualification remains in the supplier's profile for information purposes only.
- Search results and API output reflect the process qualification rather than the legacy qualification.
- External questionnaires from a legacy qualification project remain in the supplier's SAP Business Network account but can't be edited.

The completed legacy qualification is also marked obsolete if a customer administrator imports a process status for the same combination of commodities, regions, and departments. Starting or importing a process qualification for a subset of the commodities, regions, and departments in a legacy qualification has no effect on the legacy qualification.

- A qualification manager can still start a disqualification (create a legacy disqualification project) based on a legacy qualification (project-based or imported).
- Starting a requalification based on a legacy qualification or disqualification (project-based or imported) automatically opens the page for creating a new qualification process project.

> → Tip
>
> Once the process project feature is enabled in your site, the legacy **Supplier qualification data** import is disabled for most uses. However, you can still use it to update the statuses of imported legacy qualifications to `Expired`. If a supplier has a legacy qualification that was created from a data import, updating its status to `Expired` enables a process initiator to start a requalification (renewal) and create a process qualification for the same combination of commodities, regions, and departments.

> ⓘ Note
>
> Migration of data from legacy qualification projects to process qualification projects isn't supported. When a qualification manager starts a requalification from a legacy qualification project, the resulting new process qualification project starts from scratch.

Transition for Supplier Qualification Status

If a supplier has a legacy qualification for a combination of commodities, regions, and departments, that legacy qualification continues to determine the supplier's qualification status for that combination until there's a qualification process with an approved, conditionally approved, or denied status for the same combination. At that point, the qualification process becomes the source of the qualification status.

About Supplier Qualification and SAP Ariba Sourcing Events

In sites that include both SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Sourcing, there are some specific considerations and prerequisites related to legacy versus process qualification and guided versus legacy sourcing.

Sourcing events can use qualification status to determine supplier eligibility, and event managers see qualification status when inviting participants and awarding events.

Sourcing user interface	Qualification Method	Compatibility	Notes
Classic sourcing	Legacy qualification projects	Classic sourcing can use legacy qualification statuses.	SAP Ariba doesn't plan any further enhancements to the use of either legacy or process qualifications in classic sourcing.
	Process qualification projects	Classic sourcing can use process qualification statuses. However, to function correctly, you can only create one process type with the `Qualification` lifecycle type.	
Guided sourcing	Legacy qualification projects	Guided sourcing can use legacy qualification statuses.	SAP Ariba doesn't plan any further enhancements to the use of legacy qualifications in guided sourcing.
	Process qualification projects	Guided sourcing can use process qualification status. However, to function correctly, you currently can only create one process type with the `Qualification` lifecycle type.	If you need more advanced capabilities for supplier qualification in sourcing events, SAP Ariba recommends adopting both guided sourcing and process qualification.

Related Information

Overview of Process Projects [page 281]
Comparison of Supplier Request, Registration, and Legacy Qualification Projects to Process Projects [page 283]
Qualification and Miscellaneous Supplier Management Process Projects [page 22]

Process Project Elements

Supplier management process projects combine a project template that has some specialized functionality with other elements such as imported data and modular supplier management projects to create a workflow. To set up a process project, you must understand these elements and their relationships to one another.

The overall workflow for a process project is defined by an **SM Process Project** template. Process projects include the following elements:

Element	Description
Custom process types	You define your own types of supplier management processes by importing process type data in CSV files. When you define a process type, you specify its lifecycle type, which can be: • A miscellaneous process that is unique to your organization. • A qualification process that is mapped to the SAP Ariba qualification stage of the supplier lifecycle. • A discontinuation process that is currently used to disqualify existing qualification processes.
Custom process statuses	You define your own process statuses by importing process status data in CSV files. You define a set of custom statuses for each process type you use. The display names you define for these statuses can match your organization's specific business processes and terminology.
SM Process Project project type	You use this project type to create templates for supplier management process projects. Like modular questionnaire project templates, you can create multiple **SM Process Project** templates to define different processes, assigning each template a different process type. One process type has one process project template.
Process intake form	The survey document in a process project template defines the form that process project initiators fill out to create a project from the template. Answers to questions you create in the intake form determine which of the modular questionnaires that are referenced in the process project template are applicable to an individual process project.
External tasks	You create external tasks in process project templates to link modular questionnaire types to the process.
Process initiator and decision-maker project groups	You use specialized project groups to assign specific users the ability to create or make status decisions for specific process projects. These project groups provide a finer degree of control over responsibility for individual processes than global user group membership. You only need to configure the initiator and decision-maker groups for qualification and miscellaneous process templates. Don't configure them in the discontinuation process project, because these groups configured in the corresponding qualification process templates are reused in the discontinuation process project.

Currently, SAP Ariba Supplier Lifecycle and Performance supports one project template per process type. You can have multiple qualification or miscellaneous process types. However, you can only define one discontinuation process type, and that discontinuation process type is automatically associated with all qualification process types. Statuses in process projects with the `Qualification` lifecycle type and their associated discontinuation processes are all mapped to standard SAP Ariba Supplier Lifecycle and Performance qualification statuses automatically. Therefore, if you create multiple `Qualification` process types to support multiple qualification

process project templates, the first qualification process project created for a supplier from any of those process project templates determines their overall qualification status.

Related Information

Process Type Data Import [page 91]
Custom Status Data Import for Process Projects [page 94]
Project States (ProjectStatus) and Custom Process Statuses [page 96]
Creating Process Project Templates [page 300]
Creating the Process Intake Form [page 302]
Adding Modular Questionnaires to a Process Project Template [page 312]
Initiators and Decision-Makers Setup in Process Projects [page 306]

Workflow for Setting Up Qualification and Miscellaneous Process Projects

Setting up qualification and miscellaneous process projects involves a workflow with several stages for importing data and setting up various project templates. Since each stage is dependent on the completion of tasks in the previous stage, is important to perform setup tasks in a specific order.

Before you start setting up process projects, it's a good idea to familiarize yourself with these elements. For details, refer to Process Project Elements [page 292].

1. **Import data definitions**: Import the data definitions you need for setting up process project templates and associated modular questionnaire project templates. You must be a member of the **Customer Administrator** group to import data in Ariba Administrator.
    1. Import process types [page 91].
    2. Import process project statuses [page 94].
    3. If you're creating new questionnaire types for use in process projects, import questionnaire types [page 81] for those questionnaires. You can perform this step in any order.
    If you plan to score the modular questionnaires used in process projects and you haven't yet defined the scoring band types [page 87] and categories [page 86] you want to use, import that master data as well and make sure that their questionnaire types have an `EvaluationType` of `Graded`.
2. **Set up modular questionnaires**: Edit existing modular questionnaire project templates or create new ones as needed and set them up for use in process projects [page 308]. Process projects can include both external and internal modular questionnaires. You must be a member of both the **Template Creator** and **SM Modular Questionnaire Manager** groups to create or edit modular questionnaire templates.
Modular questionnaires used in process projects have specific configuration requirements and considerations, including:
    - Questionnaire type
    You add modular questionnaires to a process project by specifying the **questionnaire type** rather than individual modular questionnaire project templates. Therefore, the questionnaire type you select here is directly related to the questionnaire's availability in a process project.

- **Commodity**, **Region**, and **Department** attributes.
- **Supplier Management** rules that determine whether the questionnaire is internal or external, whether or not it can be reused in multiple processes, its expiration schedule, and so on.

> **Note**
>
> Make sure that each modular questionnaire project template that you want to add to a process project template has at least one published version. You can't add a modular questionnaire project template in its original version in **Draft** mode to a process project template.

3. **Set up the process project**: Set up the template for your process project. You must be a member of both the **Template Creator** and **SM Process Manager** groups to create and edit process project templates.
    1. Create the process project template and set its process type. [page 300]
    2. Create the process project intake form. [page 302]
    3. Add modular questionnaires using external tasks. [page 312]
    4. Create the project groups for the process initiators and decision-makers. [page 306]

        > **Note**
        >
        > You only create these groups for qualification and miscellaneous processes. You don't create them for discontinuation processes.

    5. Publish the process project template.
4. **(Optional) Define rules for automatic status assignments**: Import data to define rules [page 166] that automatically assign approved, denied, or conditionally approved status to process projects based on the statuses of their underlying modular questionnaires.
5. Customize email notification templates for process projects [page 555] and for modular questionnaires [page 561].

Related Information

Modular Questionnaire Type Data Import [page 81]
Questionnaire Scoring Band Category Data Import [page 86]
Questionnaire Scoring Band Data Import [page 87]
About Modular Questionnaire Project Templates [page 332]
Restrictions, Requirements, and Helpful Hints for Modular Questionnaire Project Templates [page 335]
Creating Modular Questionnaire Project Templates [page 344]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]
Scoring and Score Band Setup for Modular Questionnaires [page 356]

Workflow for Setting Up Discontinuation Process Projects

The workflow for setting up discontinuation process projects is slightly different from that for setting up qualification and miscellaneous process projects. The discontinuation process is a separate process with its own workflow and process statuses.

Before you start setting up process projects, it's a good idea to familiarize yourself with these elements. For details, refer to Process Project Elements [page 292].

To discontinue a supplier management process using a project, you must set up the discontinuation process by:

1. Defining the discontinuation process type.

   > ### Note
   >
   > The buyer administrator currently can configure only one discontinuation process type, which automatically associates with all supplier management process types.

2. Defining statuses for the discontinuation process type.
3. Creating and publishing a discontinuation process project template.
   - When users create a template, they must choose the defined discontinuation process type for **SM Process Project**.
   - The template can't contain **Process Initiator** and **Decision Maker** groups.
   - Discontinuation processes are designed to be internal processes that only involve users in the buying organization. To keep the discontinuation a strictly internal process, the buyer administrator needs to make sure that only internal modular questionnaires are referenced in the external tasks of the discontinuation project template.

Except these points, the remaining template setup steps are the same as those for setting up any qualification or miscellaneous process project. For details, refer to Workflow for Setting Up Qualification and Miscellaneous Process Projects [page 294].

Related Information

Workflow for Setting Up Qualification and Miscellaneous Process Projects [page 294]
Modular Questionnaire Type Data Import [page 81]
Questionnaire Scoring Band Category Data Import [page 86]
Questionnaire Scoring Band Data Import [page 87]
About Modular Questionnaire Project Templates [page 332]
Restrictions, Requirements, and Helpful Hints for Modular Questionnaire Project Templates [page 335]
Creating Modular Questionnaire Project Templates [page 344]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]
Scoring and Score Band Setup for Modular Questionnaires [page 356]

About Process Project Templates

Process project templates define custom supplier management processes using collections of modular questionnaires. Process projects can target the qualification or discontinuation lifecycle stage, or they can be individual, miscellaneous processes.

Process project templates have the project type **SM Process Project**. This project type is only available in sites with the process project feature (SM-16798) enabled.

For qualification or miscellaneous processes, you can create multiple process project templates in your site, 1 for each process type. Currently, you can only define one discontinuation process type, and you can create only one discontinuation process project template for disqualifying all qualification processes. Discontinuation doesn't apply to miscellaneous processes.

Process project templates are different from other types of supplier management project templates in the following ways:

- Process project templates don't contain questionnaires and approval or To Do tasks themselves. Instead, they use a specialized **External Task** type of task to reference modular questionnaire types, and the modular questionnaire project templates associated with those questionnaire types define the questionnaires and tasks that are part of the process.
  Discontinuation processes are designed to be internal processes that only involve users in the buying organization. To keep the discontinuation a strictly internal process, make sure that only internal modular questionnaires are referenced in the external tasks of the discontinuation project template.
- The ability to create a process project is determined by membership in not only a global user group for the project type but also a specialized project group. In addition to belonging to the **SM Modular Questionnaire Manager** group, users must be members of a project group in the process project template that has the **Process Initiator** role to create a process project from it.
- Unlike other supplier management projects, the final status of a process project isn't determined by the completion of tasks in the project itself. Instead, it can be determined in any of the following ways:
  - **Manually**: members of project groups with the **Decision Maker** role can set the final status of a process project. Members of those groups can also update that status.
  - **Automatically**: you can define rules [page 166] to automatically assign statuses to process projects based on the statuses of the included modular questionnaires.
  - Externally in another system, using the External Approval API for Sourcing and Supplier Management.

You can also set final statuses for a process project directly using data import or the Supplier Data API with Pagination.

Internal users with the appropriate permissions create process projects by clicking the add icon (+) in the appropriate area of a supplier profile, filling out the intake form defined by the process project template survey document, and choosing or confirming a list of available modular questionnaires, which can be required or optional. A modular questionnaire is available in a particular process project if it both has a questionnaire type that is references in an external task in the process project template **and** matches the process commodities, regions, and departments specified in the intake form.

The process initiator who creates the process project is the explicit project owner and is identified as the process owner in the user interface and in email notifications. Creating the process project automatically creates any necessary modular questionnaire projects and makes the process initiator their explicit project owner as well. If the process project includes existing modular questionnaire projects that are configured for reuse, they're linked to the new process but their ownership remains unchanged.

Deployment of new solutions or enablement of the process project feature in existing solutions doesn't create a default process project template. Instead, you create these templates [page 300] yourself.

Related Information

Restrictions, Requirements, and Helpful Hints for Setting Up Process Project Templates [page 298]
Creating Process Project Templates [page 300]
Initiators and Decision-Makers Setup in Process Projects [page 306]
Creating the Process Intake Form [page 302]
Setting Up Modular Questionnaire for Use in Process Projects [page 308]

Restrictions, Requirements, and Helpful Hints for Setting Up Process Project Templates

Process projects function as frameworks for sets of modular questionnaire projects and include some specialized settings and components to create that workflow. They require some specific configuration settings to function properly.

Restrictions

- Process project templates don't contain any questionnaires of their own. Instead, they reference one or more modular questionnaire types that link the process's questionnaires. They do require an intake form that process initiators fill out to create a process project, and you create a survey document in the process project template to define that intake form. Aside from the intake form survey document, don't add any other survey documents, or any other type of document, to process project templates.
- Process project templates only support the following task configurations:
  - **External Task**s, which you use to add one or more modular questionnaire types to the process.
  - One approval task on the process intake form, which you can use to enable status decision-making in external systems [page 314] using the External Approval API for Sourcing and Supplier Management.

  Don't add any other type of task directly to a process project template. Add any approval or To Do tasks that you want to include in the process to the individual modular questionnaire project templates in the process instead.
- Process project templates don't support any type of phases. Don't add any phases directly to a process project template. You can use new questionnaire and questionnaire update phases in the individual modular questionnaire project templates in the process to define new questionnaire and questionnaire update workflows for individual questionnaires in the process instead.
- Don't set access control or apply conditions to process project templates to control who can create projects from them and under what circumstances. Users don't explicitly create process projects, and can't answer questions to meet conditions for project creation. You control who can create projects from a process project template using project groups with the **Process Initiator** role instead.

- Currently, a site can only have one discontinuation process type and one associated discontinuation process project template in total. You define the discontinuation process project template for all qualification process types in the site.
  Currently, discontinuation isn't supported for miscellaneous processes. Only qualification processes can be discontinued.

Requirements

- The modular questionnaire project templates that define the components of your processes must have at least one published version before you can add their questionnaire type to the process project template.
- Every process project template must contain exactly one survey document, which defines the intake form that process initiators fill out to create projects from the template. Process initiators must use this form to create process projects. The process intake form must include at least one mapped **Commodity**, **Region**, or **Department** question. If you want the process to expire, the intake form must also include mapped questions that define the process expiration schedule. Refer to Creating the Process Intake Form [page 302] for details.
- Every process project template must contain at least one **External Task**, and each **External Task** in the template must specify a modular questionnaire type.
- When setting up modular questionnaire projects [page 308] and referencing them in a process project template, make sure that regardless of the commodity, region, and department specified in the process intake form, at least one modular questionnaire referenced by the process project template is available in every project created from it. Process initiators can't create a process project if the commodities, regions, and departments they specify in the intake form don't match at least one applicable modular questionnaire.
- You must set the process type for each process project template you create, and the process type you want to use must be defined using the process type data import [page 91]. Note that each process type specifies whether it's used for qualification or discontinuation, or is an individual (miscellaneous) process.

  > **Note**
  >
  > Each process type can only be associated with 1 process project template.

- Your site must include definitions for process statuses [page 94] for each process type you use.
- When setting up qualification and miscellaneous process projects, you must create project groups with **Process Initiator** and **Decision Maker** roles [page 302] on the process project template **Team** tab and you must add members to **Process Initiator** groups directly in the project template. You can populate **Decision Maker** groups outside of the template using buyer category assignments (the user matrix).
  When setting up a discontinuation process project, you don't need to configure **Process Initiator** and **Decision Maker** roles in the template. The process initiator and decision-maker groups configured in the qualification process to be discontinued are reused in the discontinuation process project.

Helpful hints

- The process intake form only requires at least one mapped **Commodity**, **Region**, or **Department** question. If you don't include a question for one of these matrix elements, the process project automatically defaults to the values at the root level of the hierarchy. SAP Ariba recommends structuring the associated master data so that it has an "All" root node at the top of the hierarchy and, to the degree possible, multiple levels of groupings.

In this case, the process project defaults to the "All" root node and includes all values below that node in the hierarchy. If your master data for any of these hierarchies is structured with multiple values at the root level, the process project defaults to all of the root-level values, and process summaries and notifications include all of those values.
If your **Commodity**, **Region**, or **Department** hierarchy includes a large number of values at the root level, including a required question for that matrix element in the intake form, or including a hidden question that sets an initial value, prevents creation of process projects with a large number of default values.

Related Information

About Process Project Templates [page 297]
Creating Process Project Templates [page 300]
Creating the Process Intake Form [page 302]
Adding Modular Questionnaires to a Process Project Template [page 312]
Initiators and Decision-Makers Setup in Process Projects [page 306]
Setting Up Modular Questionnaire for Use in Process Projects [page 308]

Creating Process Project Templates

Use these steps to create separate process project templates to define every different supplier management process in your site. The template specifies the type of the process, the included modular questionnaires, and the process initiators.

Prerequisites

You must be a member of the **Template Creator** and **SM Process Manager** groups to create or edit process project templates.

Process types [page 91] and their statuses [page 94] must be defined for your site.

Context

You must set the **SM Process Type** attribute for each process project template you create. A customer administrator defines the process types in your site using data import. Each process type has a lifecycle type, which can be qualification, discontinuation, or miscellaneous. Therefore, the process type you specify in the process project template determines whether it's mapped to the qualification or discontinuation lifecycle stage or is an independent process.

> **Note**
>
> For qualification and miscellaneous process projects, only create one process project template per process type. Processes are designed to support a 1:1 relationship between process types and process project templates.
>
> For discontinuation process projects, a site can only have one discontinuation process type and one associated discontinuation process project template. The discontinuation process type maps to all qualification process types in the site.

Only set the **Commodity**, **Region**, or **Department** attribute in a process project template if you aren't including the related question in the process intake form [page 302]. Either the template attribute or the mapped question in the intake form sets the commodities, regions, or departments for the resulting process project. If you want to set a universal value for all projects, you can set them in the template.

Don't set access control or apply conditions to process project templates themselves. In process projects, the ability to create a project from the template is controlled by a combination of membership in the **SM Modular Questionnaire Manager** global user group and a project group in the template that has the **Process Initiator** role. Access control or condition settings on the template itself aren't supported. Visibility and editability conditions in the intake form are supported.

Procedure

1. On the dashboard, choose **Manage** > **Templates**.
2. On the **Documents** tab of the **Templates** area, choose **Actions** > **Create** > **Template**.
3. For project type, choose **SM Process Project**.
4. Enter a name and optional description for the new template.
5. Choose a language from the **Base Language** dropdown menu. The base language is the language in which you plan to author the template's content and is shown to its users by default unless you provide translations.
6. Choose **OK**.

   The new template opens on the **Overview** tab. It's in **Draft** status.
7. In the **Properties** area, choose **Actions** > **Edit** > **Properties**.
8. Set the process type by performing the following actions:
   a. For **SM Process Type**, choose the dropdown menu, then choose **Search more**.
   b. Choose **Select** for one of the process types defined in your site, then choose **Done**.
9. Set any other template properties as needed.
10. Choose **Save**.

Next Steps

To finish setting up process project template you created:

- Set up the process intake form [page 302].

- Add modular supplier management questionnaires to the process [page 312].
- Define initiators and decision-makers for the process [page 306].

Related Information

Process Type Data Import [page 91]
About Process Project Templates [page 297]
Restrictions, Requirements, and Helpful Hints for Setting Up Process Project Templates [page 298]

Creating the Process Intake Form

Use these steps to create the process intake form that process initiators submit to create process projects. The intake form includes questions that define specific aspects of the process. Setting up the intake form involves creating a survey in the process project template and ensuring that it includes required questions.

Prerequisites

You must be a member of both the **Template Creator** and **SM Process Manager** groups to edit and publish process project templates.

Context

The process intake form opens automatically when a process initiator creates a new process project. The form must include at least one mapped **Commodity**, **Region**, or **Department** question, and can include all three. The process initiator chooses a combination of commodities, regions, and departments for the process and submits the intake form. The list of modular questionnaires that are available in the process includes all of the modular questionnaires with questionnaire types referenced by the process project template that match that combination.

The process intake form opens again when a process initiator renews an existing process project. Decision-makers can also edit the intake form when making or updating a status decision for the process. After the process project is first created, any **Commodity**, **Region**, and **Department** questions become read-only, but all other answers in the intake form are editable.

If you want to enable the process to expire, the intake form must also include questions that set the expiration and expiration reminder schedules for the process project.

In addition to required questions, you can also add questions for any other information you want to collect for the process project itself, such as the reason for creating it.

Survey documents in process project templates support the same types of content, question answer types, and settings as the survey documents in other supplier management project templates, including the use of visibility and editability conditions, field mappings, sensitive data masking, and other settings.

> **Note**
>
> - Survey documents in process project templates have a default format of **Form** and a default questionnaire type of **Intake Form** in the **Supplier Management** rules. Don't change these settings, which are required.
> - Template survey documents contain a number of settings (timing rules, eligibility criteria, definitions, participants, and so forth) that aren't relevant to process intake form. These settings are ignored in the process intake form, which is always treated as an internal questionnaire.
> - You can't add supplier field mappings with the `vendor.*` or `network.*`extension to questions in the process intake form. Synchronization of data collected in the process intake form to an integrated ERP system isn't supported.

Procedure

1. Open the process project template. If it's not in **Draft**, create a new version.
2. On **Documents** tab, choose **Actions** > **Create** > **Survey**.
3. In the **Title** field, enter a title for the intake form.

   > **→ Tip**
   >
   > The title of the intake form doesn't show on the intake form page during process creation or renewal, but it does show in the dashboard **My Documents** list, the advanced view of the project, and other areas. Make sure that the title you give the form makes sense in these contexts.
4. **Optional:** In the **Description** field, enter descriptive information about the survey. This information is only visible in the template.
5. For **Test Event**, choose **No**.
6. Choose a language from the **Base Language** dropdown menu. The base language is the language in which you plan to author the survey's content, and is shown to its users by default unless you provide translations.
7. Choose **Create**.
8. Navigate to the **Content** area.
9. Create at least one question with the following settings:

Answer Type	Supplier field mapping
Commodity	`matrix.Categories`
Region	`matrix.Regions`
Department	`matrix.Departments`

   > **→ Tip**
   >
   > An answer to one of these questions is **required** for creating process projects. If a process initiator does't select a value for one of these fields (either because the question is optional or because it's not present

in the intake form), and you haven't set up a preset value, the answer defaults to the root value of the hierarchy, which is typically "All." To ensure that process initiators provide the required information, make any of these questions that you create required.

You can also use conditions [page 305] to make the editability or visibility of any of these questions conditional based on the answer to another of the questions.

If you set a **Commodity**, **Region**, or **Department** property in the template itself [page 300], don't create a question for the same information in the intake form.

10. **Optional:** If you want to enable this process to expire, create the following two required questions so that process initiators can create an expiration schedule:

Question purpose	Required settings
Expiration frequency, which is a unit of time (days, months, or years).	• **Answer Type**: **Text (single line limited)** • **Acceptable Values**: **List of Choices** • **Supplier field mapping**: `project.Expiry.Frequency` • **Allow participants to specify other value?**: **No** • **Allow participants to select multiple values?**: **No** • **List of Choices**: **`Days`**, **`Months`**, and **`Years`**
Expiration offset, which is a whole number.	• **Answer Type**: **Whole Number** • **Supplier field mapping**: `project.Expiry.Offset` **Note** This field mapping supports a maximum of 3 characters.

The expiration frequency and expiration offset combine to create the expiration schedule. For example, an expiration frequency of months and an expiration offset of 6 means that the process expires 6 months after its first status decision is made.

11. **Optional:** If you have added questions to create the expiration schedule, create the following 2 questions so that process initiators can specify the expiration reminder schedule for the process:

Question purpose	Required settings
Expiration reminder frequency, which is a unit of time (days, months, or years).	• **Answer Type**: **Text (single line limited)** • **Acceptable Values**: **List of Choices** • **Supplier field mapping**: `project.Expiry.Reminder.Frequency` • **Allow participants to specify other value?**: **No** • **Allow participants to select multiple values?**: **No** • **List of Choices**: **`Days`**, **`Months`**, and **`Years`**
Expiration reminder offset, which is a whole number.	• **Answer Type**: **Whole Number** • **Supplier field mapping**: `project.Expiry.Reminder.Offset`

The expiration reminder frequency and expiration reminder offset combine to create the expiration reminder schedule, which determines not only when the system generates reminder notifications but also the amount of time between the first process status decision and when the process moves to expiring status. For example, an expiration reminder frequency of months and an expiration reminder offset of 5 means that the process generates expiration reminder notifications and moves to expiring status 5 months after the first status decision is made.

You don't have to add questions to allow the process initiator to specify an expiration reminder schedule. If you add expiration schedule questions but don't add expiration schedule questions, the default reminder schedule is 90% of the expiration schedule. For example, if the expiration schedule is 100 days, the process project moves to expiring status on the 90th day.

12. Choose **Exit** to save your changes and exit the survey document.

Related Information

About Process Project Templates [page 297]
Restrictions, Requirements, and Helpful Hints for Setting Up Process Project Templates [page 298]
Creating Process Project Templates [page 300]
Adding Modular Questionnaires to a Process Project Template [page 312]
Initiators and Decision-Makers Setup in Process Projects [page 306]

Conditional Commodity, Region, and Business Unit Questions in the Process Project Intake Form

When configuring commodity, region, and business unit questions to be displayed in the intake form for a process project, you can set editability and visibility conditions for these three questions.

To edit the process intake form, you must be a member of both the **Template Creator** and **SM Process Manager** groups.

If you want a question to be visible or editable only when certain conditions are met, you can set **Visibility** or **Editability** conditions for the question.

> ✤ Example
>
> If your organization wants to perform qualification only in the North America region, you can make the following settings:
>
> - For the region question, set `North America` as **Initial Value** and `"Boolean"="true"` as **Editability** conditions.
> - For the `Boolean` question, set `"Boolean"="false"` as **Initial Value**.
> - For the commodity and business unit questions, set `region=North America` as **Visibility Condition**.
>
> When the process initiator starts a qualification process, the intake form's region question has a default, read-only answer of `North America`, and they can choose answers for the commodity and business unit

questions. After the **Boolean** is set to **Yes**, if the user changes the default region answer of **North America** to another value, the commodity and business unit questions are hidden.

Refer to the following topics for setting up visibility and editability conditions:

- Visibility Conditions for Showing or Hiding Content Based on Answers [page 477]
- Editability Conditions for Controlling the Editability of Answers in a Form or Questionnaire [page 482]

> **Note**
>
> The hidden question fields are filled with "All" by default and aren't shown in the process intake form when you start a qualification project from a supplier's profile.

Related Information

About Process Project Templates [page 297]
Creating Process Project Templates [page 300]
Creating the Process Intake Form [page 302]

Initiators and Decision-Makers Setup in Process Projects

Process projects use membership in specialized project groups to grant permission to create a process project or make a status decision for it. You set up these groups in the qualification and miscellaneous process project templates.

> **Note**
>
> You don't need to set up initiator and decision-maker groups in the discontinuation process project template. The groups configured in the qualification process project template are reused in the corresponding discontinuation process project.

Process Initiator Setup

A user must be a member of not only the global **SM Modular Questionnaire Manager** user group but also the process project template's **Process Initiator** group to create a project from the template. Therefore, the presence of a project group with the **Process Initiator** role is **required** in process project templates.

To set up process initiators, on the process project template **Team** tab, add one or more project groups, add the **Process Initiator** role to them, then add members directly in the template. Since the process initiator requirement is triggered before the creation of the project, you must define **Process Initiator** group membership directly in the

template. You can't use buyer category assignments (the user matrix) to add users to **Process Initiator** project groups.

> → Tip
>
> You can add individual users or global user groups as members. However, keep in mind that adding global user groups provides more flexibility. With individual users, you must update the template every time you want to change the group membership, and since process projects don't support template upgrade, those changes only apply to new projects. If you add global user groups, you can manage their membership outside of the template by adding and removing users in the group. You can create custom global user groups that contain the **SM Modular Questionnaire Manager** group and its permissions for this purpose.

Process Decision-Maker Setup

Up until all of the modular questionnaires in a process project are approved or denied, process project statuses are set automatically. After that point, when the process is ready for final status decision, members of a process project's **Decision Maker** group can set its final status manually. Typically, process decision-makers are people in your organization who are in a position to render final judgment about a process. You grant this permission using one or more project groups with the **Decision Maker** role in process project templates.

To set up decision-makers, on the process project template **Team** tab, add one or more project groups and add the **Decision Maker** role to them.

Since decision-makers act after the creation of the project, you can either add members directly in the template or use buyer category assignments (the user matrix) to assign group membership dynamically. If you add members directly in the template, all of the process projects created from it inherit that membership, meaning that the same users are decision-makers for all of those process projects. If you use buyer category assignments, you can make specific users decision-makers for processes based on their commodities, regions, and departments. Mapped questions on the process intake form [page 302] set the commodities, regions, and department attributes for a process during project creation, and buyer category assignments then add specific users to the project's **Decision Maker** project group.

Related Information

About Process Project Templates [page 297]
Restrictions, Requirements, and Helpful Hints for Setting Up Process Project Templates [page 298]
Creating Process Project Templates [page 300]
Creating the Process Intake Form [page 302]

Setting Up Modular Questionnaire for Use in Process Projects

Use these steps to include specific process-related configurations when setting up modular questionnaires that you plan to use in a process. Process projects can include both external and internal modular questionnaires to gather information about the process.

Prerequisites

To create or edit modular questionnaire templates, you must be a member of the **Template Creator** and **SM Questionnaire Manager** groups.

Questionnaire types must be defined in your site's master data.

To add internal forms as well as the questionnaire survey document to a modular questionnaire project template:

- The feature for internal forms in modular questionnaire projects (SM-30222) must be enabled in your site.
- The **Allow multiple internal forms** property must be set to **Yes** on the **Overview** tab of the modular questionnaire project template.

Context

→ Tip

Questionnaire type determines which questionnaires are included in process projects. Once you add an external task that specifies a questionnaire type, all questionnaires of that type are potentially included in the process. Plan the questionnaire types you want to use for process projects, defining new questionnaire types as needed, and change the questionnaire types of existing modular questionnaire project templates that you don't want to use in processes as needed. That way, when you specify a questionnaire type in an external task in a process project template, the resulting process projects only include those modular questionnaires that you want to use in processes.

All external modular questionnaires you use in process projects are also available as stand-alone questionnaires. Modular questionnaire managers can invite suppliers to fill them out independently by choosing **Manage** > **SM Modular Questionnaires** on the dashboard. There's no way to prevent the external modular questionnaires you use in process projects from being available as stand-alone questionnaires.

Modular questionnaire projects that don't include internal forms contain one survey document, which is the project questionnaire. You create this survey document and set timing and supplier management rules in it. Modular questionnaire projects that do include internal forms contain multiple survey documents:

- A key questionnaire, which is the questionnaire set to the project's recipient. You create this survey document and set timing and supplier management rules in it. Those settings control the project's behavior, including whether it's internal or external, whether it can expire, and its status. This survey document must have a format of **Questionnaire**.

- One or more internal forms, which are always submitted by internal users and are designed to supplement the information in the key questionnaire. You create these survey documents but don't set most timing or supplier management rules in them. These survey documents must have a format of **Form** and a type of **Internal**.

For details, refer to Workflows with Internal Forms in Modular Questionnaire Templates [page 338].

Procedure

1. Perform one of the following actions:
   - Create a new modular questionnaire template.
   - Create a new version of an existing modular questionnaire template.
2. On the template **Overview** tab, choose **Actions** > **Template** > **Edit Properties**.
3. Set the following properties:

Property	Description
Commodity, Region, and Department	These properties determine when a modular questionnaire that is referenced by external tasks in the process project template is included in an individual process project. When a process initiator creates a process project, their first step is filling out an intake form that specifies the commodities, regions, and departments to which the process applies. The modular questionnaires that are referenced by the process project template and that match the selected commodities, regions, and departments are available in the resulting process project. A modular questionnaire matches a process if the commodities, regions, and departments selected for the process are an exact match to the modular questionnaire; if the commodities, regions, and departments for the modular questionnaire are values lower in the hierarchy; or if they're parents. → Tip You can use modular questionnaires for specific commodity, region, and department combinations to create specific, targeted processes for those combinations. However, keep in mind that process initiators can only create a process if it includes at least one modular questionnaire. It's therefore important to make sure that the set of modular questionnaires you plan to use in a process project covers the entire range of possible combinations.

Property	Description
Questionnaire Type	Each modular questionnaire project template must include a questionnaire type. When you reference modular questionnaires in external tasks in the process project template, you specify the **questionnaire type** rather than individual modular questionnaire project templates. All modular questionnaires with the referenced questionnaire type that match the process's commodities, regions, and departments are available in the process project. Therefore, the questionnaire type you select here is directly related to the questionnaire's availability in process projects.
Allow multiple internal forms (optional)	If the feature for multiple internal forms in modular questionnaire projects is enabled in your site, setting this property to **Yes** allows you to add one or more internal forms to the template.

4. On the template **Documents** tab, perform one of the following actions:
    - If you're working with an existing template, edit the project or key questionnaire survey document.
    - If you're creating a new template, create the project or key questionnaire survey document.
5. In the **Rules** area of the project or key questionnaire survey document, define the rules for the modular questionnaire project, keeping in mind the following considerations that are specific to process projects:

Rule	Significance in process projects
Is questionnaire required?	If you choose **Yes**, the modular questionnaire is always included in process projects where it's available. If you choose **No**, the modular questionnaire is optional and the process initiator can choose whether or not to include it in process projects where it's available.
Specify questionnaire type	Choose **External** for questionnaires you want to send to external recipients. You can send external modular questionnaires to suppliers either as part of a process project or as stand-alone modular questionnaires. Choose **Internal** for questionnaires you want to send to internal recipients. You can only send internal questionnaires to recipients as part of a process project. Stand-alone internal modular questionnaires aren't supported.
Reuse	If you choose **Yes**, sending the modular questionnaire to a recipient the first time creates the modular questionnaire project for the supplier, and that same project is then reused in every process project for the same supplier that includes it. The recipient fills out 1 questionnaire, and process initiators can request an update or use the existing answers. This

Rule	Significance in process projects
	setting is suitable for questionnaires with answers that are valid or useful across different process projects, such as questionnaires about certificates. If you choose **No**, every time a process initiator includes the questionnaire in a process, the system creates a new modular questionnaire project and sends it to the recipient. The recipient fills out a new questionnaire every time. This setting is suitable for questionnaires with answers that are specific to each process, such as questionnaires about specific logistics, security checks or audits, and so on.
Always request updates when used in a process	If you choose **Yes** and the questionnaire isn't either new or in approval, creating or renewing the process automatically sends the questionnaire recipient a request for an update. In the list of applicable questionnaires for the process, the **Request updates** toggle switch is automatically enabled and can't be disabled. If you choose **No**, the process initiator can choose whether to request updates for the questionnaire by manually enabling or disabling the **Request updates** toggle switch.
Can expire? and Expiration schedule	Expiring and expired questionnaires generate notifications to the owners and decision-makers for the processes in which they're included. The process owner can renew the process to request updates. The expiration of modular questionnaires included in the process is a typical reason for a process decision-maker to change a status decision. For example, if a modular questionnaire that includes a critical certificate expires, a decision-maker can change the status of a qualification process from qualified to disqualified. Creating an expiration schedule for the questionnaire can therefore provide an important signal to process owners and decision-makers that they need to revisit a process and renew it or change its status. If you create an expiration reminder schedule for the questionnaire and choose **Notify project owners**, an impending questionnaire expiration also generates notifications to the questionnaire project owner, who can request an update for the individual questionnaire outside of a process renewal. Questionnaire expiration schedules are independent of any expiration schedules for process projects in which the questionnaires are included.

6. In the **Content** area of the questionnaire survey document, add or edit questionnaire content as needed.
7. **Optional:** In the **Content** area of the questionnaire survey document, set up scoring for the questionnaire.

Process detail pages show the overall score and scoring band indicator for each questionnaire in the process. Scoring isn't required, but it can provide guidance not only to individual questionnaire approvers but to process decision-makers.

8. On the template **Tasks** tab, perform the following actions:
   a. Add or edit phases for new questionnaire and questionnaire update tasks as needed.
   b. Add or edit the questionnaire approval task as needed.
9. **Optional:** Create one or more internal forms to supplement the key questionnaire.
10. Publish the template.

    To add a questionnaire type to a process project template, modular questionnaire templates of that type must have at least one published version.

Related Information

Creating Process Project Templates [page 300]
Creating the Process Intake Form [page 302]
Adding Modular Questionnaires to a Process Project Template [page 312]
Workflow for Setting Up Qualification and Miscellaneous Process Projects [page 294]
Process Project Elements [page 292]
Modular Questionnaire Type Data Import [page 81]
About Adding Content to a Supplier Form or Questionnaire [page 390]
Certificate Management Setup in Modular Questionnaires [page 354]
Scoring and Score Band Setup for Modular Questionnaires [page 356]
Workflows with Internal Forms in Modular Questionnaire Templates [page 338]
Creating Modular Questionnaire Project Templates [page 344]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]

Adding Modular Questionnaires to a Process Project Template

Use these steps to create specialized **External Task** tasks that specify the types of modular questionnaires that can be included in a process. Process project templates don't include any questionnaires other than the intake form directly, and use these tasks to reference the modular questionnaires to include.

Prerequisites

You must be a member of both the **Template Creator** and **SM Process Manager** groups to edit and publish process project templates.

Context

Process project templates don't support any type of task except **External Task** and one optional approval task to enable external approval of modular questionnaires in the process and external decision-making for the process itself. Users don't act on or complete external tasks. Instead, each external task references a modular questionnaire type. You use external tasks to add modular questionnaires of that type to the process.

You add all of the questionnaire types that are applicable to a process to external tasks in its project template. Modular questionnaires themselves are tied to specific combinations of commodity, region, and department based on their template properties. When a process initiator creates a process, they specify the commodities, regions, and departments to which it applies in the intake form. In the resulting process project, only the subset of modular questionnaires that have the questionnaire type referenced by external tasks in the process project template **and** that match that combination of commodities, regions, and departments specified in the intake form are available to include in the process.

> **Note**
>
> External tasks include a number of settings that aren't relevant to their function, such as **Owner** and **Due Date**. Don't specify values or change default values for any settings other than **Title** and **Template**. The **Template Type** must always be **SM Modular Questionnaire**, the default value. Other settings can interfere with the proper functioning of external tasks.

Procedure

1. Open the process project template. If it's not in **Draft** status, create a new version.
2. On the **Tasks** tab, choose **Actions** > **Create** > **External Task**.
3. Enter a descriptive name for the task. The task name isn't visible outside the template, but including the name of the modular questionnaire type is helpful for distinguishing between multiple external tasks in the template.
4. On the **Template** dropdown menu, choose the questionnaire type for the modular questionnaires you want to add to the process.

   When adding modular questionnaires for discontinuation processes, note the following:

   Discontinuation processes are designed to be internal processes that only involve users in the buying organization. To keep the discontinuation a strictly internal process, you need to make sure that only internal modular questionnaires are referenced in the external tasks of the discontinuation project template.
5. Choose **OK**.

Results

Specifying a questionnaire type in the external task makes all of the modular questionnaires associated with that type potentially available in the process.

Related Information

Creating Process Project Templates [page 300]
Creating the Process Intake Form [page 302]
Initiators and Decision-Makers Setup in Process Projects [page 306]
Setting Up Modular Questionnaire for Use in Process Projects [page 308]
Enabling External Process Decision-Making Using the External Approval API for Sourcing and Supplier Management [page 314]

Enabling External Process Decision-Making Using the External Approval API for Sourcing and Supplier Management

Use these steps to create a specialized approval task configuration in the process project template that enables approvals of process project modular questionnaires and final status decision-making for the process itself in an external system.

Prerequisites

If you haven't already done so, you must complete the prerequisites for creating applications using the External Approval API for Sourcing and Supplier Management and develop a client application.

You must be a member of both the **Template Creator** and **SM Process Manager** groups to edit and publish process project templates.

Context

For individual questionnaires, you enable external approval using the External Approval API for Sourcing and Supplier Management with the **External System Approval** setting in the approval task on the questionnaire in the modular questionnaire project template. For process projects, you can use the **External System Approval** setting to enable external decision-making for the process itself.

A specific configuration in an approval task on the process intake form allows you to use these external task references to enable external approval for while maintaining the link between the process project and its questionnaires. You specify the external tasks for any modular questionnaire for which you want to enable external approval as predecessors to the approval task on the intake form. With this configuration, final approval of the predecessor modular questionnaires task triggers external system approval through the API client application.

> **Note**
>
> Approval tasks include a number of settings that aren't relevant for this particular use, such as **Owner**, **Allow auto approval**, **Due Date**, and settings for specifying approvers. To ensure that the task enables external

approval correctly, don't specify values or change default values for any settings other than **Title**, **External System Approval** and **Predecessors**, and make sure that the approval flow in the task remains empty.

Procedure

1. Open the process project template. If it's not in **Draft** status, create a new version.
2. Choose the **Documents** tab.
3. Choose the survey document for the process intake form, then choose **Actions** > **Create New Task** > **Approval**.
4. For **External System Approval**, choose **Yes**.
5. For **Predecessors**, perform the following actions:
   a. Choose **select**.
   b. Choose the external tasks for the modular questionnaires that must be approved or denied before external decision-making is triggered. Choose at least one task to enable external approval.
   c. For **Start When Dependencies Complete**, choose **Yes**.
   d. Choose **OK**.

Results

Final approval or denial of the modular questionnaires that are included in a process project, and that are linked to the process project by external tasks that are specified as predecessor of the approval task on the intake form, trigger external decision-making for the process through a client application using the External Approval API for Sourcing and Supplier Management.

While the external status decision-making is in progress, the **Make decision** button on the process details page is locked and process decision-makers can't set the status manually. Once the external decision-making is completed, the **Make decision** button is unlocked.

Related Information

Adding Modular Questionnaires to a Process Project Template [page 312]

Supplier Qualification and Disqualification Project Setup

Supplier qualification and disqualification projects provide templated workflows for qualifying and disqualifying suppliers. Supplier qualification projects use one external questionnaire and optional, additional internal questionnaires. Supplier disqualification projects use one internal questionnaire.

These topics describe how to set up qualifications using the supplier qualification and disqualification project templates. For information about setting up qualifications using the flexible process framework feature (SM-16798), refer to Qualification, Miscellaneous, and Discontinuation Process Project Setup [page 281].

About the Supplier Qualification Project Template [page 316]

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Qualification Project Template [page 318]

Prequalification Questionnaire Setup [page 321]

About the Supplier Disqualification Project Template [page 325]

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Disqualification Project Template [page 326]

About the Supplier Qualification Project Template

The supplier qualification project template defines the questionnaires and tasks that your organization uses to qualify suppliers for specific combinations of commodities, regions, and departments.

This topic applies to qualifications using the supplier qualification project template, which uses one workflow and one external questionnaire for all qualifications. For information about setting up qualifications using the flexible process framework feature (SM-16798), refer to Qualification, Miscellaneous, and Discontinuation Process Project Setup [page 281].

The supplier qualification project template must always include an external (supplier-facing) qualification questionnaire with an approval task. It can also include an internal questionnaire. Supplier qualifications are always based on a combination of commodities, regions, and, if your site has the supplier management business unit matrix enhancement enabled, departments. The external qualification questionnaire is a dynamic questionnaire generated from two different types of template documents:

- An empty survey document, which functions as a vehicle for serving the qualification content. Approval and other tasks are always on this empty survey document.
- Content documents, which define questionnaire segments for specific combinations of commodity, region, and department.

Qualification managers create qualification projects in the **Qualifications** detail area of supplier profiles. In this case, the qualification manager who starts a qualification is the explicit project owner and also a member of the **Project Owner** project group. Suppliers can also be qualified through a data import. The qualification data import doesn't create a corresponding qualification project. However, if the qualification expires, a qualification

manager can requalify the supplier. In this case, the requalification action creates a qualification project based on the supplier's previous, data import-defined qualification, and the qualification manager who initiates the requalification is the explicit project owner. Qualification managers can't start a manual qualification for a supplier until the supplier has the registration status **Registered**; however, data imports can qualify suppliers who haven't achieved that status.

Unlike request and registration projects, a supplier can have multiple separate qualification projects, each for a different combination of commodity, region, and department. A supplier's qualifications and associated questionnaires show in the **Qualifications** area. Only approvers can see unapproved questionnaires. After a questionnaire is approved, any user who has permission to view the **Qualifications** area can see the answers.

There are two possible ways users can start a new qualification. Your supplier qualification project template determines which method is used in your site.

- **Static application page**: by default, qualification managers starting a qualification are presented with a static application page, where they specify the commodities and regions for the qualification. Submitting these answers creates the qualification project. The page doesn't allow qualification managers to specify department or expiration information for the qualification.
- **Prequalification questionnaire**: you can set up a prequalification questionnaire [page 321]. If you set one up, qualification managers starting qualifications are presented with it rather than with the default application page. If your organization uses departments in qualifications, you must set up a prequalification questionnaire. You can also use it to specify an expiration date and a requalification eligibility date. If you don't use the prequalification questionnaire but want to allow qualification managers to set expiration and requalification eligibility dates, you must set up an internal questionnaire instead.

A qualification project closes after its final task is completed. However, if a qualification expires, a qualification manager can initiate a requalification. When a qualification manager requalifies a supplier that was previously qualified using a project (rather than through data import), the original qualification project reopens and all of its tasks start again.

Deployment of your solution includes a supplier qualification project template with the following default configuration, which includes an empty qualification questionnaire survey document and an approval task. You must edit the template to define your organization's specific questionnaires and workflow.

Template element	Default configuration
Version and **Status**	Version 1, **Active**
Documents	**Supplier qualification questionnaire** (an empty survey document with a questionnaire format of **Questionnaire**) in **Draft** status
Tasks	**Approval for supplier qualification** (an approval task for the supplier qualification questionnaire survey document with members of the **Project Owner** group as approvers)
Team	The default team has 1 project group, **Project Owner**, with system user **aribasystem** and the **Template Creator** user group as approvers. By default, membership in these groups isn't assigned by commodity, region, and department.

Related Information

Setting Up a Targeted Supplier Qualification Questionnaire [page 384]
Creating a Targeted Supplier Qualification Questionnaire Segment [page 386]
Supplier Qualification Data File Format [page 140]
Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Qualification Project Template [page 318]
Supplier Qualification and Requalification Using Supplier Qualification Projects [page 28]
Supplier Disqualifications Using Supplier Disqualification Projects [page 30]
Prequalification Questionnaire Setup [page 321]

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Qualification Project Template

Supplier qualification projects function within a specific supplier management workflow, and need some specific configurations to ensure that they fit successfully in that workflow.

This topic applies to qualifications using the supplier qualification project template, which uses one workflow and one external questionnaire for all qualifications. For information about setting up qualifications using the flexible process framework feature (SM-16798), refer to Qualification, Miscellaneous, and Discontinuation Process Project Setup [page 281].

For information that applies to all supplier management project templates, refer to General Best Practices for Setting Up Supplier Management Projects [page 59].

Restrictions

- The supplier qualification project template only supports survey and content documents. Don't add any other type of document to it.
- The supplier qualification project template only supports To Do and approval tasks. Don't add any other type of task to it.
- Tasks aren't supported for folders or documents within folders in supplier management project templates. Don't add a task to a folder or document within a folder in supplier management project templates.
- The supplier qualification project template supports one external questionnaire survey document. You define the content of the external questionnaire in multiple content documents. The survey document itself must be empty. Adding content to the external questionnaire survey document itself causes the questionnaire to fail with errors.
- The supplier qualification project template supports multiple internal questionnaire survey documents. You define the content of internal questionnaires in the survey documents themselves. They don't use content documents. You can have internal surveys in addition to the prequalification questionnaire. However, note that the project team is defined by commodity, region, and (optionally) department values set in either the static application page for starting qualifications or the prequalification questionnaire, rather than an internal survey.

- Don't apply project-level visibility conditions based on commodity, region, or department to the content documents that define qualification questionnaire segments. When a qualification manager starts a qualification, the questionnaire segments that apply to the qualification's commodities, regions, and departments show automatically.
- Use of conditions on tasks in qualifications projects is supported but isn't a best practice and is subject to restrictions, including the following:
  - Conditions can **add** tasks to the project's workflow, but they can't **remove** a task once it has been added to the project, even if the project no longer meets the applicable condition.
  - Project completion requires completion of approval tasks on external questionnaires. It's not a good idea to use conditions on tasks themselves to construct these required approvals, since these configurations can result in external questionnaires with no approval tasks in projects that don't meet any of the configured conditions, blocking project completion. Instead, SAP Ariba recommends creating conditional approval nodes in unconditional approval tasks so that the required approval task is always present. If your site has the feature for adding missing approvers enabled, project owners can add ad-hoc approvers in projects that don't meet any of the conditions for adding approvers to the approval flow, since the task itself is present.

  Using conditions based on data that can create complex combinations (such as commodity, region, and department), isn't recommended. Those configurations can result in projects with tasks that aren't applicable to the current data or that become blocked because they don't include required approval tasks.

Requirements

- The supplier qualification project template must contain one external survey document with an associated approval task.
- You must create a To Do task for each internal registration questionnaire survey document you add. The task ensures that the correct internal users can edit the survey to fill it out.
- If you want to qualify suppliers based on department as well as commodity and region, you must use a prequalification questionnaire. [page 321]
- If you want to qualifications in your site to expire, you must create a question with answer type **Date** and map it [page 432] to `project.ExpirationDate`. If you want to allow a category or supplier manager to establish a waiting period before an expired qualification can be requalified, add a second date question and map it to `project.RequalificationEligibilityDate`. Depending on how you set up your supplier qualification project template, you can add these questions in the prequalification questionnaire (if you use one) or in an internal questionnaire (if you don't use the prequalification questionnaire).
- If your site is integrated with an SAP ERP system and configured to synchronize new suppliers automatically to that ERP system based on qualification status, the external qualification questionnaire must include at least one question that's mapped to a vendor database field. To ensure that this question is always present, make sure to add it to a segment that's included in every external qualification questionnaire. For more information, refer to Setting Up Initial Supplier Data Synchronization to the ERP System.

Helpful Hints

- Each qualification questionnaire segment content document is tied to specific commodities, regions, and departments. You can apply visibility conditions [page 477] to show and hide additional questionnaire content

based on answers in a questionnaire segment, but be careful to make sure that the conditions work with the commodities, regions, and departments to which the segment is targeted.

- SAP Ariba recommends that you add no more than 500 pieces of content to an individual questionnaire. Adding more than 500 pieces of content can cause performance to degrade progressively as you add more content.
- Unlike registration, which is a single process, qualification projects are designed so that qualification managers can run multiple separate qualifications for different commodities, regions, or departments for the same supplier. A supplier contact can potentially answer multiple qualification questionnaires from you. Therefore, it's a good idea to choose the levels of the commodity, region, and department hierarchies at which you want to qualify suppliers and use them consistently to target questionnaire segments so that you avoid asking the same questions over and over. For example, you can create a questionnaire segment that is required for all suppliers in the U.S.. However, if your company qualifies suppliers by individual state, qualification questionnaires for all states in the United Statues include that required segment for the U.S.. If you need to gather information about a supplier that is broadly applicable across multiple commodities, regions, or departments, consider either doing so during registration or making sure that the questionnaire segment isn't required so that qualification managers can omit it from successive qualifications.
- Plan a consistent strategy for organizing each questionnaire segment's contents using sections [page 390]. If you don't use sections in any questionnaire segments, all of the questionnaire content shows as a continuous numbered list when the segments are assembled in the final questionnaire. If you use a top-level section in each segment, and nest all of the segment's content inside it, each segment is its own numbered section in the final questionnaire, with the segment content as numbered sub-items under it. However, if you use a top-level section in 1 questionnaire segment and no top-level section in the segment that comes after it, the content in the second segment is added to the previous segment's section, and uses the previous section's numbering, in the final questionnaire.
- SAP Ariba recommends that you use modular questionnaire projects to collect certificate information from suppliers rather than creating certificate questions in the qualification questionnaire. Collecting supplier certificate information in modular questionnaires provides key benefits that aren't available for certificates collected in qualification questionnaires, including expiration schedules and notifications at both the certificate and questionnaire level and the ability to search for suppliers by certificate type. For details, refer to Certificate Management Setup in Modular Questionnaires [page 354].
- There's no need to add questions about the supplier's commodities, regions, and departments to the external qualification questionnaire. The qualification manager who starts the qualification sets it commodities, regions, and departments at that time, and indeed, having a second set of mapped commodity, region, and department questions in the same questionnaire can cause problems.
- If you add any internal questionnaires to the project:
  - Make sure to set **Specify questionnaire type** to **Internal** for them.
  - If you add one or more To Do tasks and one or more approval tasks to an internal qualification questionnaire, it's a good idea to make sure that the To Do tasks are predecessors of the approval tasks. Otherwise, if an internal qualification questionnaire has more than one To Do task and at least one approval task, it remain editable until all To Do tasks are complete, regardless of whether approval has started. Using predecessor settings ensures that approval doesn't start until all To Do tasks are complete.
- Commodity level restrictions in qualification templates only apply to users starting qualifications if your project uses a prequalification questionnaire [page 321]. If your site uses the default, static application page to start qualifications, the commodity chooser in that page doesn't recognize commodity level restrictions set in the project template, since the static application page is independent of the template.
- You can customize templates for email notifications to suppliers [page 543] to include approver comments from approval tasks with the `[TASK_COMMENT_TEXT]` email token.

Related Information

About the Supplier Qualification Project Template [page 316]
Setting Up the Prequalification Questionnaire [page 322]
Removing an Existing Internal Qualification Survey [page 324]
Setting Up a Targeted Supplier Qualification Questionnaire [page 384]
Creating a Targeted Supplier Qualification Questionnaire Segment [page 386]

Prequalification Questionnaire Setup

By default, when a qualification manager starts a qualification, they open an application page where they select commodities and regions. You can replace that page with a prequalification questionnaire that allows you to add department, qualification expiration dates, and custom content to the initial step for creating a qualification.

This topic applies to qualifications using the supplier qualification project template, which uses one workflow and one external questionnaire for all qualifications. For information about setting up qualifications using the flexible process framework feature (SM-16798), refer to Qualification, Miscellaneous, and Discontinuation Process Project Setup [page 281].

When you create a prequalification questionnaire in your site's qualification project template, it automatically replaces the static application page as the first step in starting a qualification. The qualification manager who starts a qualification fills out the prequalification questionnaire, and their answers determine the questionnaire segments that are available for them to send to the supplier as part of the qualification questionnaire.

SAP Ariba recommends that you set up your own prequalification questionnaire instead of using the default static application page. The prequalification questionnaire offers two distinct advantages:

- You can add **Department** as a third filter for qualification questionnaire content. The static application page only allows qualification managers to select category and region as filters, but the prequalification questionnaire supports filtering by the department master data in your site as well. Department data is only used in qualifications if departments are enabled in your site.
- It provides a convenient way to set up qualification expiration. Mapped questions enable qualification expiration. If you don't put them in the prequalification questionnaire, you must create a separate internal survey in the qualification project for that purpose.

The prequalification questionnaire currently supports up to five questions: up to three questions to filter questionnaire segments based on commodity, region, and department, and up to two questions on qualification expiration. The answers to questions in the prequalification questionnaire are used to filter the questionnaire segments that are available for the qualification and to set the expiration dates. They don't show anywhere in the supplier profile, so don't use the prequalification questionnaire to ask for any other information.

Related Information

Setting Up the Prequalification Questionnaire [page 322]
Creating a Targeted Supplier Qualification Questionnaire Segment [page 386]

Setting Up the Prequalification Questionnaire

Use these steps to set up a prequalification questionnaire to set the commodity categories, regions, and departments for the supplier qualification. The prequalification questionnaire can also define the qualification's expiration date and the date on which the supplier is eligible for requalification for the same combination of commodities, regions, and departments.

Prerequisites

To set up the prequalification questionnaire, you must be a member of the **Template Creator** group.

To qualify suppliers by department, the departments feature must be enabled in your site.

Make sure that the content documents that define your qualification questionnaire segments have the appropriate **Commodity**, **Region**, and (optionally) **Department** settings. If your qualification project setup is based on commodity and region, and you're adding the prequalification questionnaire with departments to this existing setup for the first time, makes sure that all the content documents that define qualification questionnaire segments also have a **Department** setting. Adjust your questionnaire segment strategy as necessary, edit existing content documents, and create new content documents to define segments that apply to department as well as commodity and region.

Context

This topic applies to qualifications using the supplier qualification project template, which uses one workflow and one external questionnaire for all qualifications. For information about setting up qualifications using the flexible process framework feature (SM-16798), refer to Qualification, Miscellaneous, and Discontinuation Process Project Setup [page 281].

The supplier qualification questionnaire is assembled from a set of segments targeted to different commodities, regions, and departments. In the supplier qualification project template, those segments are defined by a set of separate content documents with commodity, region, and department settings.

The prequalification questionnaire is an initial form that qualification managers fill out when they start a new qualification. The values they choose for commodity, region, and department define the list of available questionnaire segments they can select to assemble a qualification questionnaire to send to the supplier. Only the content documents that match all three values (or any values below them in a hierarchy) are shown as available questionnaire segments.

The answers to questions in the prequalification questionnaire don't show anywhere in the supplier profile, so you can't use it to collect other information. You can only use it to filter the list of available qualification questionnaire segments and to optionally enable qualification expiration. Don't add any other questions besides the three mapped filtering questions and (optionally) up to two mapped qualification expiration questions, because category or supplier managers have no way to see the answers.

The specialized **Qualification Request** setting in the survey document for the prequalification questionnaire ensures that the prequalification questionnaire always shows automatically when a qualification manager starts a new qualification. This setting isn't available in the default template survey document, which forms the basis of

the qualification questionnaire. It's only available in new survey documents. Only one prequalification questionnaire per supplier qualification project template is supported.

Currently, if you're using buyer category assignments (the user matrix) to assign ownership of and approvers for qualification projects, the **Commodity** and **Region** values in the prequalification questionnaire are used for those assignments. However, the **Department** value isn't .

Procedure

1. Open the supplier qualification project template. If it's not in **Draft**, create a new version.
2. Choose the **Documents** tab.
3. Choose **Actions** > **Create** > **Survey**.
4. On the **Rules** page, in the **Supplier Management** area, specify the following settings:
   a. On the **Specify question format** dropdown menu, choose **Form**.
   b. On the **Specify questionnaire type** dropdown menu, choose **Qualification Request**.

   The **Is questionnaire required?** setting has no effect on the prequalification questionnaire and is ignored.
5. On the **Content** page, add the following questions:
   - For the category filter, create a question with answer type **Commodity** and enter `matrix.Categories` in the **Supplier field mapping** field.
   - For the region filter, create a question with answer type **Region** and enter `matrix.Regions` in the **Supplier field mapping** field.
   - (Optional) For the department filter, create a question with answer type **Department** and enter `matrix.Departments` in the **Supplier field mapping** field.
   - (Optional) To enable qualification expiration, create a question with answer type **Date** and enter `project.ExpirationDate` in the **Supplier field mapping** field.
   - (Optional) To specify a date before which an expired qualification can't be requalified, create a question with answer type **Date** and enter `project.RequalificationEligibilityDate` in the **Supplier field mapping** field.
6. Choose **Exit** to save the survey.
7. After you've finished editing the supplier qualification template, publish it.

Next Steps

It's important for the supplier qualification project template to include only one mapped qualification expiration question and one mapped requalification eligibility question. If you're adding the prequalification questionnaire and the current template already has an internal survey that already includes 1 or both of these questions, and you decided to include them in the prequalification questionnaire instead, perform one of the following actions:

- If the internal survey includes other questions, edit it to delete the mapped expiration and requalification eligibility question.
- If the internal survey was added solely to enable qualification expiration, and doesn't include any other questions, remove it from the template.

Related Information

Removing an Existing Internal Qualification Survey [page 324]

Removing an Existing Internal Qualification Survey

If your site used an internal qualification survey solely to enable qualification expirations, and you've added the expiration questions to the prequalification questionnaire instead, use these steps to remove the now-obsolete internal survey from the supplier qualification template.

Prerequisites

To remove an existing internal qualification survey, you must be a member of the **Template Creator** group.

Context

This topic applies to qualifications using the supplier qualification project template, which uses one workflow and one external questionnaire for all qualifications. For information about setting up qualifications using the flexible process framework feature (SM-16798), refer to Qualification, Miscellaneous, and Discontinuation Process Project Setup [page 281].

Template upgrade isn't supported for supplier qualification projects. Qualifications created before you published the new version of the template with the deleted internal survey and To Do task still include that survey regardless of when they're completed. Qualifications created after you published the new version don't.

To remove an obsolete internal survey from the qualification workflow, you must delete both the survey document and associated To Do task from the supplier qualification template.

Procedure

1. Open the supplier qualification project template. If it's not in **Draft**, create a new version.
2. Choose the **Tasks** tab.
3. Choose the To Do task for the internal survey and choose **Action** > **View Task Details**.
4. On the task details page, choose **Actions** > **Task** > **Delete**.
5. Choose **OK**.
6. Choose the **Documents** tab.
7. Choose the internal survey document and choose **Action** > **View Details**.
8. On the survey **Overview** tab, choose **Actions** > **Document** > **Delete**.

9. Choose **Delete**.

Related Information

Setting Up the Prequalification Questionnaire [page 322]
Prequalification Questionnaire Setup [page 321]

About the Supplier Disqualification Project Template

The supplier disqualification project template defines the questionnaire and workflow that your organization uses to disqualify suppliers for specific combinations of commodities, regions, and departments for which they were previously qualified.

Supplier disqualification projects are only applicable if you manage qualifications using supplier qualification projects. They aren't applicable if your site uses process projects for supplier qualifications.

The supplier disqualification project template must always include an internal disqualification questionnaire with an approval task. Supplier disqualification is always an internal process. There's no external (supplier-facing) disqualification questionnaire. Supplier disqualifications are always based on a combination of commodities, regions, and, if your site has the supplier management business unit matrix enhancement enabled, departments.

Qualification managers create disqualification projects in the **Qualifications** detail area of supplier profiles. In this case, the qualification manager who starts a disqualification is the explicit project owner and also a member of the **Project Owner** project group. Suppliers can also be disqualified using a data import. The disqualification data import doesn't create a corresponding disqualification project. Qualification managers can only start a manual disqualification for a supplier based on an existing qualification. However, data imports can disqualify suppliers who haven't been qualified previously.

As with qualifications, a supplier can have multiple separate disqualification projects, each for a different combination of commodity, region, and department. A supplier's disqualifications and associated questionnaires show in the **Qualifications** area. Only approvers can see unapproved questionnaires. After a questionnaire is approved, any user who has permission to view the **Qualifications** area can see the answers.

Depending on how you set up the disqualification questionnaire, disqualifications in your site can take effect immediately, or only after a specified phase-out period.

Deployment of your solution includes a supplier disqualification project template with the following default configuration, which includes an empty disqualification questionnaire survey document and an approval task. You must edit the template to define your company's specific processes.

Template Element	Default Configuration
Version and **Status**	Version 1, **Active**

Template Element	Default Configuration
Documents	**Supplier disqualification questionnaire** (an empty survey document with a questionnaire format of **Questionnaire**) in **Draft** status
Tasks	**Approval for supplier disqualification** (an approval task for the supplier disqualification questionnaire survey document with members of the **Project Owner** group as approvers)
Team	The default team has one project group, **Project Owner**, with system user **aribasystem** and the **Template Creator** user group as approvers. By default, membership in these groups isn't assigned by commodity, region, and department.

Related Information

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Disqualification Project Template [page 326]
Supplier Qualification and Requalification Using Supplier Qualification Projects [page 28]
Supplier Qualification Data File Format [page 140]

Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Disqualification Project Template

Supplier disqualification projects function within a specific supplier management workflow, and need some specific configurations to ensure that they fit successfully in that workflow.

Supplier disqualification projects are only applicable if you manage qualifications using supplier qualification projects. They aren't applicable if your site uses process projects for supplier qualifications.

For information that applies to all supplier management project templates, refer to General Best Practices for Setting Up Supplier Management Projects [page 59].

Restrictions

- The supplier qualification project template only supports one survey document for one internal questionnaire. Don't add any other type of document to it, and don't add any more survey documents beside the template's default disqualification questionnaire.

- The supplier disqualification project template only supports To Do and approval tasks. Don't add any other type of task to it.
- Tasks aren't supported for folders or documents within folders in supplier management project templates. Don't add a task to a folder or document within a folder in supplier management project templates.

Requirements

- The supplier qualification project template must contain one internal survey document with an associated approval task.
- A disqualification is always tied to a previous qualification's commodities, regions, and departments, so setting that data for the project is required. To do so, you must create commodity and region questions in the disqualification questionnaire using the **Commodity** and **Region** answer types and mapping them to the `matrix.Categories` and `matrix.Regions` fields in the supplier database. If your site has the departments enabled and you also qualify suppliers by department, you must also add a question of answer type **Department** and map it to `matrix.Departments`. These settings ensure that disqualifications use the same commodity, region, and department data that is used for qualifications and preferred supplier levels.

Helpful Hints

- You can make the disqualification date-based and introduce a phase-out period in the following ways:
  - If you add date questions to the disqualification questionnaire without mapping, they're for information only.
  - If there are no mapped date questions in the disqualification questionnaire, once the questionnaire is approved, the supplier is immediately disqualified.
  - If you create a date question and map it to `project.DisqualificationDate`, once the questionnaire is approved, the supplier has **Restricted** status for a phase-out period until the date is reached, and is then automatically disqualified on that date. This mapped question is the only way to achieve a restricted qualification phase for the supplier before disqualification.
  - If you create a date question and map it to `project.DisqualifiedUntilDate`, once the questionnaire is approved, the supplier can't be requalified for the same commodities, regions, and departments until the date is reached.
- SAP Ariba recommends that you add no more than 500 pieces of content to an individual questionnaire. Adding more than 500 pieces of content can cause performance to degrade progressively as you add more content.

Related Information

About the Supplier Disqualification Project Template [page 325]
Creating a Supplier Form or Questionnaire [page 380]

Preferred Supplier Management Project Setup

Preferred supplier management projects designate suppliers with one of five preferred category statuses defined in your site.

About the Preferred Supplier Management Project Template [page 328]

Restrictions, Requirements, and Helpful Hints for Setting Up the Preferred Supplier Management Template [page 329]

About the Preferred Supplier Management Project Template

The preferred supplier management project template defines the process by which your company grants preferred category statuses to suppliers for specific combinations of commodities and regions.

The preferred supplier management project template must always include an internal (supplier-facing) category status questionnaire with an approval task. Your company's preferred levels are defined in your site using master data import, and up to five preferred levels are supported. Preferred designations are always based on a combination of commodities, regions, and, if your site has the supplier management business unit matrix enhancement enabled, departments.

Internal users with the appropriate permissions request a category status change for a specific combination of commodities, regions, and departments in the **Preferred** details area of supplier profiles. In this case, the user who requests the status change is the explicit project owner and also a member of the **Project Owner** project group. Suppliers can also gain preferred levels through a data import. The preferred data import doesn't create a corresponding preferred supplier management project. However, a user with the appropriate permissions can always request a change for an existing preferred category status. In this case, the action of editing a preferred category status creates a preferred supplier management project based on the supplier's previous, data import-defined preferred levels, and the user who requests the change is the explicit project owner. Users can't manually request a preferred category level for a combination of commodities, regions, and departments until the supplier has been qualified for that combination.

As with qualifications, a supplier can have multiple separate preferred supplier management projects, each for a different combination of commodity, region, and department.

Users can always request changes to existing preferred category levels to either upgrade, downgrade, or remove a supplier's preferred status. A preferred supplier management project closes after its final task is completed. When a user requests a preferred category status change for a supplier that was previously designated as preferred through a project (rather than data import), the original preferred supplier management project reopens and all of its tasks start again. If a supplier is disqualified for a commodity, region, and department combination for which it's also preferred, the final approval of the disqualification automatically removes the corresponding preferred status without reopening any associated preferred supplier management project.

Deployment of your solution includes a preferred supplier management project template with the following default configuration, which includes an empty category status questionnaire survey document and an approval task. You must edit the template to define your company's specific processes.

Template Element	Default Configuration
Version and **Status**	Version 1, **Active**
Documents	**Category status** (an empty survey document with the **Questionnaire** questionnaire format) in **Draft** status
Tasks	**Approval for category status change** (an approval task for the category status questionnaire survey document with members of the **Project Owner** group as approvers)
Team	The default team has one project group, **Project Owner**, with system user **aribasystem** and the **Template Creator** user group as approvers. By default, membership in these groups isn't assigned by commodity, region, and department.

Related Information

Preferred Supplier Level Data Import [page 80]
Preferred Supplier Data File Format [page 146]
Restrictions, Requirements, and Helpful Hints for Setting Up the Preferred Supplier Management Template [page 329]
Preferred Category Statuses Management Projects [page 29]
Supplier Qualification and Requalification Using Supplier Qualification Projects [page 28]

Restrictions, Requirements, and Helpful Hints for Setting Up the Preferred Supplier Management Template

Preferred supplier management projects function within a specific supplier management workflow, and need some specific configurations to ensure that they fit successfully in that workflow.

For information that applies to all supplier management project templates, refer to General Best Practices for Setting Up Supplier Management Projects [page 59].

Restrictions

- The preferred supplier management project template only supports one survey document for one internal questionnaire. Don't add any other type of document to it, and don't add any more survey documents beside the template's default disqualification questionnaire.
- The preferred supplier management project template only supports To Do and approval tasks. Don't add any other type of task to it.
- Tasks aren't supported for folders or documents within folders in supplier management project templates. Don't add a task to a folder or document within a folder in supplier management project templates.
- Preferred category statuses aren't supported in multi-ERP integration landscapes.

Requirements

- The preferred supplier management project template must contain one internal survey document with an associated approval task. If you don't want to require approvals for preferred category status changes, you can set the task to auto-approve.
- A preferred category status is always tied to a previous qualification's commodities, regions, and departments, so setting that data for the project is required. To do so, you must create commodity and region questions in the category status questionnaire using the **Commodity** and **Region** answer types and mapping them to the `matrix.Categories` and `matrix.Regions` fields in the supplier database. If your site has the business unit matrix enhancement feature enabled and you also qualify suppliers by department, you must also add a question of answer type **Department** and map it to `matrix.Departments`. These settings ensure that preferred category status designations use the same commodity, region, and department data that is used for qualifications and disqualifications.

Helpful Hints

- The preferred supplier management questionnaire is automatically internal-only, regardless of whether you set **Specify questionnaire type** to **Internal** or **External**.
- For the question asking which preferred supplier level to use for the supplier, use your site's preferred supplier level master data for acceptable answers and map the question to `project.Level` in the supplier database.
- SAP Ariba recommends that you add no more than 500 pieces of content to an individual questionnaire. Adding more than 500 pieces of content can cause performance to degrade progressively as you add more content.

Related Information

About the Preferred Supplier Management Project Template [page 328]
Preferred Supplier Level Data Import [page 80]
Preferred Category Statuses Management Projects [page 29]

Supplier Management Form and Questionnaire Setup [page 377]

Modular Questionnaire Project Setup

Modular questionnaire projects are designed to collect specific sets of information about suppliers in one place, where it can be maintained in one place and reused where needed. They can be standalone questionnaires, or they can be included in process qualifications or other lifecycle process projects.

Modular questionnaire project templates include a number of configuration options to support different workflows and uses for the questionnaire, including:

- Ability to reuse the same questionnaire project in multiple contexts or to create a new questionnaire project for each new use.
- Ability to allow updates to the questionnaire or to use it for one-time snapshot data collection.
- Optional internal forms to include information from internal stakeholders in the project and to aggregate ratings from internal stakeholders.
- Features for managing supplier certificates.

About Modular Questionnaire Project Templates [page 332]

Restrictions, Requirements, and Helpful Hints for Modular Questionnaire Project Templates [page 335]

Workflows with Internal Forms in Modular Questionnaire Templates [page 338]

Creating Modular Questionnaire Project Templates [page 344]

Setting up Modular Questionnaires with Optional Internal Forms [page 346]

Setting Up Separate Workflows for New and Updated Modular Questionnaires [page 351]

Certificate Management Setup in Modular Questionnaires [page 354]

Scoring and Score Band Setup for Modular Questionnaires [page 356]

Rating and Total Rating Question Setup for Internal Forms or Questionnaires [page 373]

About Modular Questionnaire Project Templates

Modular questionnaire project templates define the questionnaires and workflows that your organization uses to gather and maintain discrete sets of related information, such as certificate information, qualification information, or risk assessments, about suppliers or engagement risk.

Unlike other supplier management projects, you can create multiple modular supplier management templates in your site, one for each questionnaire. These templates all have the project type **SM Modular Questionnaire**. You specify the commodities, regions, and departments to which each template applies.

Each modular questionnaire project template must contain one questionnaire. If the template allows internal forms, the required questionnaire is the "key" questionnaire and must have a format of **Questionnaire**. In either case, you set a questionnaire type (external or internal). You can also specify an expiration schedule for the questionnaire. This schedule is specific to the questionnaire itself, and operates independently of the expirations of any of the certificates collected in the questionnaires.

There are three ways to create a modular questionnaire project:

Creation Method	Description	Supported Questionnaire Types
Inviting suppliers to standalone questionnaire	Internal users with the appropriate permissions can create standalone external modular questionnaire projects outside of other supplier management processes by choosing **Manage** > **SM Modular Questionnaires** on the dashboard and inviting one or more suppliers to fill out one or more questionnaires. During this process, the questionnaire manager selects from a list of available questionnaires. The list shows each questionnaire's type and the commodities, regions, and departments to which it applies. This invitation process creates a modular questionnaire project for each selected questionnaire, for each invited supplier. The questionnaire manager who issues the invitation is the explicit project owner. After an external modular questionnaire project that allows updates is finally approved, if a questionnaire manager sends the same modular questionnaire to the same supplier again using **Manage** > **SM Modular Questionnaires**, the existing project reopens and its tasks restart. The explicit project owner remains the original user who sent the questionnaire.	External only

Creation Method	Description	Supported Questionnaire Types
Sending risk assessments	In sites that include SAP Ariba Supplier Risk, sending risk assessments for a control-based engagement risk assessment project also creates modular questionnaire projects for the required assessments, which can be either internal or external. In this case, the person who sends the assessments becomes the explicit project owner of the modular supplier management questionnaire projects created by their action. Sending assessments always creates new internal modular questionnaires, which are used once per engagement risk assessment project. It only creates external modular questionnaires for engagement risk assessment projects where the selected supplier doesn't already have a valid questionnaire from a previous engagement risk assessment project. If an external modular questionnaire is set up to import supplier responses, sending the assessment doesn't create a modular questionnaire project, but instead triggers a request to import the supplier's response.	External or internal
Creating or renewing a process project	In sites where the flexible process framework feature (SM-16798) is enabled, creating or renewing a process project also creates modular questionnaire projects for any included questionnaires that aren't reused. In this case, the process owner becomes the explicit project owner of the modular questionnaire projects created by their action. Modular questionnaires created in process projects can also be either internal or external.	External or internal

Unlike registration projects, which collect basic profile information in one project, modular questionnaire projects are designed to collect specific, limited sets of information, such as a certificate or set of related certificates, or information that's applicable to a specific risk area or domain. A supplier can have any number of modular questionnaire projects. The **Questionnaires** detail area in a supplier's profile shows all external questionnaires, internal questionnaires created in process projects, and their tasks. After a questionnaire is approved, any internal user who has permission to see the **Questionnaires** area can see its answers. Internal modular questionnaires created as risk assessments show on the engagement page of the control-based engagement risk assessment

project in which they're created and are also visible to recipients in the **To Do** content item of their **Home** dashboard.

Survey documents in modular questionnaire templates include an **Always open** setting. In modular questionnaire templates that allow multiple internal forms, this setting is in the survey document for the key questionnaire. If this setting isn't enabled, once the final task is complete, the project closes. If it's enabled, the project stays open and recipients of external questionnaires and internal questionnaires created in process projects can update them on a continuous basis. If you don't use phases for template tasks, all the project's tasks are for new questionnaires and approval tasks reopen when the recipient submits an update. However, you can use phases to set up different workflows for new questionnaires and questionnaire updates [page 351]. Internal modular questionnaires used as risk assessments are used once per control-based engagement risk assessment project and never reopen.

There's no default modular questionnaire project template. Instead, you create these templates [page 344] yourself.

Related Information

Restrictions, Requirements, and Helpful Hints for Modular Questionnaire Project Templates [page 335]
Creating Modular Questionnaire Project Templates [page 344]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]
Setting Up Separate Workflows for New and Updated Modular Questionnaires [page 351]
Workflows with Internal Forms in Modular Questionnaire Templates [page 338]
Setting Up a Modular Questionnaire to Import Supplier Responses from the Human Rights Assessment on SAP Business Network

Restrictions, Requirements, and Helpful Hints for Modular Questionnaire Project Templates

Modular questionnaire projects can be standalone questionnaires or included in process or engagement risk assessment projects. In addition to a questionnaire, they can include multiple internal forms. They require some specific configuration settings to function properly in each of these contexts and workflows.

For information that applies to all supplier management project templates, refer to General Best Practices for Setting Up Supplier Management Projects [page 59].

Restrictions

- By default, modular questionnaire project templates only support one survey document. Only add one survey document to a template unless you've enabled its **Allow multiple internal forms** property. This property is only available if the feature for internal forms in modular questionnaires (SM-30222) is enabled in your site.
- Modular questionnaire project templates only support survey documents. Don't add any other type of document to them.

- Modular questionnaire project templates only support approval and To Do tasks. Don't add any other types of task to them.
- Tasks aren't supported for folders or documents within folders in supplier management project templates. Don't add a task to a folder or document within a folder in supplier management project templates.
- You can specify an **Allowed Commodity Level** of between 0 and 10 on the template **Overview** tab. However, since supplier management projects don't support commodity level restrictions in external questionnaires, this setting doesn't restrict acceptable answers for suppliers choosing commodities in external questionnaires.
- Modular questionnaire project templates only support the use of phases for new questionnaire and questionnaire update workflows [page 351].
- Currently, SAP Ariba doesn't synchronize data in mapped questions in modular questionnaires to an integrated ERP system. Collect ERP-related data in supplier requests or registration questionnaires instead.
- Synchronization of data in mapped questions in modular questionnaires to an integrated ERP system is currently neither verified nor certified by SAP Ariba. Additionally, data synchronization from the process intake form to an integrated ERP system is not supported. If your integration setup includes automatic supplier integration based on qualification status, the process qualification status functions in the same manner as the legacy qualification status. It can be used to trigger the initial synchronization to the ERP system.
- Individual modular questionnaire projects inherit their **Commodity**, **Region**, and **Department** attributes from the template, ensuring consistent settings for all projects created from the template. This consistency is important for modular questionnaire functionality. Don't add mapped **Commodity**, **Region**, or **Department** questions to a modular questionnaire, since answers to those questions can interfere with the attributes set by the template. If you want to include these questions, don't add field mappings to them.
- Don't add more than 100 individual commodities to the **Commodity** attribute. Doing so can cause performance issues.

Requirements

- By default, each modular questionnaire project template includes one questionnaire. To include one or more internal forms in addition to this questionnaire:
  - The feature for internal forms in modular questionnaires (SM-30222) must be enabled in your site. A customer administrator in your organization can enable this feature using the following self-service configuration parameters:
    - Enable internal forms in modular questionnaires [page 802] in **Intelligent Configuration Manager**.
    - **Application.SM.MQ.EnableInternalFormsinModularQuestionnaires** in **SM Administration** > **Configuration Parameters**.

    These parameters must always be enabled or disabled together.
  - You must set the template property **Allow multiple internal forms** to **Yes**.
- Each modular questionnaire project template must contain at least one survey document.
- In templates that allow internal forms, one survey document must have a questionnaire format of **Questionnaire**, and that survey document must have an approval task on it.
- You must set the questionnaire type for each modular questionnaire project template you create, and therefore your site must have questionnaire types defined for it. Your site's questionnaire types are defined using a data import. In sites where the flexible process framework feature (SM-16798) is enabled, questionnaire type determines which processes the questionnaire is included in.
- For most uses, you must set the **Commodity** and **Region** properties for each modular questionnaire project template you create. If your site also uses departments for supplier management, you must also set the

Department property. Modular questionnaire projects are designed to apply to specific commodity, region, and department combinations in most cases. If you leave any of these properties blank, it defaults to a value of **All**. For modular questionnaires used in process projects, these properties are required and determine which specific process projects include the questionnaire.
Supplier request, qualifications, disqualification, and preferred supplier management projects are created by submission of a questionnaire that can include commodity, region, and department questions. Standalone modular questionnaire projects, however, are created through invitations, before a questionnaire is submitted. The **Commodity**, **Region**, and **Department** properties in the project template therefore determine buyer category assignments for standalone modular questionnaire projects created outside of other supplier management processes.

- If you enable the **Always open** setting in the **Supplier Management** area of the template survey document's rules, the modular questionnaire projects created from it reopen after every final approval, and recipients can update their questionnaires on an ongoing basis. In templates for modular questionnaire projects that include internal forms, this setting is in the survey document for the key questionnaire. There's no need to configure phases in the template to support this update capability. However, without phases, the tasks in the template only apply to new modular questionnaires and all updates are automatically approved. To enable approval of questionnaire updates, set up phases and add separate tasks to them [page 351]. You can use these phases to define separate workflows for new external questionnaires and questionnaire updates.

Helpful Hints

- For details on specific settings for modular questionnaires used in process projects in SAP Ariba Supplier Lifecycle and Performance, refer to Setting Up Modular Questionnaire for Use in Process Projects [page 308].
- For details on specific settings for modular questionnaires used as engagement risk assessments in SAP Ariba Supplier Risk, refer to About Modular Supplier Management Questionnaires in Control-Based Engagement Risk Assessment Projects.
- For details on specific settings for modular questionnaire projects that include internal forms, refer to Workflows with Internal Forms in Modular Questionnaire Templates [page 338]
- Modular questionnaire projects without internal forms don't require any tasks, including approval tasks. If you don't add an approval task on the project template survey document, the project is automatically approved when the respondent submits the questionnaire. Modular questionnaires with internal forms require at least one approval task on the key questionnaire.
- Suppliers can have many modular questionnaire projects. The project questionnaires and associated tasks display in separate **Questionnaire** and **Task** tabs in the **Questionnaires** area. Make sure that the names you give to tasks clearly associate them with the questionnaires to which they belong so that users can easily identify the associations in the **Questionnaires** area.
- Modular questionnaire projects are useful for collecting certificate information from suppliers. For specific guidance about setting up templates for certificate management, refer to Certificate Management Setup in Modular Questionnaires [page 354].

  > ⓘ Note
  >
  > In modular questionnaire projects with internal forms, certificate management features are only supported in the key questionnaire. They're not supported in the internal forms.

- For new questionnaires, the **Due Date** setting in the **Timing Rules** section of survey documents defines the amount of time the recipient has to fill out the questionnaire after the invitation is sent. In templates for modular questionnaire projects that include internal forms, this setting is in the survey document for the key

questionnaire. If the recipient doesn't fill and submit the questionnaire in that time, the questionnaire closes and the recipient can no longer edit it. Requesting an update reopens the questionnaire so that the recipient can edit it again. The default due date value is 30 days, but you can change that time period by editing the **Due Date** field in the questionnaire survey document. This setting is ignored in internal questionnaires and internal forms.

If you've set **Always open** to **Yes** for the questionnaire, once all the tasks for a new questionnaire are completed, it automatically reopens so that the supplier can submit updates. Depending on your site's configuration, the **Due Date** setting can also determine how long the questionnaire remains reopened for updates. For details, see Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377].

- SAP Ariba recommends that you add no more than 500 pieces of content to an individual questionnaire. Adding more than 500 pieces of content can cause performance to degrade progressively as you add more content.
- You can customize templates for email notifications to suppliers to include approver comments from approval tasks with the `[TASK_COMMENT_TEXT]` email token. You can also use the `[MQ_REQUEST_UPDATE_COMMENT]` email token to insert comments that questionnaire managers make when they request a modular questionnaire update.

Related Information

About Modular Questionnaire Project Templates [page 332]
Creating Modular Questionnaire Project Templates [page 344]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]
Setting Up Separate Workflows for New and Updated Modular Questionnaires [page 351]
Certificate Management Setup in Modular Questionnaires [page 354]
Modular Questionnaire Type Data Import [page 81]
Notification Customization for Supplier Management Projects [page 543]

Workflows with Internal Forms in Modular Questionnaire Templates

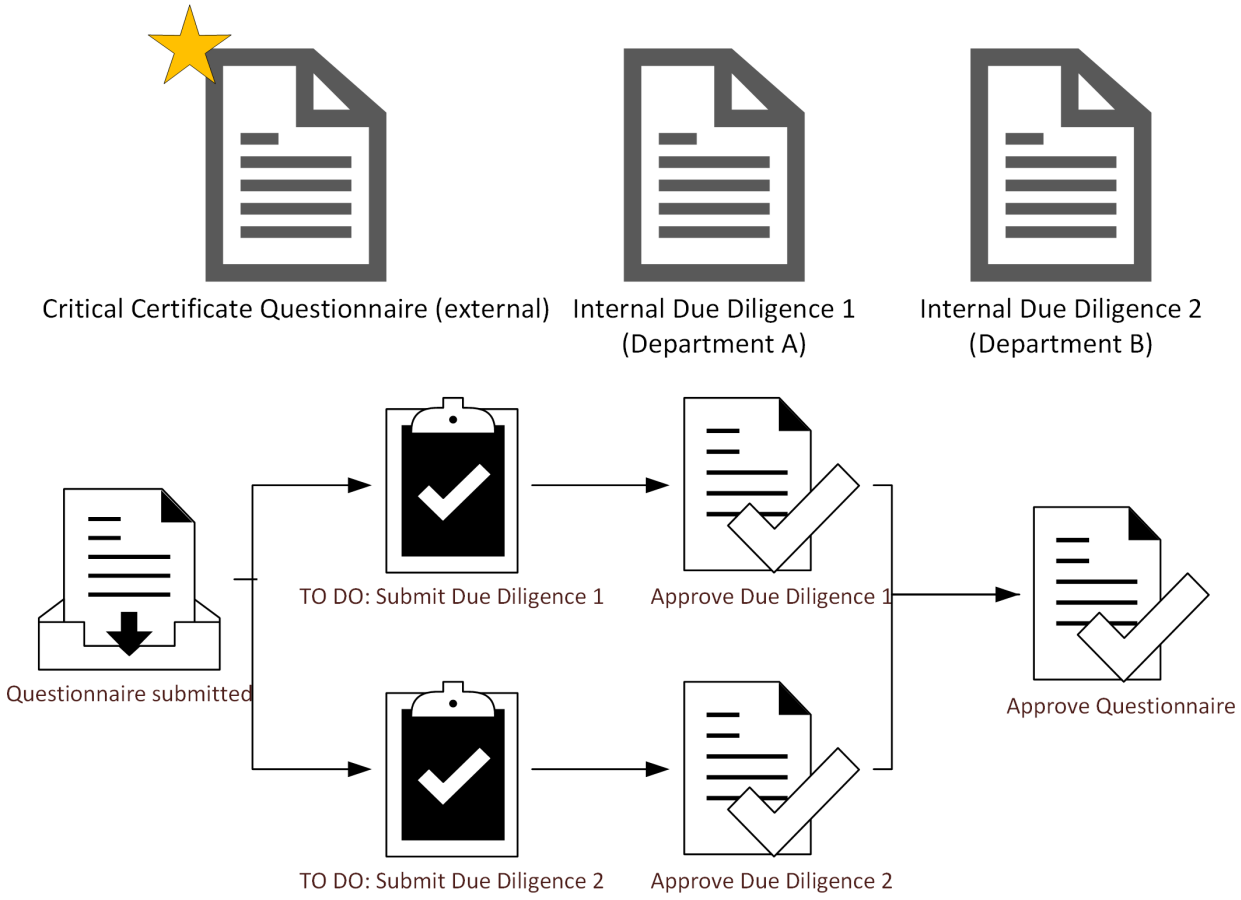
You can use multiple survey documents of format **Form** with To Do and approval tasks to create a workflow with multiple internal forms in an external or internal modular questionnaire project. The final step in the workflow approves or denies the entire questionnaire project.

If the internal forms in modular questionnaire projects feature (SM-30222) is enabled in your site, you can use multiple forms in a modular questionnaire project template to organize how and from whom you collect the information related to the questionnaire project. Each form in the questionnaire project workflow can have a different recipient, specified as the owner of a related To Do task, and a different approval flow defined by a related approval task. Approval of the key questionnaire at the end of the workflow completes it.

For example, if you have an internal audit that has several different components, different task owners can complete forms related to the audit in the same internal modular questionnaire project. Or you can have an external questionnaire asking a supplier to provide certain information, and include internal forms in the project so that internal task owners can provide analysis or ratings of that information. In both cases, the key questionnaire

recipient completes the key questionnaire, and approvers can approve or deny the questionnaire project based on the combined information from the forms and questionnaire. If the modular questionnaire is used in a process project or an engagement risk assessment project, that approval or denial then factors into the status of the associated project.

The following diagram shows an example of a modular questionnaire project workflow that includes two internal forms:



In this example, the key questionnaire in the modular questionnaire project is an external questionnaire for a critical certificate. The template also includes two internal forms to allow two different departments to perform due diligence on the certificate.

Once the modular questionnaire is sent to the external recipient, parallel To Do tasks start. Once the external recipient has submitted the questionnaire, the task owners in the two different departments edit their internal forms by acting on their tasks. Each internal form also has an approval task that has its To Do task as its predecessor, and both form approval tasks are predecessors of the questionnaire approval task. Once both internal due diligence forms are approved, the approval task for the key questionnaire starts, and approval or denial of the key questionnaire determines whether the modular questionnaire project is approved or denied. If one of the internal forms is denied first, the questionnaire project is denied.

By default, modular questionnaire project templates support no more than one survey document and only support approval tasks on that survey document. If configured to allow internal forms, they instead support:

- Multiple survey documents. Only survey document per template can have a questionnaire format of **Questionnaire**. Multiple survey documents can have a questionnaire format of **Form**.

- Both To Do and approval tasks on internal form survey documents.

In modular questionnaire projects that include at least one internal form:

- The recipient selected for the questionnaire project is the recipient of the key questionnaire (defined by the template survey document with a questionnaire format of **Questionnaire**). In internal modular questionnaire projects, the key questionnaire recipient can only edit internal forms when granted access separately. In external modular questionnaire projects, the key questionnaire recipient has no access to or visibility into internal forms. The key questionnaire recipient receives all modular questionnaire project-related notifications sent to recipients, as well as questionnaire invitations and other event messages for the key questionnaire. Requests to update any form or questionnaire in the project generate notifications to the recipient of the key questionnaire.
- Ability to edit internal forms can be assigned through ownership of To Do tasks. To Do task owners can edit the form while their assigned To Do task is active. If assigned to an internal form through ownership of a To Do task, internal form editors receive standard To Do task notifications. They don't receive modular questionnaire project-related notifications or questionnaire or other event messages for their assigned form.
- Project statuses related to questionnaire response are determined solely by the key questionnaire. Whether or not internal forms are submitted and approved, only an action by the key questionnaire recipient on the key questionnaire can move the project to from its initial **Not Responded** status to **Pending Submission**, **Submitted**, or **Pending Approval**. However, all approval tasks in the project workflow (including approval tasks on internal forms) must be approved to move the project to **Approved** status. Denial of either an internal form or the key questionnaire in any part of the workflow moves the project to **Denied** status and closes it to further updates.

The following table describes the elements in the template of a modular questionnaire project that includes internal forms:

Template element	Description and setup
Project-level setting	The **Allow multiple internal forms** setting on the **Overview** tab of the modular questionnaire project template determines if the project can include one or more internal forms.

Template element	Description and setup
A survey document with a questionnaire format of **Questionnaire**	The **Questionnaire** format specifies that the survey document is the key questionnaire in the project. The modular questionnaire project template must include one survey document with the **Questionnaire** format. **Its presence is required.** You can add only one survey document with the **Questionnaire** format to a modular questionnaire project template. The key questionnaire performs the following functions: • Defining all of the characteristics of the questionnaire project, such as whether it can be reused or expire, whether it's an internal or external modular questionnaire, whether it allows updates, and its timing rules. The full set of **Supplier Management** rules is available in the survey document for the key questionnaire. • Determining the overall recipient of the questionnaire project. Set all of the **Supplier Management** and other applicable rules in the key questionnaire. For details on these settings, refer to: • Setting up Modular Questionnaires with Optional Internal Forms [page 346] • Setting Up Modular Questionnaire for Use in Process Projects [page 308] (in sites where the process project feature (SM-16798) is enabled) Add content to the questionnaire as needed. Don't create any To Do tasks on this questionnaire. The recipient assigned to the modular questionnaire project fills it out and submits it.
Survey documents with a questionnaire format of **Form** and a questionnaire type of **Internal**	The **Form** questionnaire format specifies that the survey document: is part of the modular questionnaire project workflow but doesn't define the characteristics of the project itself and doesn't affect its status. The questionnaire type of **Internal** is **required** for these forms. You can add multiple survey documents with the **Form** questionnaire format and the **Internal** questionnaire type to a modular questionnaire project template that allows internal forms. The **Specify questionnaire format** and **Specify questionnaire type** settings are the only **Supplier Management** rules available in internal forms. Timing rules in forms are ignored. Add content to the form as needed.

Template element	Description and setup
To Do tasks on internal forms	Each form in the template can have a To Do task. These tasks perform the following functions in new modular questionnaire projects: • **Assigning specific ownership:** The owners you specify for the To Do task edit the form while completing the task. Task owners don't need any other permissions to edit the form, but can only do so while the task is active. • **Specifying that the form must be submitted at a specific point in the new questionnaire workflow:** A To Do task that is a predecessor of other tasks in the questionnaire project workflow ensures that the form must be submitted for the workflow to progress. If you don't add an approval task to the form, a To Do task is the only way to make the form a required part of the workflow. You can use predecessors to chain these To Do tasks in the necessary order and define the overall new questionnaire workflow for the project. When adding To Do tasks to internal forms, keep in mind the following considerations: • Approval of internal forms can't move the project to **Approved** status. Final approval of the key questionnaire is required to complete the project. If an internal form doesn't have a To Do or approval task, the form is optional and the project can be completed without it. Therefore, to make an internal form a required part of the questionnaire workflow, make sure its To Do or approval task is a predecessor of the key questionnaire approval task. • To Do tasks are completed once and don't support new rounds. They're useful for assigning ownership of completing a form for new questionnaires, but you can't use them to assign ownership for recurring updates. If you don't use new questionnaire and questionnaire update phases, a To Do task on an internal form starts and is completed during the new questionnaire workflow and doesn't start for any updates. If you put a To Do task on an internal form in an update phase, it starts with the first update to the key questionnaire, but doesn't start again for any subsequent updates. • Even if it doesn't become active again, the presence of a To Do task on an internal form means that after the questionnaire project is first approved, the form only opens for edit when the recipient submits an update to the key questionnaire only remains editable until the key questionnaire is finally approved. If you don't allow updates to the

Template element	Description and setup
	key questionnaire (by setting **Always open** to **No** in its survey document), internal forms with To Do tasks don't allow updates either. Internal forms without To Do tasks are always editable even if the key questionnaire doesn't allow updates.
Approval tasks	You can add approval tasks to the forms in the template if you want to require their approval. If an internal form also has a To Do task, make it the predecessor of the associated approval task so that it starts when the To Do task has been completed for new questionnaire projects. One or more approval tasks on the key questionnaire triggers approval of not only that questionnaire but of the entire project. Therefore, at least 1 approval task on the key questionnaire is required. If you don't want to require manual approval of the modular questionnaire project itself, set the task on the key questionnaire to auto-approve. Approval tasks on the key questionnaire only start when the questionnaire is submitted. All approval tasks in the new questionnaire workflow (including approval tasks on internal forms) must be approved to move the project to **Approved** status. However, denial of an approval task on an internal form moves the project to **Denied** status and closes it. This behavior applies whether or not an approval task on an internal form is a predecessor of the key questionnaire approval task. However, if you want to make sure that the key questionnaire approval doesn't start until all internal forms in the project have been approved, make sure that internal form approval tasks are predecessors of key questionnaire approval tasks. After a new questionnaire project is finally approved, an update to an individual form or the key questionnaire only restarts the approval tasks associated with the updates, regardless of predecessor settings.
Phases	For questionnaires that allow updates, you can create both new questionnaire and questionnaire update phases [page 351] for tasks on both internal forms and the key questionnaire. Note that To Do tasks in update phases only start once, for the first update.

Note

- Using conditions to add internal forms to a modular questionnaire project based on project conditions isn't supported. You can use project-level field mappings to trigger project-level conditions that add To Do tasks to internal forms.

- Certificate management features aren't supported in internal forms in a modular questionnaire project. Certificates collected in **Certificate** questions and certificate sections in internal forms:
  - don't show in the **Certificates** area of the supplier's profile.
  - can't be used to filter supplier searches.
  - don't generate notifications or trigger expiration of the associated modular questionnaire project, regardless of settings in the **Certificate** question or certificate section.

  Always collect certificate information using **Certificate** questions or certificate sections in the key questionnaire in the project, where certificate management is supported, rather than in internal forms.

Related Information

Enable internal forms in modular questionnaires [page 802]

Creating Modular Questionnaire Project Templates

Use these steps to create templates for the modular questionnaires you plan to use. Every modular questionnaire is defined by a separate template, which specifies the type of questionnaire, its content, and its approval flow.

Prerequisites

To create or edit modular questionnaire templates, you must be a member of the **Template Creator** and **SM Questionnaire Manager** groups.

Questionnaire types must be defined in your site's master data.

The **Department** attribute in modular questionnaire templates is only used in sites with the department feature enabled. Otherwise, it's ignored.

The **Allow multiple internal forms** template property is only available if the feature for internal forms in modular questionnaire projects (SM-30222) is enabled in your site.

If your site includes SAP Ariba Supplier Risk but not SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture), an administrator must enable the self-service configuration parameter **Enable modular questionnaire template creation in sites with a basic supplier management entitlement** (`Application.SM.MQ.EnableMQCreationWithSMBasicConfig`) in **Intelligent Configuration Manager**.

Context

Set the **Questionnaire Type** attribute for each modular questionnaire template you create. A customer administrator defines the questionnaire types in your site using master data import. In sites where the

flexible process framework feature (SM-16798) is enabled, questionnaire type determines which processes the questionnaire is included in.

You can also set the template's **Commodity**, **Region**, and **Department** attributes so that projects created from it are applicable to a specific commodity, region, and department combination. For modular questionnaires used in process projects, these settings are required and determine which specific process projects the questionnaire's included in.

Don't set access control or apply conditions to modular questionnaire templates. Since users don't explicitly create projects from them, access control or condition settings can interfere with the workflow by which users select the questionnaires and send them to suppliers.

Procedure

1. On the dashboard, choose **Manage** > **Templates**.
2. On the **Documents** tab of the **Templates** area, choose **Actions** > **Create** > **Template**.
3. For project type, choose **SM Modular Questionnaire**.
4. Choose **OK**.
5. Enter a name and optional description for the new template. Template names can have a maximum of 255 characters and can't contain these special characters: `\ / : ? " < > | # + % &`.
6. Choose a language from the **Base Language** dropdown menu. The base language is the language in which you plan to author the template's content and is shown to its users by default unless you provide translations.
7. Choose **OK**.

   The new template opens on the **Overview** tab. It's in **Draft** status.
8. In the **Properties** area, choose **Actions** > **Edit Properties**.
9. Set the type for the modular questionnaire by performing the following actions:
   a. For **Questionnaire Type**, choose the dropdown menu, then choose **Search more**.
   b. Choose **Select** for one of the questionnaire types defined in your site, then choose **Done**.
10. Repeat the previous step to set specific values for **Commodity**, **Region**, and **Department**. If you leave any of these properties blank, it defaults to **All**.
11. **Optional:** If you plan to add internal forms to the modular questionnaire project in addition to the key questionnaire, set **Allow multiple internal forms** to **Yes**.
12. Choose **Save**.

Next Steps

Set up the template's modular supplier management questionnaire [page 346].

Related Information

Modular Questionnaire Type Data Import [page 81]

Setting up Modular Questionnaires with Optional Internal Forms

Use these steps to set up a modular questionnaire by creating a survey document and specifying settings for how it behaves. To set up a modular questionnaire project that includes internal forms, you create multiple survey documents.

Prerequisites

You must be a member of both the **Template Creator** and **SM Questionnaire Manager** groups to edit and publish modular questionnaire templates.

To add internal forms as well as the questionnaire survey document to a modular questionnaire project template:

- The feature for internal forms in modular questionnaire projects (SM-30222) must be enabled in your site.
- The **Allow multiple internal forms** property must be set to **Yes** on the **Overview** tab of the modular questionnaire project template.

Context

The properties of the modular questionnaire project template [page 344] to which you're adding a questionnaire specify a combination of commodities, regions, and departments. The questionnaire that you set up is designed to hold content that's applicable to that combination.

If the flexible process framework feature (SM-16798) is enabled in your site and you're setting up the modular questionnaire for use in a process project, refer to Setting Up Modular Questionnaire for Use in Process Projects [page 308].

Modular questionnaire projects that don't include internal forms contain one survey document, which is the project questionnaire. You create this survey document and set timing and supplier management rules in it. Modular questionnaire projects that do include internal forms contain multiple survey documents:

- A key questionnaire, which is the questionnaire set to the project's recipient. You create this survey document and set timing and supplier management rules in it. Those settings control the project's behavior, including whether it's internal or external, whether it can expire, and its status. This survey document must have a format of **Questionnaire**.
- One or more internal forms, which are always submitted by internal users and are designed to supplement the information in the key questionnaire. You create these survey documents but don't set most timing or supplier management rules in them. These survey documents must have a format of **Form** and a type of **Internal**.

For details, refer to Workflows with Internal Forms in Modular Questionnaire Templates [page 338].

In general, modular questionnaire survey documents support the same types of content and question answer types as the survey documents in other supplier management project templates, including the use of visibility and editability conditions, supplier database field mapping, sensitive data masking, and other settings. However, since one of the purposes of these questionnaires is to collect certificate information from suppliers, questions of answer type **Certificate** and certificate sections in modular questionnaire project templates have specialized settings to support certificate management. Certificate management features are only supported in the project's key questionnaire. They're not supported in internal forms.

> ⓘ Note
>
> Template survey documents contain a number of settings (supplier eligibility criteria, definitions, participants, and so forth) that aren't relevant to modular questionnaire projects and are ignored. Only the timing rule and supplier management settings on the survey's **Rules** page and the content on its **Content** page are used in modular questionnaire projects. In modular questionnaire project templates that allow internal forms, you only set timing and supplier management rules in the survey document for the key questionnaire.

Timing rules in modular questionnaires determine how much time a recipient has to fill out and submit the form or questionnaire after being invited to do so. For external questionnaires, if you specify **Yes** for the **Always open** setting in the supplier management rules, once the questionnaire is approved, it automatically reopens so that the recipient can update it. If you specify **Yes** for the **Keep questionnaire reopened indefinitely** setting in the timing rules, the reopened external questionnaire remains open indefinitely.

Procedure

1. Open the modular questionnaire template. If it's not in **Draft**, create a new version.
2. Choose the **Documents** tab.
3. Create the project questionnaire or key questionnaire by performing the following steps:
   a. Choose **Actions** > **Create** > **Survey**.
   b. In the **Title** field, enter a descriptive title for the questionnaire.

      > → Tip
      >
      > Modular questionnaire titles show in lists of questionnaires that category and supplier managers can send to suppliers and in supplier profiles, so make sure that the title you give the questionnaire identifies its purpose clearly. If the project includes internal forms, the title you give to the key questionnaire is the project or questionnaire name that shows in most areas of the user interface, including in the supplier profile and in notifications.

   c. (Optional) In the **Description** field, enter descriptive information about the questionnaire. This information is only visible in the template.
   d. For **Test Event**, choose **No**.
   e. Choose a language from the **Base Language** dropdown menu. The base language is the language in which you plan to author the questionnaire's content, and is shown to its users by default unless you provide translations.
   f. Choose **Create**.
   g. On the questionnaire's **Rules** page, navigate to the **Supplier Management** rules and set the following rules:

For this setting...	Choose...
Specify questionnaire format	• In project templates that don't allow internal forms, choose **Form** to create a questionnaire with an unnumbered list of questions, or **Questionnaire** to create a questionnaire with numbered questions. • In project templates that allow internal forms, choose **Questionnaire** to specify that the current survey document is the key questionnaire in the project. This setting is **required**.
Is questionnaire required?	**Yes**. **Note** This setting is ignored in questionnaires created in SAP Ariba Supplier Risk control-based engagement risk assessment projects.
Specify questionnaire type	Specify **External** for questionnaires that suppliers fill out, or **Internal** for questionnaires that stakeholders in your organization fill out. Internal modular questionnaires are only supported in SAP Ariba Supplier Risk control-based engagement risk assessment projects and in process projects.
Reuse and **Always request updates when used in a process**	These settings are only applicable to modular questionnaires used in process projects. Refer to Setting Up Modular Questionnaire for Use in Process Projects [page 308] for details.
Always open	**Yes** to automatically reopen the external questionnaire for updates after approval, or **No** to permanently close the questionnaire after the initial approval or denial. If you're creating the questionnaire to collect certificate information, always choose **Yes** so that recipients can always update their certificate information. If you set the questionnaire to expire, it's also useful to keep it open so that the recipient can update an expiring or expired questionnaire. Otherwise, once it expires, it remains permanently expired.

For this setting...	Choose...
Can expire?	**Yes** if you want the questionnaire to expire on a specific date; otherwise **No**. If you choose **Yes**, set the expiration schedule and the amount of time before expiration that email reminders are sent to the recipient who submitted the questionnaire. You also have the option of sending expiration notifications to the supplier's primary supplier manager and to the members of the questionnaire's **Project Owners** group and anyone who has **Project Owner** capabilities for the project. If a questionnaire project created from this template is approved, its status changes to **Expiring** or **Expired** based on the reminder and expiration date settings in the expiration schedule. These expiration settings apply to the questionnaire itself. If you add certificate questions to the questionnaire, each of them also has its own expiration date, and each certificate expiration also generates notifications. A setting in certificate questions allows you to base the questionnaire project's **Expiring** and **Expired** status on the expiration schedule for the certificate rather than the questionnaire.

h. In the **Timing Rules** area, perform the following actions:

- (Optional) Edit the default due date. The due date affects how long new questionnaires remain open. It doesn't affect how long reopened questionnaires remain open.
- (Optional) Enable reminders to the recipient as the due date approaches. If you set **Always open** to **Yes**, after the questionnaire is approved for the first time, the due date determines only affects the reminder schedule. The questionnaire never closes, and if the recipient doesn't update it by the due date, the reminder schedule restarts and the recipient receives a new set of reminders on the next dates in the reminder schedule.
- If you set **Always open** to **Yes**, choose a setting for **Keep questionnaire reopened indefinitely**. Choose **Yes** to keep an external questionnaire reopened indefinitely.
  For details, refer to Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377].

i. In the navigation pane on the left side of the page, choose **Content**.
j. Add questions and other content to the questionnaire as needed.
k. Choose **Exit** to save your changes and exit the questionnaire survey document.

4. **Optional:** Create one or more internal forms by performing the following steps:

a. Choose **Actions** > **Create** > **Survey** .
b. In the **Title** area, enter a descriptive title for the form.

> → Tip
>
> The titles of Internal forms in modular questionnaire projects only show on the questionnaire details page for the project. Other areas of the user interface show the project name defined in the key questionnaire.

c. (Optional) In the **Description** field, enter descriptive information about the form. This information is only visible in the template.
d. For **Test Event**, choose **No**.
e. Choose a language from the **Base Language** dropdown menu. The base language is the language in which you plan to author the form's content, and is shown to its users by default unless you provide translations.
f. Choose **Create**.
g. On the questionnaire's **Rules** page, navigate to the **Supplier Management** rules and set the following rules:

For this setting...	Choose...
Specify questionnaire format	**Form**.
Specify questionnaire type	**Internal**.

These settings are both **required**.

h. Add questions and other content to the questionnaire as needed.

> ⓘ Note
>
> Don't add **Certificate** questions or certificate sections to internal forms. Certificate management features aren't supported in internal forms. They're only supported in the project's key questionnaire.

i. Choose **Exit** to save your changes and exit the form survey document.

Next Steps

After you've created the questionnaire survey document and (optionally) one or more internal forms:

- Create at least one approval task for the questionnaire or key questionnaire survey document and configure the approval flow:
  - If the template doesn't allow internal forms, an approval task is optional. If you don't create one, projects created from the template are automatically approved when the recipient submits or resubmits the questionnaire.
  - If the template does allow internal forms, at least one approval task on the key questionnaire is **required** to enable completion of the project workflow. This approval task must be the final task in the workflow created by all of the project's tasks.

  You can also create multiple approval tasks for the questionnaire and chain them together as predecessors.
- (Optional) Create one or more To Do tasks for the questionnaire or key questionnaire survey document. If you don't use phases, the To Do tasks in the project template apply only to new questionnaires.
- If the template includes internal forms, create To Do and approval tasks for those forms. Creating a To Do task for an internal form allows you to assign editing that form to specific internal users in new questionnaire workflows. For more details on tasks for internal forms, refer to Workflows with Internal Forms in Modular Questionnaire Templates [page 338]

- Create new questionnaire and questionnaire update phases [page 351] to apply approval and To Do tasks separately to new questionnaires and questionnaire updates.
- Publish the modular questionnaire project template.

Related Information

Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
About Modular Questionnaire Project Templates [page 332]
Restrictions, Requirements, and Helpful Hints for Modular Questionnaire Project Templates [page 335]
Creating Modular Questionnaire Project Templates [page 344]
Setting Up Separate Workflows for New and Updated Modular Questionnaires [page 351]
Certificate Management Setup in Modular Questionnaires [page 354]
About Modular Supplier Management Questionnaires in Control-Based Engagement Risk Assessment Projects
Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377]
Workflows with Internal Forms in Modular Questionnaire Templates [page 338]
Project Owner Group and Capabilities

Setting Up Separate Workflows for New and Updated Modular Questionnaires

Use these steps to add phases that apply separate approval and To Do tasks to new questionnaires and questionnaire updates. Questionnaire updates are automatically approved unless the project template includes an approval task in the update phase.

Prerequisites

To add phases and tasks in a modular questionnaire project template, you must be a member of the **Template Creator** and **SM Modular Questionnaire Manager** groups.

Context

Whether or not a modular questionnaire requires an approval task depends on whether the project also includes internal forms:

- If the template doesn't allow internal forms, an approval task is optional. If you don't create one, projects created from the template are automatically approved when the recipient submits or resubmits the questionnaire.

- If the template does allow internal forms, at least one approval task on the key questionnaire is **required** to enable completion of the project workflow. This approval task must be the final task in the workflow created by all of the project's tasks.

Questionnaire recipients can always update modular questionnaires set to **Always Open**, and internal form editors can update internal forms in those projects while the project is active and associated To Do tasks allow editing. If the modular questionnaire project template doesn't use phases, once a new questionnaire is approved, updating the questionnaire or a form restarts the approval tasks associated with the update. It doesn't restart To Do tasks. If you want to apply different tasks to questionnaire updates, you must create a new questionnaire phase and a questionnaire update phase and add tasks to each phase to define separate workflows and approvals for the different stages of the questionnaire's lifecycle.

Modular questionnaire project templates support phases with special **New Questionnaire** and **Questionnaire Update** settings to control the order in which the phases start and whether the tasks in the phase are one-time-only (for new questionnaires) or recur (for every questionnaire update). The **New Questionnaire** phase starts one time, immediately when the recipient is invited to fill out the questionnaire. The **Questionnaire Update** phase starts again every time the recipient updates the modular questionnaire.

Within the new questionnaire and questionnaire update phases, you add separate approval and To Do tasks on the same questionnaire survey document to define the workflows for new and updated questionnaires. For example, you can set up an approval task with a full approval flow involving all relevant stakeholders in the new questionnaire phase, and an approval task with a more streamlined approval flow in the update phase. The order in which tasks appear in a phase doesn't affect the order in which they start. When the phase starts, all of its tasks automatically start unless they're predecessors of other tasks. You can chain the tasks in a phase together as predecessors to define the order in which they start and create a workflow.

When setting up modular questionnaire phases and their tasks, keep in mind the following considerations:

- You can only add two phases to modular questionnaire projects: one with the **New Questionnaire** setting and one with the **Questionnaire Update** setting. These phases don't use the **Subscribe For**, **Rank**, or **Predecessor** settings. The new questionnaire phase automatically precedes the questionnaire update phase.
- Make sure that all of the template tasks are inside either the new questionnaire phase or the update questionnaire phase. If you use these phases in a modular questionnaire project template, adding tasks outside of them isn't supported.
- Make sure that the tasks you specify as predecessors are within the same phase. Don't make tasks in one phase the predecessors of tasks in a different phase.
- You can't apply conditions to modular questionnaire tasks or phases themselves.
- To Do tasks are designed to be completed once and don't support new rounds. If you don't use phases, a To Do task on a questionnaire or internal form in the modular questionnaire project starts once, when the questionnaire project is new, and doesn't restart for any subsequent updates. If you add a To Do task to the update phase, the task starts once, for the first update, and doesn't restart.

Procedure

1. Open the modular questionnaire project template. If it's not in **Draft**, create a new version.
2. Choose the **Tasks** tab.
3. Create a phase for new questionnaires by performing the following steps:
   a. Choose **Action** > **Create** > **Phase**.

The **Create Phase** page opens.

b. Enter a name for the phase, such as `New Questionnaire`
c. Choose **only** the **New Questionnaire** option.
d. Choose **OK**.

The new phase, indicated by the unstarted phase icon (⇨), appears on the **Tasks** tab.

4. If you haven't already done so, add the approval and To Do tasks you want to use for new questionnaires, and make sure that they're located inside the new questionnaire phase. On the **Tasks** tab, you can move tasks into phases by dragging and dropping them.
5. Create a phase for questionnaire updates by performing the following steps:

a. Choose **Action** > **Create** > **Phase** .

The **Create Phase** page opens.

b. Enter a name for the phase, such as `Questionnaire Updates`
c. Choose **only** the **Questionnaire Update** option.
d. Make sure that **Recurring Schedule** is set to **No** so that the tasks in the phase are used only once, when the questionnaire is first submitted.
e. Choose **OK**.

The new phase, indicated by the unstarted phase icon (⇨), appears on the **Tasks** tab.

6. Add any approval tasks and To Do tasks you want to use for questionnaire updates, and make sure that they're located inside the questionnaire update phase.
7. After you've finished setting up the modular project template, publish it.

Results

When a questionnaire manager, process initiator, or the owner of the task for sending risk assessments first sends the questionnaire to recipients, the new questionnaire phase starts. Final approval of the project or key questionnaire in the modular questionnaire project completes the new questionnaire phase. After that, every time a recipient updates the questionnaire or an internal form editor updates an internal form, associated approval tasks in the update phase restart. Final approval of active tasks related to the update completes that recurrence of the questionnaire update phase.

Related Information

About Modular Questionnaire Project Templates [page 332]
Restrictions, Requirements, and Helpful Hints for Modular Questionnaire Project Templates [page 335]
Creating Modular Questionnaire Project Templates [page 344]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]
Setting Up Separate Workflows for New and Updated Modular Questionnaires [page 351]

Certificate Management Setup in Modular Questionnaires

Modular questionnaire projects are designed to collect supplier certificate information in dedicated projects with their own approval flows. Certificates collected in these projects show in the **Certificates** detail area of the supplier's profile.

A modular questionnaire can contain one or more questions of type **Certificate**, or certificate sections with individual certificate questions, along with related noncertificate questions and other types of content.

In sites where the flexible process framework feature (SM-16798) is enabled, process projects (including qualification processes) collect information in modular questionnaires, which can be reused in multiple processes. In modular questionnaires, you can collect certificates once from recipients and then include them wherever they're applicable, rather than asking recipients to provide the same certificate in multiple questionnaires for different types of projects.

Modular questionnaire project templates, and the certificate questions in their survey documents, include the following features to support certificate management:

- **Commodity**, **Region**, and **Department** properties for the project template, which allow you to tie a certificate or set of certificates to the specific combinations of commodity, region, and department to which they're applicable. These properties also determine which process projects the modular questionnaire is available in, and allow you to collect certificates that are relevant to specific combinations.
- Both a questionnaire type (in the template properties) and a certificate type (in the settings for certificate questions), which allow you to differentiate between modular questionnaire projects that serve different purposes, and to categorize the certificates they contain. Questionnaire type also determines which processes a modular questionnaire is included in.
- Modular questionnaires support both **Certificate** questions, which include standard certificate detail fields, and certificate sections, which include default certificate fields that you can customize. You can also add more questions within the certificate section. You can define visibility and editability conditions for both standard certificate fields and the additional questions in the certificate section.
- Expiration schedules and notification settings for both certificate questions (in question or certificate section settings) and entire questionnaires (in the questionnaire survey document's **Supplier Management** rules). Certificates always have expiration dates. Both **Certificate** questions and certificate sections in modular questionnaire projects generate notifications for upcoming expirations (in the amount of time before the expiration that you specify) and when the expiration date has passed. You can also configure the questionnaire itself to expire when a certificate expires, in which case the questionnaire also generates notifications for upcoming expirations (in the amount of time before the expiration you specify) and when the expiration has passed. For both certificate and questionnaire expirations, you can also notify the supplier's primary supplier manager and the members of the project owner group. Certificate expirations can update the status of the entire questionnaire project to **Expiring** or **Expired**.
  If the modular questionnaire is included in a process, expiring or expired questionnaires can prompt process owners to request questionnaire updates and can impact decisions about process status. For example, if a qualification process includes a questionnaire with a critical certificate, a process decision-maker can change its status from approved to denied, removing a supplier qualification.
- By default, all detail fields in **Certificate** questions are required in external questionnaires. You can make all detail fields except for **Expiration Date** and **Attachment** optional by enabling the self-service site configuration parameter **Require only attachment and expiration date for supplier certificates** [page 819].

You can create different modular questionnaire project templates to collect different certificates or sets of certificates for different commodity, region, and department combinations. Since each questionnaire has its own template, it also has its own approval flow, and you can leverage that feature to route specific certificates to the relevant approvers.

Setting up certificate management in your site involves:

1. Defining questionnaire [page 81] and certificate [page 84] types in your site.
2. Creating templates for certificate-related modular questionnaire projects [page 344].
3. Setting up the questionnaires [page 346] in those templates and adding certificate questions [page 411] or sections [page 397].
4. Defining an approval flow for each questionnaire using template approval tasks.

For certificates that are critical to your company in one way or another, SAP Ariba recommends creating dedicated modular questionnaire project templates for each critical certificate, defining both a questionnaire type and certificate type for each. Doing so gives each critical certificate its own approval flow, category, region, and department combination, and project-level expiration status, and makes it available independently for use in process projects. You can group multiple questions about related noncritical certificates in the same modular questionnaire template. For that purpose, define a general questionnaire type for certificates or several questionnaire types for broad categories of certificates, and a specific certificate type for each certificate.

Example

ABC Company company wants suppliers of chemicals to its German manufacturing department to have Certificate X. A customer administrator at ABC Company therefore defines both a questionnaire type and a certificate type of **`Certificate X`**. A template creator then creates a modular supplier management questionnaire project template with **Commodities** of chemicals, **Region** of Germany, and **Department** of manufacturing, and questionnaire type of **`Certificate X`**. In that project template, they can create a questionnaire survey document called **`Certificate X Questionnaire for German chemical suppliers`**, enabling **Always open** but not enabling an expiration schedule, since the certificate itself expires. They add a certificate question, **`Do you have certificate X?`**, to the questionnaire, making it required, setting its certificate type to **`Certificate X`**, setting the expiration reminder and the options to notify the primary supplier manager and project owners, and specifying that the certificate expiration updates the questionnaire status. They then add an approval task that routes the questionnaire's approval to relevant stakeholders for this particular certificate, such as category or supplier managers who handle German chemicals, the German legal department, and so on.

Once the template creator publishes the template, a questionnaire manager or process initiator at ABC company can send the questionnaire to its German chemical suppliers. Once a questionnaire project is approved, category or supplier managers can see it in the supplier's profile and initiate actions such as changing the status of processes that require the certificate. Notifications let both recipients and internal stakeholders know when a questionnaire is about to expire or has expired, and recipients can update the questionnaire with more recent versions of the certificate.

If ABC Company is also interested to know whether its French suppliers have Certificate X, but don't consider it critical for any commodity or department, a template creator can add a question to a more general questionnaire about multiple noncritical certificates in a separate modular questionnaire project template with **Commodities** of All, **Region** of France, and **Department** of All, using a more general questionnaire type such as **`Certificates`**. They can then add multiple certificate questions to the template survey document, including **`Do you have certificate X?`**. In this case, they can set an expiration schedule for the questionnaire itself, but don't opt to have any one of its certificates' expirations change the questionnaire status. Certificate expirations and the

questionnaire's expiration both generate notifications to questionnaire recipients and (optionally) primary supplier managers and/or project owners.

> **Note**
>
> Certificate management features aren't supported in internal forms in a modular questionnaire project. Certificates collected in **Certificate** questions and certificate sections in internal forms:
>
> - don't show in the **Certificates** area of the supplier's profile.
> - can't be used to filter supplier searches.
> - don't generate notifications or trigger expiration of the associated modular questionnaire project, regardless of settings in the **Certificate** question or certificate section.
>
> Always collect certificate information using **Certificate** questions or certificate sections in the key questionnaire in the project, where certificate management is supported, rather than in internal forms.

Scoring and Score Band Setup for Modular Questionnaires

Modular questionnaires can include scoring to apply standardized, template-driven judgments to respondent answers. You define scoring for a modular questionnaire in its project template.

Scoring reduces the need for subjective judgments and applies uniform criteria to the answers from all the respondents who fill out a given modular questionnaire. Scoring and score bands provide approvers and other stakeholders with guidelines and indicators of the desirability or acceptability of respondent answers.

In modular questionnaire scoring, pre-grades for individual questions combine with their importance and the weight of their sections to produce numerical scores for the sections. Section scores roll up into an overall numerical score for the questionnaire. Section and questionnaire scores are percentages that express how many points the questionnaire answers earned out of the maximum number of possible points.

Every score falls within a scoring band, or grouping of scores. All scores within a band receive the same judgment and the same label, such as "Good," "Average," or "Poor." Next to each score, a colored dot provides a visual indicator of the band into which the score falls, and hover text identifies the band by name and shows its associated score range.

Adding scoring to modular questionnaires involves several components:

- **Defining scoring bands for your site**: master data in your site defines:
  - Whether the questionnaire type of the modular questionnaire supports scoring. Questionnaire type data includes an evaluation type for each questionnaire type. You can only add scoring to a modular questionnaire if its questionnaire type has an evaluation type of `Graded`.
  - The scoring bands that you can use for a scored questionnaire. Scoring band category data defines the categories or types of bands in your site. For example, you can define a **`Compliance`** category of scoring bands, a **`Legal`** category, a **`Quality`** category, and so on. There's no limit to the number of band categories that your site can use. Scoring band data defines all the different possible scoring bands in each category, their names, and the colors of their indicators. For details, refer to Questionnaire Scoring Band Category Data Import [page 86] and Questionnaire Scoring Band Data Import [page 87].

- **Adding scoring to the questionnaire:** you add scoring in survey documents in the modular questionnaire project template by enabling scoring, then pre-grading and weighting questions and adding importance to sections. For details, refer to Adding Scoring to Modular Questionnaires [page 371].
- **Setting up the scoring bands for the questionnaire**: you set up the scoring bands for the overall questionnaire score on the **Overview** tab of the modular questionnaire project template. There, you choose the band category, specify the score ranges for each band in the category, and optionally enable banding at the section level. If you don't enable section-level scoring bands, each section score uses the questionnaire band settings. For details, refer to Setting Up Scoring Bands for Modular Questionnaires [page 367].
- **(Optional) Setting up section-level scoring bands**: if you enable section-level banding for the questionnaire, you set up the scoring bands for individual sections in the survey document. For each section, choose the band category and specify the score ranges for each band. You can use section level scoring bands to either use different band categories for different sections within the same questionnaire, or to use the same band category for multiple sections but specify different scoring ranges for the bands in that category in the different sections. For details, refer to Setting Up Scoring Bands for Individual Sections in Modular Questionnaires [page 369].

  > **Note**
  >
  > If you enable section-level banding in a questionnaire, you must set up scoring bands for each of the questionnaire's sections individually. Whether or not you plan to add scoring to an individual section and its questions, you can only publish the modular questionnaire project template if all of its sections have banding settings. Only sections with scoring show associated scoring bands, but the band settings are required for all sections.

> **Note**
>
> - Scoring and section-level banding currently aren't supported for repeatable sections.
> - If your site includes SAP Ariba Supplier Risk and you use modular questionnaires as assessments in control-based engagement risk assessment projects, you can add scoring to those questionnaires, but scores don't show on the engagement page and aren't used in control-based engagement risk assessment projects.
> - In sites where the flexible process framework feature (SM-16798) is enabled, process details pages show overall scores and scoring band indicators for the questionnaires included in the process.
> - In sites where the feature for internal forms in modular questionnaire projects (SM-30222) is enabled, the overall score for the modular questionnaire project is the score for the **key questionnaire** (the template survey document with a questionnaire format of **Questionnaire**) **only**. This overall questionnaire project score shows in the **Questionnaires** detail area of the supplier profile, the questionnaire project details page, and on the details pages for process projects that include the modular questionnaire. You can also retrieve it using the `/scores` endpoint of the Supplier Data API with Pagination.
>
> It's possible to set up scoring for internal forms, and those scores are available in the project advanced view. But internal form scores don't contribute to the overall questionnaire score, don't show in questionnaire detail pages, and aren't retrieved by the `/scores` endpoint of the Supplier Data API with Pagination. You can set up self-assigned and aggregated ratings for internal forms; see Rating and Total Rating Question Setup for Internal Forms or Questionnaires [page 373] for details.

Scoring Points [page 358]

Pre-Grades for Supplier Management Questionnaires [page 360]

Structural Considerations for Scoring Supplier Management Questionnaire Content [page 364]

Setting Up Scoring Bands for Modular Questionnaires [page 367]

Setting Up Scoring Bands for Individual Sections in Modular Questionnaires [page 369]

Adding Scoring to Modular Questionnaires [page 371]

Related Information

Questionnaire Scoring Band Category Data Import [page 86]
Questionnaire Scoring Band Data Import [page 87]
Scoring Points [page 358]
Pre-Grades for Supplier Management Questionnaires [page 360]
Structural Considerations for Scoring Supplier Management Questionnaire Content [page 364]

Scoring Points

The more scoring points you assign each piece of event or questionnaire content, the more that content contributes toward the final score. There are two different types of scoring points, **Weight** and **Importance**, that work together in score calculations for hierarchical content.

Weight

Weight is the relative level of importance of a section of content. It's used with the score you assign each response and contributes to the overall score for each respondent.

Assign **Weight** points to "container" content types such as sections and event line items (for scoring purposes, a line item "contains" its terms). Altering a section or lot's **Weight** allows you to alter the **Overall %** for all the section content.

For example, suppose that there are 30 scoring points assigned to a **`Car Performance`** section, and 70 to a **`Car Financing`** section. (Assign a total of 100 scoring points to cause the **Overall %** to be equal to the number of assigned scoring points).

For sections, the **Overall %** column shows how the section contributes to the overall score based in the following formula:

- section weight / total number of weight points = overall % of section

Using the previous example to verify the **Overall %** of the **`Car Financing`** section, the numbers would look like this:

- `70 / 100 = 70%`

If you don't assign exactly 100 weight scoring points, it complicates the math. For example, if you assign 27 points to the **`Car Performance`** section, and 88 points to the **`Car Financing`** section, the total of the weight scoring points is 115. In this case, the **Overall %** of the **`Car Financing`** section is:

- `88/115 = 76.52%`

The following table demonstrates the breakdown of scoring calculations based on the preceding example:

Number	Name	Weight (base level)	Overall %
1	Section 1 – Car Performance	27	27 / 115 = 23.48%
2	Section 2 – Car Financing	88	88 / 115 = 76.52%
	Maximum points for content	115	

Importance

Importance is the relative level of importance for individual pieces of content that require answers from suppliers or other respondents, such as questions and event line item terms.

Assign each question or other piece of individual content between 0–10 **Importance** scoring points, with 10 being the most important. Content to which you assign 0 scoring points doesn't count towards the score.

In the following graphic, question 1.2 has the highest importance with 10 **Importance** points, and question 1.1 is half as important as question 1.2 with 5 **Importance** points.



>The **Overall %** of questions changes depending on how you weight the section they're located in. To calculate the **Overall %** of the questions in the **`Car Performance`** section, first calculate their percentage within the **`Car Performance`** section, and then multiply that by the **Overall %** of the **`Car Performance`** section. The formula for the numbers in the example would be:

- (importance of question 1.1 (5) / total number of importance points in the **`Car Performance`** section (15)) * overall % of **`Car Performance`** section (30) = overall % of question 1.1 (10%)

Written numerically:

```
(5/15) * 0.3 = 0.1
```

The following table combines section **Weight** and question **Importance** to calculate the overall % of the questions within section 1:

Number	Name	Weight	Importance	Overall %
1	Section 1 – Car Performance	30		30 / 100 = 30%
1.1	Question 1.1		5	10% = 30%*5/15
1.2	Question 1.2		10	20% = 30%*10/15
		Maximum points for content in Section 1	15	
2	Section 2 – Car Financing	70		70 / 100 = 70%
	Maximum points for content	100		

Pre-Grades for Supplier Management Questionnaires

The pre-grade you assign to a specific answer to a question determines the amount that the answer contributes to the total score of the questionnaire relative to other answers to the same question.

When you pre-grade a question, you assign a grade to each possible answer to the question. You can only pre-grade questions that have defined or quantifiable answers.

In percentage-based scoring, pre-grades are always percentage values between 0 and 100, with 0 being the lowest and 100 being the highest grade. They specify the percentage of the question's available scoring points each answer earns. That question-level scoring point calculation then rolls up into the calculation of both section-level and overall questionnaire scores based on the question's importance and its section's weight.

In point-based scoring, pre-grades are always point values, which add up to section-level and overall questionnaire scores. Point-based scoring is available in the engagement request and assessment questionnaires in legacy engagement risk assessment projects and the engagement request inherent risk screening questionnaire in control-bases engagement risk assessment projects in sites that include SAP Ariba Supplier Risk. It isn't available in sourcing events or modular supplier management questionnaires.

You can only pre-grade questions that have defined or quantifiable answers.

Questions with defined answers include multiple choice and **Yes/No** questions. For example, you can't pre-grade a question of type **Text (single line limited)** with no defined acceptable answers because a respondent can answer with any possible text, and there's no way to quantify and grade such an answer. However, if you set the **Acceptable Values** option to **List of Choices** for the question, so that the respondent must choose from a set of predefined answers, you can pre-grade each answer. **Yes/No** questions automatically include two defined answers: yes and no.

Questions with quantifiable answers include **Whole Number**, **Money**, and **Date**. Answers to these questions are numerical quantities that can be calculated or, for dates, counted.

Related Information

Adding Scoring to Modular Questionnaires [page 371]

Setting Up Scoring Bands for Individual Sections in Modular Questionnaires [page 369]
Scoring Points [page 358]
Scoring and Score Band Setup for Modular Questionnaires [page 356]

Pre-Grades for Yes/No Questions

To pre-grade questions with **Yes/No** answers, enable pre-grading and specify the pre-grades for the answers.

Pre-grading for **Yes/No** questions is based on the values you specify. For example, if you assign a pre-grade of 100 to a Yes answer, then it receives a grade of 100%.

To pre-grade **Yes/No** questions in a Microsoft Excel spreadsheet, map **No** or the Boolean false value first, or to the left of the pipe character. For example, if the pre-grade values are **`No=0`** and **`Yes=100`**, enter **`0|100`** in the Microsoft Excel spreadsheet. If **`No=100`** and **`Yes=0`** then enter **`100|0`** in the Microsoft Excel spreadsheet.

> ⓘ Note
>
> If you assign a pre-grade to one answer but choose **No Grade** for the other answer, and the participant chooses the **No Grade** answer, the question generates a blank score as expected in classic sourcing events, surveys, and supplier management questionnaires. Currently, in guided sourcing events, the **No Grade** answer is automatically assigned a grade of 0, which contributes to section and overall scores.

Pre-Grades for Multiple-Choice Questions

To pre-grade questions with a predefined list of possible answers, enable pre-grading and specify the grades to assign each available answer in advance.

For example,you might have a multiple choice question with four possible choices, A, B, C, and D. You assign A 0%, B 50%, C 70%, and D 100%. Each possible choice can have an assigned grade between 0% and 100%.

Pre-grading for the answers to multiple choice questions is based on the values you specify.

> ⓘ Note
>
> - If the question has the **Allow participants to specify other value?** option set to **Yes**, the other values supplied by respondents cannot be pre-graded and therefore are not included in score calculations.
> - If the question has the **Allow participants to select multiple values?** option set to **Yes**, the grade assigned to each answer the respondent selects is included in the score calculation. In percentage-based scoring, this option might contribute to a total score of over 100%.
>
> .

Pre-Grades for Number and Date Questions

Since questions that require numerical answers can receive answers that span a range of values, a calculation assigns them a grade.

The calculation is based on three values you specify: **From** (a minimum possible value), **To** (a maximum possible value), and **Ideal** (your preferred value). The calculation assigns the grade based on the answer's position relative to those three values.

When pre-grading number and date questions, keep the following points in mind:

- The **Ideal** value must be a number between the **To** and **From** values.
- Negative numbers produce no special behavior. For example, assigning **From**= -5, **Ideal**=1, and **To**=10 results in a pre-grade of 0% for -5, which ramps up to 100% for 1, and drops back down to 0% at 10.
- It is important to determine the range of likely answers to your question as accurately as possible and set the **To** and **From** values accordingly. Setting the **To** and **From** values too closely together increases the likelihood that more answers will fall outside of the range and be assigned a grade of 0%. If you set them too far apart, a great many answers might qualify as nearer your ideal value than is accurate, rendering your results less useful.

You can assign numeric values to all, one, or a combination of **From**, **To**, and **Ideal** values.

Pre-Grades with From, To, and Ideal Values

Assign **From**, **To**, and **Ideal** values to favor answers that are neither too great nor too small.

Assigned grades start at 0% for the **From** value, climb to 100% for the **Ideal** value, and descend again to 0% for the **To** value.

For example, suppose that you're selecting a model of car to add you your company's fleet. You don't want a car that is too slow at top speed, but also one that has too much horsepower. In this case, you can assign the slowest acceptable top speed in the **From** value to 100 MPH, the fastest acceptable top speed in the **To** value to 160 MPH, and the ideal top speed in the **Ideal** value to 120 MPH.

In this example, assigned grades start at 0% for 100 MPH, climb to 100% for 120 MPH, and descend again to 0% for 160 MPH.

Pre-Grades with From and Ideal Values, but No To Value

Assign **From** and **Ideal** values without specifying a **To** value when you don't want to place a restriction on the maximum value a respondent can provide for a question.

The assigned grade is 0% for answers less than or equal to the **From** value, rising to 100% for answers equal to or greater than the **Ideal** value.

For example, you suppose that you're selecting a model of car to add to your company's fleet. You want the car to hold at least three passengers, ideally five passengers, with no upper limit. In this case, you assign a value of 3 to the **From** value, a value of 5 to the **Ideal** value, and assign no value to **To**.

In this example, the assigned grade is 0% for answers of 3 or fewer, and 100% for answers of 5 or greater.

Pre-Grades with Ideal and To Values, but No From Value

Assign **Ideal** and **To** values without specifying a **From** value when you don't want to place a restriction on the minimum value a respondent can provide to a question.

The assigned grade is 0% for answers equal to or greater than the **To** value and rises to 100% for answers less than or equal to the **Ideal** value.

For example, suppose that you're selecting a model of car to add to your company's fleet. You want the car to cost no more than $30,000, ideally $22,000, but without setting a lower limit. In this case, you assign a value of 30000 to the **To** value, a value of 22000 to the **Ideal** value, and assign no value to **From**.

In this example, the assigned grade is 0% for answers of 30000 or greater, and 100% for answers of 22000 and less.

Pre-Grades with Only an Ideal Value

Assign an **Ideal** value but no **From** or **To** values when you want a single, specific answer.

The assigned grade is 100% for answers of the **Ideal** value and 0% for all other answers.

For example, suppose that you're selecting which model of car to purchase for your company's fleet. You want it to have a four-cylinder engine, no more, no less. In this case, you specify an **Ideal** value of 4, and leave the **From** and **To** values empty.

In this example, the assigned grade is 100% for answers of 4, and 0% for all other answers.

Pre-Grades with Only a From Value

Assign a **From** value but no **To** or **Ideal** values when you require a specific maximum threshold value, above which a greater answer doesn't add value for you.

The assigned grade is 0% for answers less than the **From** value and 100% for all answers equal to or greater than the **From** value.

For example, suppose that you're selecting which model of car to purchase for your company's fleet. Your company has a policy of only purchasing cars that have been in production for at least 10 years. Set the **From** value to 10, and leave the **To** and **Ideal** values empty.

In this example, the assigned grade is 0% for answers less 10, and 100% for all answers equal to or greater than 10.

Pre-Grades with Only a To Value

Assign a **To** value but no **From** or **Ideal** values when you require a specific minimum threshold value, below which a lesser answer doesn't add value for you.

The assigned grade is 0% for answers greater than the **To** value and 100% for answers equal to or less than the **To** value.

For example, suppose that you're selecting which model of car to purchase for your company's fleet. In order to purchase a car, your company requires it to be financed with a loan of 4% annual percentage rate (APR) or lower. Set the **To** value to 4, and leave the **From** and **Ideal** values empty.

In this example, the assigned grade is 0% for answers greater than 4%, and 100% for answers equal to or less than 4%.

Structural Considerations for Scoring Supplier Management Questionnaire Content

The hierarchical structure of the content in a supplier management questionnaire affects its scoring. Combining questions outside of sections with questions in sections, or nesting sections within sections, produces specific scoring behavior.

In supplier management questionnaires, the base level is the root or beginning of the hierarchical scoring structure. Content in the base level has a number with no decimal points such as 1 or 2.

Scoring of supplier management questionnaires is simplest when:

- Either the questionnaire has no sections and every question is at the base level, or the questionnaire has sections and every question is in a section. You can only use weight points in scoring if the questionnaire has sections. If the questionnaire includes both questions and sections at the base level, both contribute equally to the maximum number of scoring points for the questionnaire, which can produce unexpected results.
- In questionnaires with sections, all sections are at the base level rather than nested. Only sections at the base level contribute to the questionnaire's maximum number of scoring points, and the weights of nested sections only apply to scoring within the section.

You can score questionnaires with more complicated structures, but keep these behaviors in mind if you do so.

> **Note**
>
> Currently, scoring is only supported for static sections. It's not supported for repeatable sections.

Related Information

Scoring for Questions in the Base Level [page 365]
Scoring for Nested Sections [page 366]

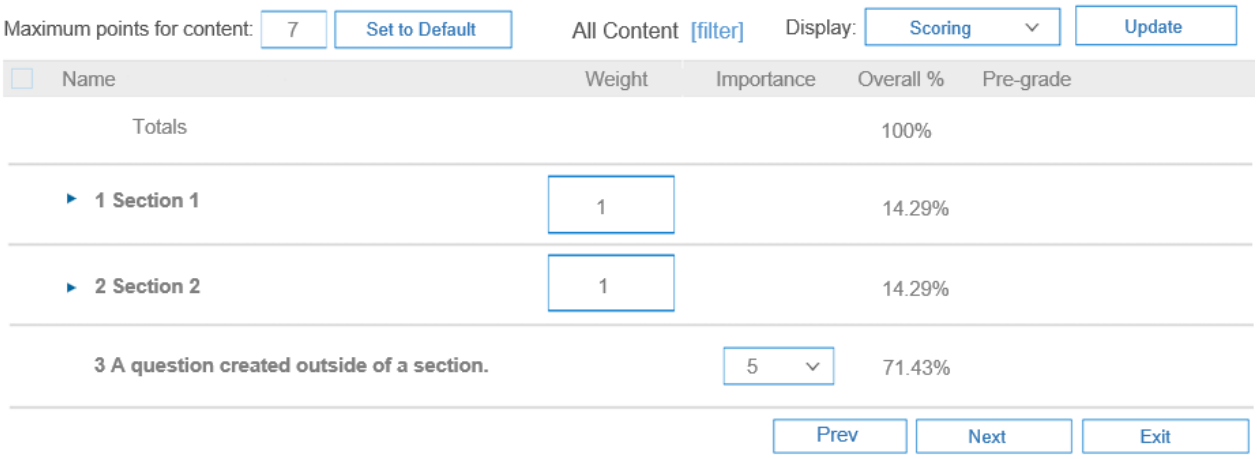
Scoring for Questions in the Base Level

Scoring is simplest when you place questions and event line items inside sections. Structuring content differently (for example, placing a question outside of a section) can cause confusion about the resulting scores.

The base level is the root or beginning of the hierarchical scoring structure. Content in the base level has a number with no decimal points. Content numbering with a decimal point (for example 1.2) indicates that the content is nested inside a section.

For example, suppose that a questionnaire has **`Section 1`** and **`Section 2`**, and also **`Question 3`**, a question outside of any section, all at the base level. In this case, the **Maximum points for content** field doesn't equal the sum of the **Weight** column, since the **Maximum points for content** field is the sum of all the scoring points in the base level. Both **Weight** and **Importance** are scoring points.

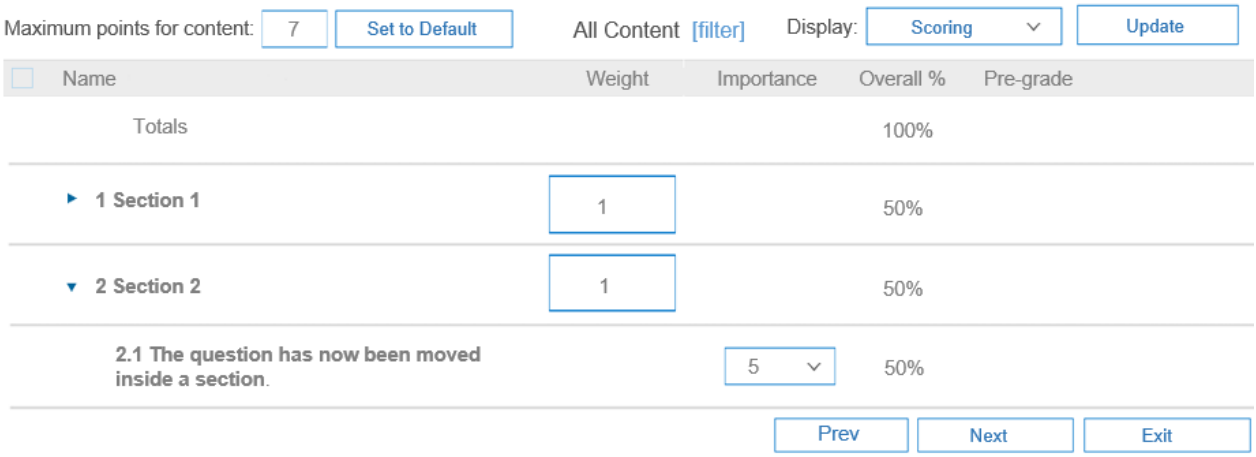
The following screenshot illustrates this scoring configuration:



In this example, **Maximum points for content** field is 7 rather than 2. There's a question at the base level, outside of any section, and its **Importance** points are added into the **Maximum points for content** field.

The **Overall %** of any piece of content is calculated in relation to other content in the same hierarchical location. Since there's a question at the base level, its **Overall %** is calculated in comparison to the **Weight** of the sections at the same level. The total number of scoring points assigned in that hierarchical location is 7, five of which belong to the question. So, the **Overall %** of each section is 14.29% (1/7) and the **Overall %** of the question is 71.43% (5/7).

If you place the question inside of **Section 2**, the **Maximum points for content** changes to 2. Each section has an equal weight an **Overall %** of 50% (½), and the question's **Overall %** is calculated in the standard way relative to other content in **Section 2**. The following screenshot illustrates this updated scoring configuration:



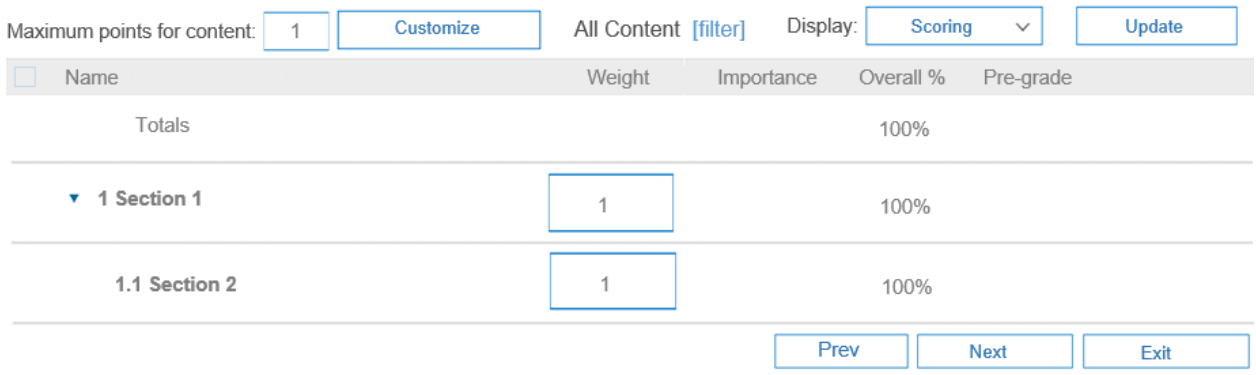
Related Information

About Importance [page 359]
Weight [page 358]

Scoring for Nested Sections

If you nest sections inside of other sections, the resulting scoring can produce unexpected results because sections nested within other sections aren't scored with their parents.

For example, if you nest **Section 2** within **Section 1**, the weight points of **Section 2** don't count towards the **Maximum points for content** field since they're not located in the base level. Only the weight points of **Section 1** are located in the base level. The following screenshot illustrates this configuration:



The event or survey document indents **Weight** fields to illustrate the hierarchical scoring structure. For example, since **Section 1** is the only content located in the base level, it contributes all of the scoring points to that level

and receives an **Overall %** of 100%. Likewise, since **`Section 2`** is the only content nested within **`Section 1`** and contributes all of the scoring points to that level, it receives all of **`Section 1`**'s **Overall %**.

Setting Up Scoring Bands for Modular Questionnaires

Use these steps to categorize the scores generated by a modular questionnaire into scoring bands, which group and label scores for easier judgment. In the template, you can specify the scoring band category you want to use and the range of questionnaire scores for each band in the category.

Prerequisites

To set up scoring bands for a modular supplier management questionnaire, you must be a member of both the **Template Creator** and **SM Modular Questionnaire Manager** groups.

Scoring band category and scoring band data must be defined in your site.

The type of the modular questionnaire for which you want to set up scoring bands must have an evaluation type of **Graded**.

To generate a numerical score that translates into a scoring band, you must also add scoring to the questions and sections in the questionnaire survey document. You can add scoring to the questionnaire before or after setting up scoring bands for it.

Context

Scoring bands are or grouping of scores. All scores within a band receive the same judgment and the same label, such as "Good," "Average," or "Poor." Next to each score, a colored dot provides a visual indicator of the band into which the score falls, and hover text identifies the band by name and shows its associated score range.

Enter **Score From** and **Score To** values define the score ranges for each band in the selected band category. Define a range for every band in the category. The ranges you define must, in total, include every number from 0 to 100. A band range goes from the **Score From** value up to, but not including, the **Score To** value. Except for the band that starts at 0, the **Score From** value you specify must always be the same number as the **Score To** value of the immediately lower band. For example, you can define a score range of 0-25 for band A and a score range of 25-50 for band B. Scores from 0 through 24 fall in Band A, but a score of 25 falls in band B.

The scoring bands you set up here always apply to the overall questionnaire score. By default, they also apply all of the scores for individual sections in the questionnaire. If you enable section-level scoring for this particular questionnaire, the scoring bands you set up here apply only to the overall questionnaire score, and you set up scoring bands for each individual section separately.

Procedure

1. If the modular supplier management questionnaire project template isn't in **Draft** status, create a new version of it.
2. On the **Overview** tab, choose **Actions** > **Edit Properties**.
3. On the **Band Category** dropdown menu, choose the type of scoring band you want to apply to the questionnaire score.

   The **Band Score Range** setting shows all of the bands defined for the category you selected.
4. Enter a score range for each band in its **Score From** and **Score To** fields.
5. (Optional) To set up scoring bands at the individual section level, for **Enable Section Level Band**, choose **Yes**.

Results

When you publish the questionnaire project template with scoring bands and questionnaire scoring, whenever a respondent submits a questionnaire created from it, their answers generate an overall score for the questionnaire. To the left of the score, a colored band indicator and label identify the band into which the score falls based on the scoring band setup for the questionnaire.

If you didn't enable section-level scoring bands for the questionnaire, the questionnaire band settings also apply to section scores.

Next Steps

If you enabled section-level scoring bands for this questionnaire, set up scoring bands for each individual section.

Related Information

Scoring and Score Band Setup for Modular Questionnaires [page 356]
Adding Scoring to Modular Questionnaires [page 371]
Setting Up Scoring Bands for Modular Questionnaires [page 367]
Setting Up Scoring Bands for Individual Sections in Modular Questionnaires [page 369]

Setting Up Scoring Bands for Individual Sections in Modular Questionnaires

Use these steps to categorize and label scores for individual questionnaire sections in scoring bands, which group and label scores for easier judgment. In the template, you can specify the scoring band category you want to use and then define the range of section scores for each band in the category.

Prerequisites

To set up scoring bands for individual sections in a modular questionnaire, you must be a member of both the **Template Creator** and **SM Modular Questionnaire Manager** groups.

Scoring band category and scoring band data must be defined in your site.

The type of the modular supplier management questionnaire for which you want to set up section-level scoring bands must have an evaluation type of **Graded**.

Section-level scoring bands must be enabled on the template **Overview** tab. For details, refer to Setting Up Scoring Bands for Modular Questionnaires [page 367].

Context

Scoring bands are or grouping of scores. All scores within a band receive the same judgment and the same label, such as "Good," "Average," or "Poor." Next to each score, a colored dot provides a visual indicator of the band into which the score falls, and hover text identifies the band by name and shows its associated score range.

Section-level scoring bands apply only to the current section. You can use them to:

- **Apply different scoring band categories to different sections in the same questionnaire.** For example, you can apply a set of code of conduct scoring bands to a section of questions about compliance with your organization's code of conduct, and a different set of regulatory compliance scoring bands to a section of questions about compliance with legal regulatory requirements. The code of conduct band category can have three bands: one for compliant scores, one for noncompliant scores, and one for undecided scores, all with names specific to code of conduct agreement. You can then associate the scores corresponding to agreement to your code of conduct with the compliant band, scores corresponding to provision of an alternative code of conduct with the unknown band, and scores corresponding to lack of agreement with the noncompliant band. This setup provides clear guidance about the answers to the code of conduct questions, but it's specific to code of conduct questions. The regulatory compliance band category can have a larger number of bands with more general names. By applying the most appropriate band category to each individual section, you can provide more precise guidance to approvers and other stakeholders who need to evaluate its answers and decide how acceptable they are.
- **Define different scoring ranges for the same bands in different sections of the same questionnaire**: For example, you can apply a control effectiveness scoring band category with two bands (effective and ineffective) to two different sections of questions about security controls. One section can contain questions about optional controls, and you can define a score range of 20-100 for the effective band, indicating that a fairly low score for this section is acceptable. The other section can contain questions about important or critical

controls, and you can define a score range of 90-100 for the effective band, indicating that only a high score for this section is acceptable.

You enter **Score From** and **Score To** values define the score ranges for each band in the selected band category. Define a range for every band in the category. The ranges you define must, in total, include every number from 0 to 100. A band range goes from the **Score From** value up to, but not including, the **Score To** value. Except for the band that starts at 0, the **Score From** value you specify must always be the same number as the **Score To** value of the immediately lower band. For example, you can define a score range of 0-25 for band A and a score range of 25-50 for band B. Scores from 0 through 24 fall in Band A, but a score of 25 falls in band B.

The scoring bands you set up here apply only to this section.

You can only set up scoring bands for static sections. They're not supported in repeatable sections.

> ### Note
>
> If you've enabled section-level banding in a questionnaire, you must set up scoring bands for each of the questionnaire's sections individually. Whether or not you plan to add scoring to an individual section and its questions, you can only publish the questionnaire template if all of its sections have banding settings. Only sections with scoring show associated scoring bands, but the band settings are required.

Procedure

1. Open the modular questionnaire project template. If it's not in **Draft**, create a new version.
2. On the **Documents** tab, click the questionnaire survey document and choose **Edit**.
3. Click **Content**.
4. Perform one of the following actions:
   - To set up scoring bands for an existing section, click the section and choose **Edit**.
   - To add scoring bands to a new section, choose **Add** > **Section**.
5. On the **Band Category** dropdown menu, choose the type of scoring band you want to apply to the questionnaire score.

   The **Band Score Range** setting shows all of the bands defined for the category you selected.
6. Enter a score range for each band in its **Score From** and **Score To** fields.

Results

When you publish the modular questionnaire project template with scoring bands and questionnaire scoring, whenever a respondent submits a questionnaire created from it, their answers generate scores for each question and section as well as the overall questionnaire. To the left of each section score, a colored band indicator and label identify the band into which the section score falls based on the scoring band setup for the section.

Related Information

Setting Up Scoring Bands for Modular Questionnaires [page 367]
Adding Scoring to Modular Questionnaires [page 371]
Scoring and Score Band Setup for Modular Questionnaires [page 356]

Adding Scoring to Modular Questionnaires

Use these steps to add weights to sections, and importance and pre-grades to questions with defined or quantifiable answers, in modular questionnaires. These scoring settings allow a questionnaire to calculate scores based on recipient answers.

Prerequisites

You must be a member of both the **Template Creator** and **SM Modular Questionnaire Manager** groups to add scoring to survey documents in modular questionnaire project templates.

To group questionnaire scores into scoring bands and show color-coded indicators for those bands, band category and band data must be defined in your site using data imports.

Context

Modular supplier management questionnaires calculate scores at the section level and those scores roll up to an overall questionnaire score. You set up scoring bands with defined score ranges for the questionnaire. These bands apply to section scores as well unless you set up scoring bands at the individual section level.

Modular questionnaires use percentage-based scoring. They don't support point-based scoring. Percentage-based scoring uses question pre-grades together with question importance and section weight to calculate section and overall questionnaire scores. Before you start scoring a modular questionnaire, it's important to understand how pre-grades and scoring points work.

Currently, **Target Grade** values aren't used in modular questionnaire scoring.

Procedure

1. Open the modular questionnaire project template. If it's not in **Draft**, create a new version.
2. On the **Documents** tab, choose the questionnaire survey document and choose **Edit**.
3. Choose **Rules**.
4. In the **Bidding Rules** area, make sure that **Choose Scoring Type** is set to **Percentage Based Scoring** and **Delegated**.

5. Choose **Content**.
6. On the **Display** dropdown menu, choose **Scoring**.

   The **Content** table shows scoring-related fields.
7. Enter a **Weight** value [page 358] for each section that you want to contribute to the questionnaire score calculation. Sections with a weight of 0 don't contribute to scores.

   > → Tip
   >
   > The values you specify for section weights can be any numbers, but using numbers that add up to a total of 100 makes it easier to determine how your weight and importance settings contribute to the overall score calculation for the questionnaire.
8. Choose an **Importance** value [page 359] of 1-10 for each question that you want to contribute to the questionnaire score calculation, with 10 being the highest importance. Questions with an importance of 0 don't contribute to scores.
9. Pre-grade possible answers to questions with defined answers, such as number, date, multiple choice, or **Yes/No** questions, by performing the following actions:
   a. In the **Pre-grade** column, choose **Yes** from the dropdown menu.
   b. For multiple choice and **Yes/No** questions, select a pre-grade percentage value 0–100 for each available answer. For number and date questions, enter values in one, two, or all the **From**, **Ideal**, and **To** fields to define the pre-grading for a range of possible answers.
10. Choose **Update** at any time to recalculate the **Overall %** for the current scoring configuration.
11. When you're finished adding scoring to the questionnaire, choose **Exit**, then choose **Save and then exit**.

Results

Once you publish the new version of the template and a respondent submits a questionnaire created from that version, the questionnaire automatically calculates section and overall scores based on your settings. The overall questionnaire score and scoring band indicator show in the **Questionnaires** detail area of the supplier profile.

In sites where the flexible process framework feature (SM-16798) is enabled, the process details page also shows overall scores and scoring band indicators for questionnaires included in the process. Both the overall questionnaire score and individual section scores and band indicators show on the questionnaire details page.

Related Information

Questionnaire Scoring Band Category Data Import [page 86]
Questionnaire Scoring Band Data Import [page 87]
Setting Up Scoring Bands for Modular Questionnaires [page 367]
Setting Up Scoring Bands for Individual Sections in Modular Questionnaires [page 369]
Scoring and Score Band Setup for Modular Questionnaires [page 356]
Pre-Grades for Supplier Management Questionnaires [page 360]
Scoring Points [page 358]

Rating and Total Rating Question Setup for Internal Forms or Questionnaires

You can add questions to collect and aggregate ratings for internal forms and questionnaires in modular questionnaire projects.

Internal stakeholders of your organization can enter ratings in one or more internal forms or internal questionnaires of a project. Ratings enable your organization to create a formal methodology by which you evaluate responses. You use ratings to evaluate or "rate" the responses (on various parameters such as delivery, quality, service, price, compliance, and so on). The final rating is a simple aggregation of all the individual ratings entered by internal users in their respective internal forms or questionnaires.

These ratings can be configured as questions in internal forms or internal questionnaires and can be included as part of a modular questionnaire project. The project can include external or internal survey questionnaires of type **Questionnaire** in addition to one or more internal forms of type **Form**. For internal users to be able to assign ratings to responses, you create or configure templates and include questions with a new answer type called **Rating** which takes a numeric value.

You also configure a new answer type called **Total Rating** in an internal form or internal questionnaire of the project. This non-editable field is automatically aggregated and populated in internal questionnaires or forms where it is configured.

> ⓘ Note
>
> Although you can configure the **Total Rating** field in any internal form or internal questionnaire of a project, SAP Ariba recommends that you configure this field only in the "final" form, and **not** in any other form. The "final" form is the one in which an approver of a questionnaire project chooses to approve or deny the project.

For example, you may want to gather information on certain aspects related to mandatory environmental compliance, and this project may have several different components. Different internal users can complete forms in the same internal modular questionnaire project. Or you can have an external questionnaire asking a supplier to provide information, and include several internal forms in the project so that internal users can provide a rating of that information. The **Total Rating** field, if configured in the final form, displays the aggregate of all the ratings entered by previous task owners in their respective forms.

Adding a Rating Question to an Internal Form

Ratings enable you to create a formal methodology by which you can evaluate your respondents' answers. You can configure your internal forms to include questions that have an answer type of **Rating**.

Prerequisites

You must be a member of the **Template Creator** group to create modular supplier management questionnaire templates.

Procedure

1. Open the supplier modular questionnaire template. If it's not in **Draft**, create a new version.
2. Choose the **Documents** tab.
3. Choose the questionnaire survey document and choose **Action** > **Edit**.
4. Choose **Content**.
5. Perform one of the following actions:
   - To add the question at the end of the questionnaire, choose **Add** > **Question**.
   - To add the question inside a non-repeatable section, select the section and choose **Add** > **Question** in the content table.

     > **Note**
     >
     > Questions of answer type **Rating** are not supported in internal repeatable sections.

   - To add a question inside or immediately after a section, select the section and choose **Add** > **Question** from the dropdown menu.
6. If you selected a location for the new question, choose **Add Inside** to add the new question nested inside section, or **Add After** to add it after the selected section on the same level.
7. Choose **Ratings** from the **Answer Type** dropdown menu.
8. Enter the text for your question in the **Name** field.
9. Specify the following settings for the question:

Setting	Description and options
Response Required?	Specifies whether or not you want to require the recipient to answer the question. Options are: • **Not Required** • **Yes, Participant Required**: The recipient must answer the question. • **Yes, Owner Required**: Don't use this setting. In supplier management projects, all internal and external questionnaire recipients are participants. There's no way to satisfy an owner requirement, and using this setting prevents recipients from submitting the questionnaire.
Reference Documents	Choose **Attach a file** to attach a reference file to the question. You can either upload the file from your local computer or select it from your site's library content. You can only attach library content that you have permission to access.
Visible to Participant	Specifies whether or not recipients can see the question. Only choose **No** if you're setting up a hidden question that triggers a conditional approval.
Rating Type	Choose **Numeric**. This is the only type available.
Max Rating	Maximum value for the rating. Configure this field as a whole numeric value between 1 and 100. For example, if you configure this field as 50, task owners filling out forms can't enter values greater than 50 for a rating question.
Rating Weight	Configure this field as a whole numeric value between 1 and 100. This is a percentage value and determines the "weight"

Setting	Description and options
	or value that you assign to this question in an internal form. The rating for a question is determined by the formula **Rating** = (**Max Rating**) times (**Rating Weight**).
Visibility Conditions	Specifies the conditions under which questionnaire recipients see the question. Choose **none** and select an existing condition, or choose **Create Condition** to create a new condition.

10. Choose **Done**.

Related Information

Field Mapping for Repeatable Sections [page 434]
Comments and Attachments in Supplier Forms and Questionnaires [page 379]

Adding a Total Rating Question to an Internal Form

Ratings enable you to create a formal methodology by which you can evaluate your respondents' answers. You can configure your internal forms to include questions that have an answer type of **Total Rating**. This field displays an aggregate of ratings of all the internal forms in a questionnaire project. Although you can configure this field in any internal form of a questionnaire project, SAP Ariba recommends that you configure this field only in the "final" form. The "final" form is the one in which an approver of a questionnaire project chooses to approve or deny the project.

Prerequisites

You must be a member of the **Template Creator** group to create modular supplier management questionnaire templates.

Procedure

1. Open the supplier modular questionnaire template. If it's not in **Draft**, create a new version.
2. Choose the **Documents** tab.
3. Choose the questionnaire survey document and choose **Action** > **Edit**.
4. Choose **Content**.
5. Perform one of the following actions:
    - To add the question at the end of the questionnaire, choose **Add** > **Question**.

- To add the question inside a non-repeatable section, select the section and choose **Add** > **Question** in the content table.

  > **Note**
  >
  > Questions of answer type **Total Rating** are not supported in internal repeatable sections.

- To add a question inside or immediately after a section, select the section and choose **Add** > **Question** from the dropdown menu.

6. If you selected a location for the new question, choose **Add Inside** to add the new question nested inside section, or **Add After** to add it after the selected section on the same level.
7. Choose **Total Rating** from the **Answer Type** dropdown menu.
8. Enter the text for your question in the **Name** field.
9. Specify the following settings for the question:

Setting	Description and options
Response Required?	Specifies whether or not you want to require the recipient to answer the question. The only option currently is **Not Required**.
Reference Documents	Choose **Attach a file** to attach a reference file to the question. You can either upload the file from your local computer or select it from your site's library content. You can only attach library content that you have permission to access.
Visible to Participant	Specifies whether or not recipients can see the question. Only choose **No** if you're setting up a hidden question that triggers a conditional approval.
Total Rating Type	Choose **Sum**. This is the only type available.
Visibility Conditions	Specifies the conditions under which questionnaire recipients see the question. Choose **none** and select an existing condition, or choose **Create Condition** to create a new condition.

10. Choose **Done**.

Supplier Management Form and Questionnaire Setup

SAP Ariba Supplier Management solutions use forms and questionnaires to collect information about suppliers from both internal stakeholders and the suppliers themselves.

Supplier management projects such as supplier requests and registrations uses template survey documents to create forms and questionnaires. Supplier qualification projects (available only in SAP Ariba Supplier Lifecycle and Performance) use template survey and content documents to create dynamic questionnaires with segments targeted by commodity, region, and, in sites where department is enabled, departments.

Some supplier management projects with external questionnaires can also use survey documents to collect information from internal stakeholders.

You can map questions in supplier management forms and questionnaires to specific fields in the vendor database so that their answers are always stored in an appropriate database field. These mappings perform one of two functions:

- Associating question answers with a specific database field. These mappings perform an important role in creating supplier requests and in synchronizing supplier data to an integrated ERP system.
- Enabling certain project functionality, such as enabling qualifications to expire, transferring question answers to project fields so that they can be used to create conditional approvals, or setting the project's commodities, regions, and departments.

Supplier Form or Questionnaire Closing, Reopening, and Due Dates

External (supplier-facing) questionnaires close when a supplier submits them and reopen under certain circumstances. The questionnaire due date always determines how much time a supplier has to fill out a new questionnaire before it closes, and can affect how long a supplier has to update a questionnaire after it reopens.

The timing rules of the template survey document for a supplier form or questionnaire include a **Due date** setting.

In external questionnaires, the due date defines how much time a supplier has to fill out and submit a new questionnaire before it closes. The countdown to the due date starts when the supplier is invited to fill out the questionnaire. The questionnaire closes either when the supplier has submitted the questionnaire or when the due date is reached, whichever comes first. When the questionnaire is closed, the supplier can no longer edit it. The questionnaire reopens automatically when:

Questionnaire Type	Condition for Reopening
All external questionnaires	An approver requests additional information during the approval process.

Questionnaire Type	Condition for Reopening
External qualification questionnaires and external registration questionnaires in new registrations	A registration or qualification manager reinvites a supplier to fill out the questionnaire because the supplier didn't respond to the previous invitation by the due date.
External registration questionnaires in completed registrations	A questionnaire update is approved or denied.
External modular questionnaires	• A category or supplier manager reinvites the supplier to fill out the questionnaire because the supplier didn't respond to the previous invitation by the due date. • If the questionnaire allows updates, either the new questionnaire or a questionnaire update is approved.

Once a registration questionnaire or a modular questionnaire that allows updates has reopened, the supplier can edit and resubmit it until it closes again. The questionnaire's configuration determines whether it remains reopened indefinitely or closes again after a specific amount of time.

Questionnaires in registration and modular questionnaire projects include a **Keep questionnaire reopened indefinitely** setting. If you specify **Yes** for this setting, every time the external questionnaire reopens, it remains reopened indefinitely.

If the **Keep questionnaire reopened indefinitely** setting is set to **No**, the amount of time a questionnaire remains reopened is determined by the self-service parameter Reopen period for supplier questionnaires [page 818] (`Application.AQS.RFX.ReopenIfClosedInterval`). The default amount of time is 365 days, but your site can use a different number of days. If the setting for the parameter is 0, the amount of time a reopened questionnaire remains open is determined by the template survey document **Due date** setting instead. In this case, make sure that the due date you set for the questionnaire anticipates not just the expected response time for a new questionnaire but its expected update cycle. If the **Keep questionnaire reopened indefinitely** setting is set to **Yes**, the questionnaire ignores the Reopen period for supplier questionnaires [page 818] (`Application.AQS.RFX.ReopenIfClosedInterval`) parameter and remains reopened indefinitely.

For modular questionnaires, if **Always open** is set to **Yes** and you've enabled reminders, after the new questionnaire is approved and it reopens for updates, the **Due date** setting determines when its reminder schedule resets. For example, if you set a due date of 180 days, after the questionnaire reopens, it generates reminders relative to that due date. If the recipient submits an update on day 50, the reminder schedule resets to 180 days. If the recipient doesn't update the questionnaire by the due date, the reminder schedule resets to 180 days on the due date, but the questionnaire remains open.

After a questionnaire has closed, it can only be reopened in one of the following ways:

- If the questionnaire is new and it has closed before the supplier responded to it for the first time, reinviting the supplier to the registration or modular questionnaire reopens it.
- If the questionnaire has closed after reopening for updates, a project owner who also has permission to work in the project advanced view must manually monitor and reopen the questionnaire.

To see the advanced view of a supplier management project, your site must be configured to show **Advanced View** link for that project type.

Modular questionnaires can expire, but questionnaire expiration is a status change that indicates the current validity of the questionnaire content. It's not related to whether or not the questionnaire is open or the questionnaire due date. An expiring or expired questionnaire that is set to always open only closes if the supplier doesn't update it before it due date. Otherwise, it remains open until the supplier submits an update.

Related Information

Creating a Supplier Form or Questionnaire [page 380]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]
Supplier Management Form and Questionnaire Setup [page 377]
Managing Access to the Advanced View of Supplier Management Projects [page 591]
Reopen period for supplier questionnaires [page 818]

Comments and Attachments in Supplier Forms and Questionnaires

There are several different ways to allow respondents to attach files to supplier forms and questionnaires. The attachment method and whether the respondent is internal or external determine the maximum file size allowed for an attachment.

Questionnaire respondents can add attachments to a supplier management questionnaire as a response to any of the following questions:

- Answer type of **Attachment**.
- Answer type of **Certificate**, where one of the certificate detail fields is an attachment field.
- Any other answer type, with **Participant can add additional comments and attachments** set to **Yes**.

In the first two cases, the attachment is a direct answer to the question. In the third case, the attachment is an optional addition to the response and can be added with or without a comment.

When a supplier fills out an external questionnaire on SAP Business Network, the maximum allowable file size for the attachment is determined by the configuration parameter `Application.AQS.FileUploadMaxSize`, which has a default value of 100 MB. SAP Ariba Support sets this parameter in your site. This rule applies to both answers to **Attachment** questions and attachments added with answers to other types of questions.

When an internal user provides a response in the buyer view of the questionnaire in your site, the maximum allowable file size for the attachment is:

- 10 MB for questions with answer types of **Attachment**. There's also a limit of one file per attachment answer.
- 10 MB for additional attachments added to responses to questions of other answer types except for **Certificate**, with a total limit of 25 MB for all attachments added to a single question. The following other limits also apply:
  - A maximum of five comments per question.
  - A maximum of five attachments per comment.

For questions with an answer type of **Certificate** in both internal and external questionnaires, there's a limit of one file for the certificate attachment, but no limit to its file size.

> **Note**
>
> These maximum file sizes are determined by where the questionnaire is edited, rather than whether the questionnaire type is set to **External** or **Internal** in the template survey document. This distinction is important for external registration questionnaires. The maximum file size a supplier can attach when editing an external registration questionnaire on SAP Business Network during an external registration is determined by the

configuration parameter `Application.AQS.FileUploadMaxSize` in all cases. However, the maximum file size an internal recipient can attach when editing an external questionnaire in your site during an internal registration depends on the answer type of the question and isn't configurable.

Related Information

Adding a Question to a Supplier Form or Questionnaire [page 400]
Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
Adding an Attachment to a Supplier Form or Questionnaire [page 473]

Creating a Supplier Form or Questionnaire

Forms are useful if you have a relatively small set of content, such as with a request. Content in forms isn't numbered in the buyer view, but is numbered in the supplier view on SAP Business Network. Questionnaires are useful if you have a large set of content and want it to be numbered. Content in questionnaires is always numbered both in the buyer view and in the supplier view on SAP Business Network.

Prerequisites

You must be working with a new version of the template, so that the template itself is open for editing, to edit an existing survey document or create a new one.

Context

This topic describes the general procedure for creating a supplier form or questionnaire. There are more specific topics that provide information about how to set up certain specialized supplier forms and questionnaires. Refer to:

- For qualifications using supplier qualification projects, Prequalification Questionnaire Setup [page 321], Setting Up a Targeted Supplier Qualification Questionnaire [page 384] and Creating a Targeted Supplier Qualification Questionnaire Segment [page 386].
- For modular questionnaires in general, Setting up Modular Questionnaires with Optional Internal Forms [page 346].
- In SAP Ariba Supplier Lifecycle and Performance sites where the flexible process framework feature (SM-16798) is enabled, Creating the Process Intake Form [page 302] and Setting Up Modular Questionnaire for Use in Process Projects [page 308].
- For modular questionnaires used as engagement risk assessments in SAP Ariba Supplier Risk, About Modular Supplier Management Questionnaires in Control-Based Engagement Risk Assessment Projects.
- For other questionnaires used in control-based engagement risk assessment projects in SAP Ariba Supplier Risk, Considerations for Setting Up the Business Details Questionnaire in the Engagement Request,

Considerations for Setting Up the Inherent Risk Screening Questionnaire in the Engagement Request, About Setting Up Supplemental Engagement Questionnaires, and About Customizing the Issue Page.

> **Note**
>
> Template survey documents contain a number of settings (supplier eligibility criteria, definitions, participants, and so forth) that aren't relevant to supplier management projects. These settings are ignored in supplier management projects. Certain settings on its **Rules** page and the content on its **Content** page are used in supplier management projects.

Depending on the project type for the form or questionnaire, you can use the following settings on the **Rules** page of template survey documents:

Rule type	Setting	Applicable project types	Description
Timing Rules	**Due date**	All external questionnaires Internal modular questionnaires used in process projects	Determines how much time a supplier has to fill out and submit the form or questionnaire before it closes. See Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377] for more information.
	Reminder for the **Due date** setting	Supplier registration	Generates reminders to suppliers who haven't yet submitted the questionnaire at the times you specify relative to the due date. Due date reminder settings are available in questionnaires in all supplier management project types. However, in all projects except for supplier registrations, they generate notifications based the default survey document message templates, which are shared with sourcing events. For external supplier registration questionnaires, there are registration-specific message templates.
	Keep questionnaire reopened indefinitely	Supplier registration Modular questionnaire	After initial project approval or update approval, keeps the external questionnaire reopened indefinitely for further updates.
	Send reminders for periodic updates	Supplier registration	Generates periodic notifications reminding the supplier to update the questionnaire at the defined intervals.

Rule type	Setting	Applicable project types	Description
Supplier Management	**Specify questionnaire format**	All	Specifies whether the survey document is a form of questionnaire. Questionnaires are numbered in the supplier view, while forms are unnumbered. Neither are numbered in the buyer view regardless of this setting.
	Is questionnaire required?	Supplier registration Modular questionnaire (for questionnaires used in process projects only)	Specifies whether or not a registration manager can opt not to include the questionnaire when starting a supplier registration.
	Specify questionnaire type	Supplier registration Supplier qualification Modular questionnaire (for questionnaires used in process projects and assessments used in SAP Ariba Supplier Risk engagement risk assessment projects only)	Specifies whether the audience for the questionnaire is internal users in your site or external suppliers. Questionnaires in registration projects have a third option, **Supplier Profile**, which specifies that the questionnaire is internal and its approval or denial doesn't affect registration status. Questionnaires in qualification projects have a third option, **Qualification Request**, which specifies that the questionnaire is used to start supplier qualifications.
	Always open and **Can expire?**	Modular questionnaire	Refer to Setting up Modular Questionnaires with Optional Internal Forms [page 346].
	Reuse and **Always request updates when used in a process**	Modular questionnaire (for questionnaires used in process projects only)	Refer to Setting Up Modular Questionnaire for Use in Process Projects [page 308]

Rule type	Setting	Applicable project types	Description
Message Board	**Sender name used in the 'From' field in emails to participants**	Supplier registration	Specifies a default custom sender name to use in the "From" and "Reply To" fields in questionnaire-specific notifications for external registration questionnaires. This setting is only available if the self-service configuration parameter **Enable configurable default sender for supplier invitations** is enabled in your site.

Procedure

1. On the dashboard, choose **Manage** > **Templates**.
2. On the **Documents** tab of the **Templates** page, expand the folder for the template you want to work with to see its contents. `
3. Choose the template and choose **Open**.
4. Choose the **Documents** tab of the template project.
5. Perform one of the following actions:
   - If the project only supports one form or questionnaire and the template includes a default survey document, select it and choose **Edit**.
   - If the project supports multiple forms or questionnaires, create a new survey document.
6. On the **Rules** page, in the **Timing Rules** area, perform the following actions:
   a. For **Response start date**, choose **When I Click the Publish button on the Summary page**.

      In supplier management projects, this setting specifies that the amount of time the respondent has to fill out the form or questionnaire is counted starting when the project is created. Don't schedule the survey for the future. Supplier management forms and questionnaires aren't designed to work with that setting.
   b. For **Due Date**, choose **Duration** and specify a duration in days, such as 30 days.

      The countdown to the due date starts when the invitation to the recipient is generated. For details about the due date setting, see Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377].
   c. Specify **Delegated** where that option is offered.
7. In the **Supplier Management** area, perform the following actions:
   - For **Specify questionnaire format**, choose **Form** to create a form or **Questionnaire** to create a simple questionnaire.
   - For **Specify questionnaire type**, choose **Internal** if people in your organization fill out the form or questionnaire, or **External** if external people such as supplier contacts fill it out. For internal registration questionnaires, choose **Supplier Profile** instead of **Internal** if you don't want approval or denial of the internal questionnaire to affect the supplier's registration status.
   - Set other supplier management rules based on the type of project in which you're creating the questionnaire and its desired behavior, based on available options.

8. Choose **Content**.
9. Add content to the form or questionnaire. [page 390]
10. Click **Summary**.
11. Choose **Exit**, then choose **Save and then exit**

Results

Once you publish the new version of the template, the form or questionnaire is available to users.

Related Information

Project Template Editing and Publishing [page 199]
Setting up Modular Questionnaires with Optional Internal Forms [page 346]
About Adding Content to a Supplier Form or Questionnaire [page 390]
Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377]
Setting Up Periodic Reminders for Registration Questionnaire Updates [page 263]
Setting Up Reminders for Recipients to Complete Questionnaires in a New Registration [page 261]
Using a Custom Sender Name for Registration Invitations [page 265]
Setting Up the Prequalification Questionnaire [page 322]
Enable custom sender name options [page 800]

Setting Up a Targeted Supplier Qualification Questionnaire

Setting up an external qualification questionnaire in the supplier qualification project template, with segments targeted to specific commodities, regions, and departments, is a one-time operation. It involves making sure that the project's empty survey document, which forms the questionnaire framework, has the right settings.

Prerequisites

You must be working with a new version of the template, so that the template itself is open for editing, in order to edit its survey document.

Context

An empty survey document and content documents are used to create the external qualification questionnaire in supplier qualification projects. If the flexible process framework feature (SM-16798) is enabled in your site, you use modular questionnaires instead. For more information, refer to Qualification, Miscellaneous, and Discontinuation Process Project Setup [page 281].

When you're setting up the targeted qualification questionnaire by editing the survey, don't add any content to it directly. You add questionnaire content in separate content documents. Qualification projects are the only projects that support a questionnaire targeted by commodity, region, and department.

> **Note**
>
> Template survey documents contain a number of settings (supplier eligibility criteria, definitions, participants, and so forth) that aren't relevant to supplier management processes. These settings are ignored in supplier management projects. Only the timing rule and supplier management settings on the survey's **Overview** page and the content on its **Content** page are used in supplier management projects.

Timing rules for template survey documents are used in supplier-facing forms and questionnaires; they're ignored in internal surveys. Timing rules determine how much time a supplier has to fill out and submit the form or questionnaire. They survey is automatically closed once the supplier submits it.

Procedure

1. On the dashboard, choose **Manage** > **Templates**.
2. On the **Documents** tab of the **Templates** page, expand the folder for the template you want to work with to see its contents. `
3. Choose the template and choose **Open**.
4. Choose the **Documents** tab of the template project.
5. Choose the template's survey document and choose **Edit**.
6. On the **Rules** page, in the **Timing Rules** area, perform the following actions:
   a. Choose **When I Click the Publish button on the Summary page**.

      This setting means that the countdown to the due date starts when an internal user starts a qualification and sends the qualification questionnaire to the supplier.
   b. For **Due Date**, choose **Duration** and specify a duration in days, such as 30 days.

      For more information on how timing rules affect how long a supplier has to answer an external questionnaire before it closes, refer to Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377].
   c. Specify **Delegated** where that option is offered.

   Don't schedule the survey for the future or set a fixed duration. Supplier management forms and questionnaires aren't designed to work with those settings.
7. In the **Supplier Management** area, perform the following actions:
   - For **Specify questionnaire format**, choose **Questionnaire**.
   - For **Is questionnaire required?**, choose **Yes**.

- For **Specify questionnaire type**, choose **External** because the qualification questionnaire is sent to suppliers external to your organization.

8. Choose **Summary**.
9. Choose **Exit**, then click **Save and then exit**

Results

The qualification questionnaire framework is now ready. The next step is to add content to it by creating questionnaire segments [page 386].

> **Note**
>
> Don't publish the survey. Once you publish the new version of the template, your changes become active.

Related Information

Project Template Editing and Publishing [page 199]

Creating a Targeted Supplier Qualification Questionnaire Segment

Questionnaire segments in supplier qualification projects are targeted at specific commodities, regions, and departments. Qualification managers can add them to the qualification questionnaire based on the commodities, regions, and departments for which the supplier is qualifying.

Prerequisites

You must be working with a new version of the template, so that the template itself is open for editing, in order to create questionnaire segments.

If you plan to target questionnaire segments by department, the business unit supplier management matrix enhancement feature must be enabled in your site, and you must set up a prequalification questionnaire [page 322] with a mapped department question. The default application page that category or suppliers use to start a qualification doesn't include a department setting. The prequalification questionnaire replaces that page and allows category or supplier managers to specify a department for the qualification as well as the commodity and region.

Context

Content documents are used as targeted segments in the external qualification questionnaire in supplier qualification projects. If the flexible process framework feature (SM-16798) is enabled in your site, you use modular questionnaires instead. For more information, refer to Qualification, Miscellaneous, and Discontinuation Process Project Setup [page 281].

Selecting at least 1 commodity and 1 region (and if you're using a prequalification questionnaire with a mapped department question, 1 department) for each questionnaire segment is required, because it's how you make sure that the current questionnaire segment is sent to suppliers for those commodities, regions, and departments.

Commodities, regions, and departments are hierarchical, ranging from high-level (general) to low-level (specific) values in a hierarchy tree. A questionnaire segment is included in the questionnaire for qualifications at its targeted level and also at any levels above or below it in its branch of the hierarchy. For example, if you create a questionnaire segment targeted to the state of California in the United States, it's included in qualifications where the qualification manager selects a location within California as the region (lower in that branch of the region hierarchy), or where the qualification manager selects the United States, North America, or all regions (higher up that branch of the region hierarchy). However, it's not included in qualifications where the qualification manager selects a different state such as Texas as the region (a different, parallel branch of the region hierarchy at the state level).

To include a questionnaire segment in all possible qualifications that include a specific commodity, region, or department, including any subdivisions of that commodity, region, or department, target it to that commodity, region, or department. To include a questionnaire segment in all qualifications for all suppliers, choose **All** for commodity, region, and department.

> **Note**
>
> If you edit content documents in your supplier qualification template and publish the changes, the sequence of the content documents in future questionnaires isn't guaranteed.

Procedure

1. On the dashboard, choose **Manage** > **Templates**.
2. On the **Documents** tab of the **Templates** page, expand the folder for the template you want to work with to see its contents.`
3. Choose the template and choose **Open**.
4. Choose the **Documents** tab of the template project.
5. Choose **Actions** > **Create** > **Content Document**.
6. In the **Title** field, enter a descriptive title for the questionnaire segment. Qualification managers see this title when they're selecting questionnaire segments to include in a questionnaire.
7. (Optional) In the **Description** field, enter descriptive information about the questionnaire. This information is only visible in the template.
8. Choose at least 1 value from the **Commodities**, **Regions**, and **Departments** dropdown menus.

   If the commodity, region, or department you want to specify doesn't appear on the menu, choose **select more**, select a value, and choose **Done**. If you want to send the questionnaire segment to all suppliers, choose **All**

9. (Optional) To add more commodities, regions, or departments, choose **add more** to the right of the dropdown menus and repeat the previous step.
10. Choose **Create**.
11. Add content to the questionnaire segment. [page 390]
12. Choose **Done**.

Related Information

Project Template Editing and Publishing [page 199]
Setting Up a Targeted Supplier Qualification Questionnaire [page 384]

Creating an Internal Registration or Qualification Questionnaire

Internal questionnaires in supplier registration and supplier qualification projects allow internal stakeholders to add information that supplements the project's form or questionnaire. Creating an internal questionnaire involves adding a survey document to the template.

Prerequisites

You must be working with a new version of the template, so that the template itself is open for editing, to edit its survey document.

Context

In sites where the flexible process framework feature (SM-16798) is enabled, qualification processes use internal modular questionnaire projects to collect information from internal stakeholders. For details, refer to Setting Up Modular Questionnaire for Use in Process Projects [page 308].

Internal questionnaires in supplier registration projects show in the **Registrations** detail area of the supplier profile. In solutions that include SAP Ariba Supplier Lifecycle and Performance, internal questionnaires in qualification projects show in the details for individual qualifications, which you can view from the summary table in the **Qualifications** detail area.

> **Note**
>
> Template survey documents contain a number of settings (supplier eligibility criteria, timing rules, definitions, participants, and so forth) that aren't relevant to internal surveys. These settings are ignored in internal surveys. Only the supplier management settings on the survey's **Overview** page and the content on its **Content** page are used in internal surveys.

Procedure

1. On the dashboard, choose **Manage** > **Templates**.
2. On the **Documents** tab of the **Templates** page, expand the folder for the template you want to work with to see its contents.`
3. Choose the template and choose **Open**.
4. Choose the **Documents** tab of the template project.
5. Choose **Actions** > **Create** > **Survey**.
6. In the **Title** field, enter a descriptive title for the questionnaire.
7. (Optional) In the **Description** field, enter descriptive information about the questionnaire. This information is only visible in the template.
8. Choose **Create**.
9. On the **Rules** page, in the **Supplier Management** area, perform the following actions:
   - For **Specify questionnaire format**, choose **Form** to create an unnumbered form or **Questionnaire** to create a numbered questionnaire.
   - For **Specify questionnaire type**, choose **Internal**.
10. Choose **Content**.
11. Add content to the questionnaire. [page 390]
12. Choose **Summary**.
13. Choose **Exit**, then click **Save and then exit**

Results

Once you publish the new version of the template, the internal questionnaire is available to users.

Next Steps

To create an approval flow for the internal questionnaire, add one or more approval tasks to the survey document.

In some cases, a To Do task on the survey document is required to make it a required part of the project workflow or to specify when it's submitted. For details, refer to Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Registration Project Template [page 251] or Restrictions, Requirements, and Helpful Hints for Setting Up the Supplier Qualification Project Template [page 318].

Related Information

Project Template Editing and Publishing [page 199]

About Adding Content to a Supplier Form or Questionnaire

These topics describe how to add content to form or questionnaire in a supplier management project.

> **Note**
>
> Rich-text editor is used in various situations that require styled or structured content. By default, it supports full HTML styling; however, this capability can expose the system to potential vulnerabilities.
>
> To mitigate these risks, contact SAP Ariba Support to enable the **PLUI-2891-1: HTML Injection – Enable Strict Parsing of Rich Text Editor Content Using DOMPurify** feature. This feature enhances security by limiting the use of HTML, specifically by restricting the ability to change font colors.

Adding a Section to a Supplier Form or Questionnaire [page 390]

Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]

Adding a Certificate Section with Customizable Certificate Fields [page 397]

About Adding Questions to Supplier Forms and Questionnaires [page 399]

Adding a Requirement to a Supplier Form or Questionnaire [page 470]

Adding Translations for Some Form and Questionnaire Content Fields [page 472]

Adding an Attachment to a Supplier Form or Questionnaire [page 473]

Sensitive Data Masking in Supplier Forms and Questionnaires [page 475]

Adding a Section to a Supplier Form or Questionnaire

A section is a container in which you organize other content, such as questions, requirements, or attachment. You can nest sections within other sections.

Context

Sections are automatically numbered in their order of appearance, and the content inside them is numbered based on the parent section number. For example, a section in a questionnaire segment can be numbered 1, and the 3 questions inside it numbered 1.1, 1.2. and 1.3.

Refer to the following topics for details about specialized types of sections:

- Repeatable sections: see Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]. Repeatable sections are available only if your site has an active subscription to SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture).

  > **Note**
  >
  > Repeatable sections are not supported in modular questionnaires used for supplier engagement risk assessments.

- Certificate sections: see Adding a Certificate Section with Customizable Certificate Fields [page 397].

If your solution includes SAP Ariba Supplier Lifecycle and Performance and you manage supplier qualifications using supplier qualification projects, top-level sections in questionnaire segments are useful for organizing content in the final qualification questionnaire, which is assembled from multiple segments. If you nest all the content of a questionnaire segment inside a section, it's displayed and numbered together in the final assembled questionnaire. If you don't, but the content of a previous questionnaire segment is nested in a top-level section, the content of the current segment is added to and numbered with the previous segment's content in the final questionnaire.

If you apply a condition to a section, that condition applies to all the content in the section. Sections are therefore useful if you have a series of questions that you want to show or hide based on the answers to other questions.

Procedure

1. To nest a section inside another section, select it.
2. Choose **Add** > **Section**.
3. If you're creating a nested section, choose **Add Inside**.
4. Enter a name and description for the section.
5. Select whether or not suppliers can see the question from the **Visible to Participants** pull-down menu. Choosing **No** creates a requirement that is only visible to internal users.
6. Choose **none** and select an existing visibility condition, or select **Create Condition** to create a new condition. Refer Visibility Conditions for Showing or Hiding Content Based on Answers [page 477] for details.
7. Choose **OK**.

Related Information

Adding a Question to a Supplier Form or Questionnaire [page 400]
Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]
Adding a Requirement to a Supplier Form or Questionnaire [page 470]
Adding Translations for Some Form and Questionnaire Content Fields [page 472]

Adding a Repeatable Section to a Supplier Form or Questionnaire

Use these steps to add a repeatable section to a form or questionnaire in a supplier management project. A repeatable section is a container in which you organize other content. The questionnaire includes an instance of the repeatable section and its content. Respondents can add as many repetitions as they need to provide multiple sets of answers. It's useful for collecting bank account, tax, and other information for which there can be multiple answers.

Prerequisites

To edit a supplier management template or its contents, you must be a member of the **Template Creator** group. For modular questionnaire projects, you must also be a member of the **SM Modular Questionnaire Manager** group. For process projects, you must also be a member of the **SM Process Manager** group.

To edit a supplier management template or its contents, the template must be in **Draft**.

Adding and editing repeatable sections in internal questionnaires, including external questionnaires in internal registrations, is disabled by default. If not already enabled in your site, an administrator can enable this feature by enabling the self-service configuration parameters Enable repeatable sections in internal questionnaires [page 806] in **Intelligent Configuration Manager** and **Application.SM.RepeatableSectionsInInternalQuestionnaires** in **SM Administration** > **Configuration Parameters**. Always enable or disable both parameters together.

Context

> **Note**
>
> - When setting up repeatable sections, **where recipients edit the questionnaire** is especially significant. Repeatable sections behave differently, and have different requirements and restrictions, depending on whether the questionnaire is supplier-facing (edited by suppliers on SAP Business Network) or buyer-facing (edited by internal users in your site). For most questionnaires, the **Questionnaire type** setting in the template survey document, which specifies whether the questionnaire is internal or external, reflects where the questionnaire is edited. However, the following exceptions apply:
>   - Since suppliers access the external supplier request in your site rather than through SAP Business Network, it functions like an internal questionnaire.
>   - If your site uses internal registrations, internal recipients fill out external questionnaires in your site, where they also function like internal questionnaires.
>
>   **Repeatable section behaviors and restrictions that apply to internal questionnaires also apply to external supplier requests and external registration questionnaires edited by internal recipients during internal registrations.**
> - Repeatable sections are not supported in modular questionnaires used for supplier engagement risk assessments.
> - As a best practice, SAP Ariba recommends managing company code and purchasing organization information directly in the integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system. Setting or maintaining this data in SAP Ariba is a work-around that requires thorough testing in your landscape based on your specific requirements.

Repeatable sections are useful for collecting any type of information that involves a set of questions and for which respondents typically have an unknown number of multiple answers, such as supplier bank and tax details. For example, if you add a question about supplier bank accounts in a repeatable section, the questionnaire recipient can add repetitions for each supplier bank account.

You can nest repeatable sections in other repeatable sections to capture sets of information in a hierarchical structure, up to a maximum of three layers.

In template survey and content documents, you use two pieces of content to create a repeatable section: a repeatable section parent and the repeatable section itself. These pieces of content are always paired together,

with the repeatable section parent serving as an otherwise empty container for the repeatable section and its content. You can only add a repeatable section inside a repeatable section parent, and you can only add content such as questions in the repeatable section.

The repeatable section parent defines the overall section, and its name provides the section heading. Inside the repeatable section parent, the repeatable section contains the questions and other content that repeats. The name you give it defines the repeating unit. Both parent and section names appear in various user interface controls that both suppliers and people in your organization use to view, add, or edit repeatable sections. Keep this usage in mind when naming both the parent and the section in the template:

This name...	Is used in these places...
Repeatable section parent name; for example, **Bank Accounts**	In the supplier view on SAP Business Network: • In links for adding or editing repetitions of the section. For example, **Add Bank Accounts (1)**. • As the title of the page for editing section content such as questions, and for adding or removing section instances. In the buyer view for internal users: • As the top-level heading for the repeatable section on the questionnaire details page when there's only one version of the questionnaire or when the recipient is editing the questionnaire. For example, **3 Bank Accounts**. • As a section heading in questionnaire version comparison.
Repeatable section name; for example, **Bank Account**	In the supplier view on SAP Business Network: • As the numbered title of each repetition of the section the supplier recipient adds. For example, if a supplier adds two bank accounts, the page on which they edit the answers labels those repetitions **Bank Account #1** and **Bank Account #2**. • In the label of the button for adding more repetitions; for example, **Add Bank Account**. In the buyer view for internal users, including in questionnaire version comparisons: • As the heading for the section on the questionnaire details page. • As the link to click to review the section answers. For example, **Bank Account (2)**

Keep in mind the following considerations for different questionnaire types when creating repeatable sections:

Functionality	External Questionnaires	Internal Questionnaires
Nested repeatable sections	You can nest repeatable sections in other repeatable sections to a maximum of three layers. The fourth and lower layers don't show in the buyer view of questionnaires.	

Functionality	External Questionnaires	Internal Questionnaires
Rearranging content within a repeatable section	Dragging and dropping to rearrange the order of content in a repeatable section isn't supported in any repeatable section. Plan the order of the content you want to add to a repeatable section in advance. If you do need to rearrange content in a repeatable section, you must delete it and add it again in the desired order.	
Combining repeatable sections with static sections	You can add a repeatable section to a static section to group the repeatable content with other content in the section. Adding static sections inside repeatable sections isn't supported regardless of where the questionnaire is edited.	
Visibility and editability conditions	In external questionnaires, use of visibility conditions with repeatable sections and their content is only supported in the following circumstances: • You can apply visibility conditions to a repeatable section as a whole so that a question outside the repeatable section triggers the condition on the repeatable section itself. • You can apply visibility conditions on content within a repeatable section so that a question outside the repeatable section triggers the condition on the repeatable section content. You can't use content within a repeatable section to trigger conditions on content outside of the repeatable section. Use of editability conditions with repeatable sections and their content isn't supported in external questionnaires.	In internal questionnaires, use of visibility and editability conditions with repeatable sections and their content isn't supported.

Functionality	External Questionnaires	Internal Questionnaires
Complex answer types	In external questionnaires, repeatable sections don't support the following answer types for included content: • **Region** • **Commodity** • **Department** • **Address** • **Extended Address** (if mapped). Multiple supplier addresses aren't replicated to an integrated ERP system.	In internal questionnaires, repeatable sections don't support the following answer types for included content: • **Certificate**. Use certificate sections [page 397] instead. • Questions based on integrated master data [page 415] (**CompanyCode**, **PurchaseOrg**, **Incoterms**, and **PaymentTerms**). SAP Ariba recommends adding and maintaining this data in the integrated ERP system. • **Region** • **Commodity** • **Department** • **Address** • **Extended Address** (if mapped). Multiple supplier addresses aren't replicated to an integrated ERP system.
	Repeatable sections support both **Tax** and **Bank Account** questions regardless of where the questionnaire is edited. However, as a best practice: • Don't combine both **Tax** and **Bank Account** questions in a single repeatable section. Add them in separate, top-level repeatable sections. Don't nest repeatable sections that contain **Tax** or **Bank Account** questions within other repeatable sections. • Don't include more than one "complex" answer type, such as **Bank Account** and **Extended Address**, in a single repeatable section.	
Comments and attachments	Adding comments and attachments to answers in repeatable sections is supported in external questionnaires.	Adding comments and attachments to answers in repeatable sections isn't supported in internal questionnaires.
Outside content	N/A	If an internal questionnaire contains a repeatable section, as a best practice, make sure there's at least one content item, such as a question, outside the repeatable section.
Analytical reporting	Questions and answers in repeatable sections aren't available in analytical reports regardless of where the questionnaire is edited.	

Note

Repeatable sections have the following restrictions related to integration:

- Supplier contact information isn't synchronized to the integrated system.
- While you can collect multiple supplier extended addresses in repeatable sections, replicating multiple addresses to the integrated system isn't currently supported.

- Data in nested repeatable sections isn't synchronized to the integrated system. The integration best practice is to add **Tax** and **Bank Account** questions to unnested repeatable sections in the external registration questionnaire.
- Use of `GenericCustomField` mappings in repeatable sections isn't supported.

Procedure

1. On the dashboard, choose **Manage** > **Templates**.
2. Open the supplier management template for editing. If it's not in **Draft**, create a new version.
3. Add or edit the template survey or content document to which you want to add the repeatable section.
4. At the bottom of the content table, choose **Add** > **Repeatable Section Parent**.
5. Enter a title for the repeatable section parent.
6. To apply a visibility or editability condition to the entire repeatable section, choose **none** and choose an existing condition or create a new condition.
7. Choose **OK**.
8. In the content table, click the repeatable section parent you created and choose **Repeatable Section**.
9. Enter a title for the repeatable section.
10. Choose **OK**.
11. In the content table, click the repeatable section you created and add questions, attachments, requirements, or sections to it as needed. You can also nest another repeatable section in it by adding a repeatable section parent to it, then adding a repeatable section inside the parent.

    > ⓘ Note
    >
    > Mapping repeatable sections to vendor database fields requires a specialized mapping syntax, and you can only map repeatable sections to array fields, which support storing multiple answers in the same field. Refer to Field Mapping for Repeatable Sections [page 434] for details.

12. When you're finished making your changes, publish the new version of the template.

Related Information

Field Mapping for Repeatable Sections [page 434]
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Tax Questions for Collecting Supplier Tax Information [page 426]
Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]

Adding a Certificate Section with Customizable Certificate Fields

When creating a modular questionnaire to ask about supplier certificates, a template creator can use a certificate section. Unlike certificate questions, certificate sections allow you to customize the standard certificate fields.

Prerequisites

- Certificate sections must be enabled in your site. To enable them, a customer administrator in your organization must enable the self-service configuration parameter **Enable certificate sections in supplier management questionnaires** [page 799] (`Application.SM.CustomizableCertificateSectionSupport`) in **Intelligent Configuration Manager**.
- You must be a member of the **SM Modular Questionnaire Manager** and **Template Creator** groups.

Context

Certificate sections are supported only modular questionnaires and aren't supported in any other types of supplier management questionnaires. You can create one or more certificate sections in a modular questionnaire. A certificate section can be created in a normal section, or you can create a normal section in a certificate section. You can customize the standard certificate fields and add more fields to a certificate section.

> **Note**
>
> Only the standard fields in certificate sections show in the **Certificates** detail area of the supplier profile. Additional custom questions that you add don't show there. You can see custom questions and answers in a certificate section by opening the source questionnaire from the **Certificates** detail area.

When adding a certificate section, note the following:

- If the modular questionnaire project in which you want to collect certificate information allows internal forms, add certificate sections only in the key questionnaire. In a modular questionnaire project template that allows internal forms, the key questionnaire is the survey document with a questionnaire format of **Questionnaire**. The key questionnaire is the only questionnaire in the project that supports certificate management. Internal forms don't support certificate management features, so don't add certificate sections to them.
- The certificate type must be specified in the certificate section or added as a question within the certificate section. If the certificate type is defined at the header level, mention the certificate type in the description of the certificate section. During the initial certificate section creation, if a certificate type is defined at the header level, the certificate type question isn't added in the section by default. When you edit the section and add a certificate type at the section header, the existing certificate type-mapped question isn't removed.
- Make sure that the questions you create within the certificate section don't ask for sensitive personal information as defined in the SAP Ariba Privacy Statement.
- SAP Ariba recommends that you don't nest certificate sections inside other certificate sections.
- You can't add a certificate question within a certificate section.
- You can't add a certificate section in a repeatable section.

Procedure

1. Open a modular questionnaire template for editing. If it isn't in **Draft**, create a new version.
2. On the **Documents** tab, click the document name, and choose **Action** > **Edit**. Then, go to the **Content** tab.
3. Click **Add** in the lower left corner and choose **Certificate Section**.

   On the displayed page, **Certificate Section -** is prefilled as a prefix in the **Name** field, and **Enter certificate-related information in this section** is automatically populated in the **Description** field. You can edit these fields as required.
4. **Optional:** Customize the certificate section name and description.

   > ⓘ Note
   >
   > The certificate section name can't contain the following special characters:
   > - Bracket ([or])
   > - Colon (:)
   > - Slash (/)
   > - Backslash (\)
   > - Question mark (?)
   > - Asterisk (*)
5. Click **OK** to return to the **Content** page.

   In the **Content** page, the standard certificate fields are displayed in the certificate section.

   The following table lists the fields and their predefined values for **Answer Type** and **Supplier field mapping**:

Field	Supplier Field Mapping	Answer Type
Certificate Type	`certificate.certificateType`	**Text (single line limited)**
Issuer	`certificate.issuer`	
Issuer ID	`certificate.issuerId`	
Audit Result	`certificate.auditResult`	
Year of Publication	`certificate.yearOfPublication`	
Certificate Number	`certificate.certificateNumber`	
Certificate Location	`certificate.certificateLocation`	
Effective Date	`certificate.effectiveDate`	**Date**
Expiration Date	`certificate.expirationDate`	
Attachment	`certificate.attachment`	**Attachment**
Description	`certificate.description`	**Text (multiple lines)**

6. Customize the standard certificate fields as needed. For example, they're optional by default, but you can make any of them required. You can also add initial answers or lists of choices and apply visibility conditions.

> **Note**
>
> - SAP Ariba recommends that you don't change the default field mappings or answer types. Changing them doesn't generate error messages, but in some cases answers provided by respondents don't show in the supplier's profile.
> - The field names are bound with the mappings, so it's recommended you don't to change field names.
> - If you delete any of the fields, the field name with an empty value is displayed in the **Certificates** detail area of the supplier profile.

7. Add other content to the certificate section as needed.

> **→ Tip**
>
> Text and date questions in certificate sections are available in analytical reports. However, since the certificate name is in the section header, it isn't available in reports. Adding a text question for the certificate name in the certificate section makes the name available in analytical reports as well. Certificate type is also not available in analytical reports if it's at the header level, but is available if it's a text question in the section.

Related Information

Enable certificate sections in supplier management questionnaires [page 799]

About Adding Questions to Supplier Forms and Questionnaires

These topics describe how to collect supplier information using questions in supplier forms and questionnaires.

Adding a Question to a Supplier Form or Questionnaire [page 400]

Question Answer Types for Supplier Forms and Questionnaires [page 407]

Automatic Field Restrictions for Questions in Supplier Management Questionnaires [page 410]

Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]

Adding a Question About Integrated Master Data to a Supplier Form or Questionnaire [page 415]

Address or Extended Address Questions for Collecting Supplier Address Information [page 417]

Bank Account Questions for Collecting Supplier Bank Information [page 421]

Tax Questions for Collecting Supplier Tax Information [page 426]

Questions as Search Filters [page 428]

Code Delimiters for Associating Descriptive Questionnaire Answers with ERP or Other Codes [page 431]

Automatic Validation of Question Answers [page 431]

Question Field Mapping [page 432]

Adding a Question to a Supplier Form or Questionnaire

A question is a content item that asks the respondent to provide some type of information. The answer type you specify for a question determines the type of information and the format of the response.

Context

The **Add Question** page includes a number of settings (include in cost, access control, participant-specific initial values, and so on) that aren't relevant to supplier management. These settings are ignored in supplier management projects. Only the settings discussed in the following steps are used in supplier management projects. If you're creating a **Text (single line limited)** or **Text (single line)** answer type question, you can optionally use the **Apply field restrictions** button to have the system suggest a field validation pattern and maximum length based on the default SAP ERP business partner configurations of the mapped field. The **Apply field restrictions** button isn't available in SAP Ariba Supplier Risk engagement risk assessment and issue management projects.

→ Tip

- Answers for questions with the **Whole Number** answer type have a maximum value of 2147483647, making it suitable for amounts but not for questions that have numerical answers that can exceed the maximum, such as phone numbers. For questions with large numerical answers that aren't amounts, use **Text (single line limited)** instead.
- Individual questions have KI ID numbers, which are unique identifiers, and the supplier responses that duplicate checks match against are linked to KI IDs. Duplicate checks match question responses against recorded supplier responses that are associated with that question's KI ID. As a result, if you delete and re-create a question, duplicate check doesn't match responses to the re-created question against stored response data from the deleted question.

ⓘ Note

- Make sure that the questions you create in supplier-facing questionnaires don't collect sensitive personal information as defined in the Data clause in the SAP Ariba and SAP Fieldglass Supplemental Terms and Conditions. SAP Ariba doesn't support collecting sensitive personal information for **individuals**, including tax information (including tax IDs such as social security numbers) and bank information, in supplier management questionnaires.
- SAP Ariba doesn't support URL hyperlinks in the questionnaire content.

Procedure

1. Perform one of the following actions:
   - Select **Add** > **Question** at the bottom of the content table to add the question to the end of the form or questionnaire.
   - Select the section to which you want to add the question and select **Add** > **Question** at the bottom of the content table.

- Click a section to add the question inside or after it and select **Add** > **Question** from the pull-down menu.

2. If you selected a location for the new question, select **Add Inside** to add the new question nested inside section, or **Add After** to add it after the selected section on the same level.
3. Choose an answer type from the **Answer Type** dropdown menu. The answer type you choose determines the other settings you can specify for the question.
4. Enter the text for your question in the **Name** field.
5. (Optional) For answer types that allow acceptable values, on the **Acceptable Values** dropdown menu, perform one of the following actions:

   - To allow respondents to enter any value in the answer field, choose **Any Value**.
   - For questions with answer type **Text (single line limited)** only, to force respondents to choose a value from the master data loaded in your site, choose **Master Data Value**. At the bottom of the **Add Question** page, choose a master data type from the **Type of master data for answer** dropdown menu.

     > ### Note
     >
     > Use of **Locale**, **User**, **Group**, and **Supplier Preferred Level** master data for acceptable answers is only supported in internal forms and questionnaires. Use of integrated **CompanyCode**, **Incoterms**, and **PaymentTerms** master data for acceptable answers is only supported in the supplier request and internal supplier registration questionnaires.

   - To force respondents to choose from a set of answers you predefine, select **List of Choices**. The default list of choices is a dropdown menu where respondents select 1 value from the list. At the bottom of the **Add Question** page, specify the following properties for your list of choices:

Property	Description and Options
Allow participants to specify other value?	Options are: • **Yes**: respondents can select **Other** on your list of choices and enter a value that isn't on your list in an **Other** field. • **No**: respondents must choose from the values on your list.
Allow participants to select multiple values?	If you select **Yes**, the list of choices is a set of check boxes instead of a pull-down menu, and respondents can select multiple values to answer the question. If you allow multiple answers to a question, you can't add it to reports.
List of Choices	Specifies the value on the list of choices. Enter values and click **Add** to add choices to the list. Select a value from the list and click **Set Default** to make it the default choice.

   - For answer types that allow number ranges, to limit answers to a specific range of numbers, select **Limited Range**. At the bottom of the **Add Question** page, add from and to values to define the range. For date questions, select a relative range such as **Last Week** or **This Year** from the **Range** menu, or select **Custom** and specify a fixed from and to date to define the range.

6. For decimal number, money, or percentage answer types, enter the number of decimal places; the default number is 2.
7. Specify the following settings for the question; available settings depend on the answer type you selected:

Setting	Description and Options
Response Required?	Specifies whether or not you want to require various respondents to answer the question. Options are: • **Not Required** • **Yes, Participant Required**: in external-facing questionnaires, the supplier must answer the question. In internal-facing questionnaires, the internal recipient must answer the question. • **Yes, Owner Required**: Don't use this setting. In supplier management projects, all internal and external recipients who complete questionnaires act as participants. There's no way to satisfy an owner requirement, and using this setting causes recipients to be unable to submit the form or questionnaire.
Description	Specifies a message to show in a popup that users open by clicking an information icon next to the question. If you specify a description, you can use the **Translations** link to provide translations for it in languages other than your site's primary language. **Note** The **Description** field is available in supplier management questionnaires (request, registration, qualification, disqualification, preferred, and modular questionnaires) and in engagement request questionnaires in the supplier engagement risk assessment project.
Reference documents	Click **Attach a file** to attach a reference file to the question; you can either upload the file from your local computer or select it from your site's library content. You can only attach library content to which you have access.
Mask Attachments	Specifies whether or not you want to mask attachments so that only the users with the appropriate permissions can view or download them. **Note** The attachment masking setting isn't supported in supplier engagement risk assessment and issue management projects.
Sensitive Data Mask Pattern	If you want to mask the answer so that only users with the appropriate permissions can view it, you can specify a masking pattern to mask all or part of the answer. **Note** The data mask pattern setting isn't supported in supplier engagement risk assessment and issue management projects.

Setting	Description and Options
Code Delimiters	Specifies the characters that enclose the codes you associate with descriptive answers in a list of choices. If you specify code delimiters, and then create a list of choices that includes codes enclosed by those delimiters, that enclosed information is the only part of the answer stored in a mapped database field. **Note** The code delimiters setting isn't supported in supplier engagement risk assessment and issue management projects.
Visible to Participants	Specifies whether or not suppliers can see the question in external questionnaires. This setting is ignored in internal questionnaires and in external questionnaires that buyer users edit in the buyer user interface, where all questions are visible. Don't add internal-only questions to external questionnaires. For external (supplier-facing) questionnaires, only choose **No** if you're setting up a hidden question that triggers a conditional approval or prepopulates an answer with a fixed value.
Participants can add additional comments and attachments	Specifies whether or not respondents can add additional attachments and comments to the question using an icon that opens an extra comment field and attachment link. **Note** • Attachments in supplier management questionnaires can't include embedded documents. • Internal questionnaire recipients can't add comments or attachments to questions in repeatable sections.
Max length	Specifies the maximum character length for text questions. The length you specify must be shorter than the absolute maximum length of the question (255 for **Text (single line limited)**, 4000 for **Text (single line)**, and unlimited for **Text (multiple lines)** answers. Answers can't exceed the absolute maximum length for an answer type regardless of the setting you apply in this field. If you're mapping a question to a supplier database field and the question has a **Text (single line limited)** or **Text (single line)** answer type, you can use the optional **Apply field restrictions** button to automatically generate a suggested maximum length. The **Max Length** setting helps to make sure that the answer doesn't exceed the maximum length of that field. For mapped questions, the length of the database field is the ultimate determiner of the stored answer length. **Note** The maximum length setting isn't supported in supplier engagement risk assessment and issue management projects.

Setting	Description and Options
Supplier field mapping	If you want to map the question to a supplier database field, enter the field name. You can also use project and matrix mappings in this field. The optional **Apply field restrictions** button can help validate your supplier field mapping entry. If it doesn't recognize a supplier field mapping, it suggests alternative field mappings. The feature can also suggest a **Max length** and **Validation pattern** based on the supplier field mapping. **Note** Supplier engagement risk assessment and issue management projects don't support mapping to supplier database fields. They support a specific set of project and matrix mappings only. See the topics about setting up those templates for details.
Search term	If you want to turn the question into a filter for supplier searches, enter the filter name. **Note** • You can only turn some answer types into search filters, and keep in mind best practices for constructing effective search filters. Turning questions into search filters isn't supported in supplier risk engagements • Search terms aren't supported in supplier engagement risk assessment and issue management projects. .

Setting	Description and Options
Validation Pattern and **Validation Pattern Error Message**	If you want to specify that the answer must be provided in a specific format, enter a regular expression to define that format. You can also enter an optional custom error message that recipients see when they try to submit an answer that doesn't fit the pattern. If you're mapping a question to a supplier database field and the question has a **Text (single line limited)** or **Text (single line)** answer type, you can use the optional **Apply field restrictions** button to automatically generate a suggested validation pattern. **Note** • Validation patterns aren't supported in supplier engagement risk assessment and issue management projects. • **Note** Questions can't include both a validation pattern and an SAP Business Network field mapping, since there's no way to apply the validation pattern to a question answer synchronized from an SAP Business Network profile field. Template validation prevents publication of any templates that include a question with both a validation pattern and an SAP Business Network field mapping.
Enable duplicate check	Specifies whether or not the answer is used to identify duplicate suppliers during the supplier request process. In both internal and external supplier requests, questions mapped to name, street address, city, state, country/region, postal code, and D-U-N-S Number fields are automatically used in duplicate check. This setting allows you to specify additional questions to use in duplicate check. This field is only available for **Text (single line limited)** questions in internal and external supplier requests in sites with the custom duplicate check feature enabled. **Tip** Only enable this setting for questions that are likely to yield unique answers for each supplier. SAP Ariba recommends that you enable this setting for no more than 5 questions total in an internal or external supplier request. Overly broad duplicate checks result in a higher number of false positives.
Visibility Conditions	Specifies the conditions under which suppliers and internal users at your company see the question. Click **none** and select an existing condition, or select **Create Condition** to create a new condition. For details, see Visibility Conditions for Showing or Hiding Content Based on Answers [page 477].

8. (Optional) To communicate your expectations of how you want respondents to answer the question, provide an initial value by performing one of the following actions:

   • For yes/no questions, select **Yes** or **No** as a default value, or select **Unspecified** if you don't want to provide a default value.

- For attachment questions, click **Attach a file** and either upload the file from your local computer or select it from your site's library to provide an attachment that respondents can use as a template or form for providing their responses.
- For certificate questions, select **Yes** or **No** as a default value, or select **Unspecified** if you don't want to provide a default value. If you select **Yes**, you can click **Details** and provide default certificate information such as issuer to communicate your expectations for how you want respondents to answer the question.
- For quantity questions, the default unit of measure for the initial value is each. To change it, click **each** and select from the list of units of measure used in your site.
- For all other answer types, enter an initial value in the **Initial Value** field.

> **Note**
>
> Setting initial values for questions that are hidden by default using visibility conditions isn't supported. When the condition is met and the question shows, it doesn't include the initial value. If you're using the initial value to set a default answer to a question, you can either:
>
> - Set **Visible to Participants** to **No** instead of using visibility conditions, if you want to prepopulate the answer with a fixed value and the recipient doesn't need to edit it. Submitting the questionnaire sets the answer to the initial value in the hidden question.
> - Make the question visible by default.

9. Click **Done**.

Related Information

Question Answer Types for Supplier Forms and Questionnaires [page 407]
Question Field Mapping [page 432]
Questions as Search Filters [page 428]
Automatic Validation of Question Answers [page 431]
Conditional Approval Flows Based on Questionnaire Answers [page 512]
Sensitive Data Masking in Supplier Forms and Questionnaires [page 475]
Code Delimiters for Associating Descriptive Questionnaire Answers with ERP or Other Codes [page 431]
Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
Adding a Section to a Supplier Form or Questionnaire [page 390]
Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]
Adding an Attachment to a Supplier Form or Questionnaire [page 473]
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About Field Mappings for SAP Business Network Supplier Profile Fields [page 456]
Default Supplier Request Duplicate Checks and Setting Up Custom Duplicate Checks [page 240]
Automatic Field Restrictions for Questions in Supplier Management Questionnaires [page 410]
Adding a Question About Integrated Master Data to a Supplier Form or Questionnaire [page 415]
Comments and Attachments in Supplier Forms and Questionnaires [page 379]

Question Answer Types for Supplier Forms and Questionnaires

For each question you add to a supplier form or questionnaire, you specify an answer type that defines the type of data you want in that field.

Answer Type	Description
Text (single line limited)	The answer field accepts a single line of text (numerical and alphabetic characters) with no character returns and a maximum of 255 characters. This answer type is the only one for which you can set master data values as an acceptable answer.
Text (single line)	The answer field accepts a single line of text (numerical and alphabetic characters) with no character returns and a maximum of 4000 characters. **Note** When questionnaire recipients in different locales answer **Text (single line)** questions, those answers are stored in different, locale-specific database fields and treated as locale-specific values. If a recipient in locale A submits the questionnaire and then a recipient in locale B updates it, the updated answers in locale B are not treated as updates to the answers in locale A in questionnaire version comparison, and don't show to users viewing the questionnaire in locales other than B. This behavior is not an issue for questionnaires that are only submitted once, but can be an issue in questionnaires that support updates. With the **Text (single line limited)** answer type, answers are stored in the same, locale-independent database field and treated as comparable values regardless of the locale in which they are provided. SAP Ariba therefore recommends using **Text (single line limited)** rather than **Text (single line)** for questions in questionnaires that allow updates.
Text (multiple lines)	The answer field initially shows six lines of text and can be expanded indefinitely with a vertical scroll bar and no character limit.
Whole Number	A whole number. For example, 20. Answers have a maximum value of 2147483647. For questions with large numerical answers that are not amounts, such as phone numbers or IDs, use **Text (single line limited)** instead.
Decimal Number	A decimal number. For example, 19.5. The default number of decimal places is 2
Date	A formatted date. For example, Fri., 12 Aug., 2009.

Answer Type	Description
Money	A decimal number plus currency symbol. The default number of decimal places is 2.
Yes/No	The answer field is a dropdown menu with **Yes** and **No** menu items.
Attachment	Requires the respondent to answer the question by uploading a file attachment. You can provide a default file attachment as an initial value, which the respondent can then download, edit, and upload to answer the question. **Note** • Use the certificate sections [page 397] or the **Certificate** answer type [page 411] to ask for supplier certificates. • Attachments to answers in questionnaires edited by internal users have a maximum file size of 10 MB. This limit applies to both internal questionnaires, such as the internal supplier request, and external questionnaires edited by internal users, such as external registration questionnaires edited by internal recipients during internal registrations.

Answer Type	Description
Certificate	The answer field is a dropdown menu with **Yes** and **No** menu items. Selecting **Yes** displays a **Details** link that allows respondents to enter certificate information such as issuer, number, location, type, and effective and expiration dates, and to upload a certificate file as an attachment. For more details, refer to Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]. **Note** • SAP Ariba doesn't validate the details in certificate answers (effective date, expiration date, and so on) against associated certificate attachments. • Certificate management features for **Certificate** questions are only supported in modular questionnaire projects. **Certificate** questions only include expiration settings modular questionnaire project templates. In modular questionnaire projects that include internal forms, certificate management features are only supported in the key questionnaire (the template survey document with a format of **Questionnaire**). They aren't supported in internal forms. • Questions in certificate sections [page 397] are customizable, and questions with supported answer types, such as text and date questions, are available in analytical reports on questionnaire responses. Fields in **Certificate** questions aren't available in analytical reports.
Address	The answer is a complete set of address fields: **Street**, **City**, **State/Province/Region**, and **Country/Region**, which uses a dropdown menu to allow users to select from a list available countries.
Extended Address	The answer is an extended set of address fields; the country/region fields use dropdown menus to allow users to select from a list of available values. A limited number of fields, including any fields with values, show by default in a **Show Less** view. Users can click **Show More** to see the full set of fields.
Percentage	A percentage value. For example, 25%. The default number of decimal places is 2.
Quantity	A number value plus a unit of measurement selected from a predefined list. The default unit of measurement is **each**.

Answer Type	Description
Commodity	The answer field is a dropdown menu that allows respondents to select from the commodities used in your site.
Region	The answer field is a dropdown menu that allows respondents to select from the regions master data defined in your site.
Department	The answer field is a dropdown menu that allows respondents to select from the departments or cost center master data defined in your site.
Supplier	The answer field is a dropdown menu that allows respondents to select from the suppliers in your site. This answer type is only supported in SAP Ariba Supplier Risk.
Bank Account	The answer field is a complete set of predefined bank account fields. For details, refer to Bank Account Questions for Collecting Supplier Bank Information [page 421]. This answer type is not available in SAP Ariba Supplier Risk.
Tax	The answer field is a dropdown menu for country/region and a set of country/region-specific tax fields defined by master data in your site. For details, refer to Tax Questions for Collecting Supplier Tax Information [page 426]. This answer type is not available in SAP Ariba Supplier Risk.

Related Information

Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
Adding a Question to a Supplier Form or Questionnaire [page 400]
Default Fields and Field Mappings in Address Question Answer Types [page 447]
Predefined Fields and Field Mappings in Bank Account Questions [page 454]
Country/Region-Specific Tax ID Field Data Import [page 98]

Automatic Field Restrictions for Questions in Supplier Management Questionnaires

You can validate supplier field mappings and automatically add system-generated recommendations for validation patterns and maximum field length when you're creating questions.

If the enhanced questionnaire configuration capabilities for increased ERP integration accuracy feature (SM-12250) is enabled in your site, and the question has an answer type of **Text (single line limited)** or **Text (single line)**, you can use a tool to validate supplier field mappings and to generate recommendations for validation patterns and maximum field length based on specified field mappings.

To use this tool, choose **Apply field restrictions**. If you've entered an invalid supplier field mapping, the system offers corrections. If you've enter a valid supplier field mapping, the system suggests a validation pattern and maximum field length for the specified mapping, based on default SAP ERP business partner configurations.

The **Apply field restrictions** option isn't available for questions with answer types other than **Text (single line limited)** or **Text (single line)**, or if an administrator in your organization has disabled it.

Related Information

Adding a Question to a Supplier Form or Questionnaire [page 400]
About Adding Questions to Supplier Forms and Questionnaires [page 399]
Disable field restrictions for field mappings in supplier management questionnaires [page 795]
Question Field Mapping [page 432]
Increase maximum size for name fields to 40 characters each in applied field restrictions [page 812]

Adding a Certificate Question to a Modular Questionnaire for Certificate Management

One of the purposes of the modular questionnaire is to collect certificate information about suppliers. Questions of answer type **Certificate** in modular questionnaire templates have special settings for certificate management.

Prerequisites

You must be a member of the **Template Creator** group to create modular supplier management questionnaire templates.

Certificate types [page 84] must be defined for your site.

Context

Questions of answer type **Certificate** in automatically include a set of predefined detail fields. Questionnaire recipients see these fields when they choose a **Yes** answer for the question:

- **Certificate Type**, which you define in the question settings in the modular questionnaire template. Modular questionnaire recipients can't edit this field.
  Certificate Type is a search filter in supplier searches on the **Supplier Management** dashboard. When you collect certificates in modular questionnaires, you specify a predefined **Certificate Type** for all answers to the same **Certificate** question. In other types of supplier management projects, the **Certificate Type** field is a text field and recipients can add any value to it, resulting in duplicate or confusing search filters.
- **Issuer**

- **Year of publication**
- **Certificate Number**
- **Certificate Location**
- **Effective Date**
- **Expiration Date**
- **Attachment**
- **Description**

Regardless of whether or not you make a **Certificate** question required, if a supplier answers **Yes** to the question, they're required to provide answers in all of these fields except for **Certificate Type**. To make most certificate fields in **Certificate** questions optional, a customer administrator in your organization can enable the self-service configuration parameter Require only attachment and expiration date for supplier certificates [page 819]. When this parameter is enabled, all **Certificate** question fields in external questionnaires are optional except for **Expiration Date** and **Attachment**.

> → Tip
>
> These fields are always included in every **Certificate** question and aren't customizable. You can customize the fields your organization uses to collect supplier certificates by creating a certificate section [page 397] instead. **Certificate** questions aren't available in analytical reports, but questions with supported answer types in certificate sections, such as text and date questions, are.

A certificate answer inherits the commodity, region, and department of its modular supplier management questionnaire.

You set the **Certificate Type** for each certificate question that you create. A customer administrator defines the certificate types in your site through data import.

Questions of answer type **Certificate** in modular questionnaires are automatically mapped to the `vendor.certificate` database field, and therefore don't include a **Supplier Field Mapping** setting. This mapping ensures that certificates provided in answer to the question show in the **Certificates** detail area of the supplier profile. This mapping is the only mapping that doesn't require the `[$index]` [page 434] syntax if the question is in a repeatable section. **Certificate** questions in other types of supplier management projects aren't automatically mapped, and you must manually map them to `vendor.certificate`.

The **Add Question** page includes a number of settings (access control, participant-specific initial values, and so on) that aren't relevant to modular questionnaires. These settings are ignored in modular questionnaire projects. Only the settings discussed in the following steps are used in modular questionnaire projects.

> ⓘ Note
>
> - SAP Ariba doesn't validate the details in certificate answers (effective date, expiration date, and so on) against associated certificate attachments.
> - Attachments in supplier management questionnaires can't include embedded documents.
> - If the modular questionnaire project in which you want to collect certificate information allows internal forms, add **Certificate** questions only in the key questionnaire. In a modular questionnaire project template that allows internal forms, the key questionnaire is the survey document with a questionnaire format of **Questionnaire**. The key questionnaire is the only questionnaire in the project that supports certificate management. Internal forms don't support certificate management features, so don't add **Certificate** questions to them.

Procedure

1. Open the supplier modular questionnaire template. If it's not in **Draft**, create a new version.
2. Choose the **Documents** tab.
3. Choose the questionnaire survey document and choose **Action** > **Edit**.
4. Choose **Content**.
5. Perform one of the following actions:
   - To add the question at the end of the questionnaire, choose **Add** > **Question**.
   - To add the question inside a section, select the section and choose **Add** > **Question** in the content table.
   - To add a question inside or immediately after a section, select the section and choose **Add** > **Question** from the dropdown menu.
6. If you selected a location for the new question, choose **Add Inside** to add the new question nested inside section, or **Add After** to add it after the selected section on the same level.
7. Choose **Certificate** from the **Answer Type** dropdown menu.
8. Enter the text for your question in the **Name** field.
9. Specify the following settings for the question:

Setting	Description and options
Response Required?	Specifies whether or not you want to require the recipient to answer the question. Options are: • **Not Required** • **Yes, Participant Required**: The recipient must answer the question. • **Yes, Owner Required**: Don't use this setting. In supplier management projects, all internal and external questionnaire recipients are participants. There's no way to satisfy an owner requirement, and using this setting prevents recipients from submitting the questionnaire. Note that for **Certificate** questions, even if you don't require a response, if the supplier answers **Yes**, they must answer all the detail questions.
Reference Documents	Choose **Attach a file** to attach a reference file to the question. You can either upload the file from your local computer or select it from your site's library content. You can only attach library content that you have permission to access.
Visible to Participant	Specifies whether or not recipients can see the question. Only choose **No** if you're setting up a hidden question that triggers a conditional approval.
Certificate Type	Choose the applicable certificate type for the question.
Expiration schedule	Specifies certain automatic actions that occur based on the **Expiration Date** in the certificate answer. You can set the following options: • Specify the amount of time before the expiration date when an automatic notification is sent to the supplier to remind them to update their answer.

Setting	Description and options
	• Choose **Notify primary supplier manager** to send a notification to the internal user assigned to the supplier as primary supplier manager at the same time as the supplier reminder is sent. • Choose **Notify project owners** to send automatic notifications to members of the modular questionnaire's **Project Owner** project group at the same time as the supplier reminder is sent. • Check **Update status on the questionnaire when the certificate is expiring or expired** to change the modular questionnaire project status to **Expiring** when the expiration reminder notification is sent, and to **Expired** when the certificate expiration date provided has passed. You can create a separate expiration schedule for the modular questionnaire project. If the expiration reminder or expiration date for the **Certificate** question comes before the questionnaire's scheduled reminder or expiration date, the certificate question settings override the questionnaire expiration schedule and trigger the status change for the questionnaire.
Visibility Conditions	Specifies the conditions under which questionnaire recipients see the question. Choose **none** and select an existing condition, or choose **Create Condition** to create a new condition.

10. **Optional:** Provide an initial value as an example of how you want recipients to answer the question by choosing **Yes** or **No** as a default value. If you choose **Yes**, you can choose **Details** and provide default certificate information such as issuer.

> ### Note
>
> Setting initial values for questions that are hidden by default using visibility conditions isn't supported. When the condition is met and the question shows, it doesn't include the initial value. If you're using the initial value to set a default answer to a question, you can either:
>
> - Set **Visible to Participants** to **No** instead of using visibility conditions, if you want to prepopulate the answer with a fixed value and the recipient doesn't need to edit it. Submitting the questionnaire sets the answer to the initial value in the hidden question.
> - Make the question visible by default.

11. **Optional:** Choose **Done**.

Related Information

Field Mapping for Repeatable Sections [page 434]
Comments and Attachments in Supplier Forms and Questionnaires [page 379]

Adding a Question About Integrated Master Data to a Supplier Form or Questionnaire

You can create a master data question that asks respondents to choose from a list of answers that is automatically populated by values from integrated master data such as company codes, purchasing organizations, payment terms, and incoterms.

Prerequisites

Questions about integrated master data aren't supported in external questionnaires. They also aren't supported in repeatable sections in internal questionnaires.

To create or edit questions in questionnaires in supplier management project templates, you must be a member of the **Template Creator** group.

Your site must be configured for SAP material master data integration, and the material master data integration must use the same business system ID for that integration must be the same business system ID that is specified in the integration settings in **SM Administration**. You can only create an integrated master data question for a type of master data that is loaded in your site. Currently supported types are company code, purchasing organization, payment terms, and incoterms (the `Purchase Org`, `Company Code`, `Payment Terms`, and `IncoTerms` elements in the integrated system). For details, refer to Topics About Managing SAP Material Master Data Integration.

> **Note**
>
> - As a best practice, SAP Ariba recommends managing company code and purchasing organization information directly in the integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system. Setting or maintaining this data in SAP Ariba is a work-around that requires thorough testing in your landscape based on your specific requirements.
> - Questions about integrated master data currently aren't supported in integration landscapes that consolidate master data from multiple ERP systems in SAP Master Data Governance (MDG).

Context

Integrated master data questions automatically populate answers with the current values from the integrated master data. The answer dropdown menu shows the following master data fields:

Type of master data	Master data fields in answer dropdown menu
CompanyCode	`Description[UniqueName]`
PurchaseOrg	`Name[UniqueName]`

Type of master data	Master data fields in answer dropdown menu
Incoterms	`Description[UniqueName]` **Note** SAP Ariba automatically shows descriptions in the language that matches a user's locale if available.
PaymentTerms	`Description[UniqueName]`

Some types of master data reference other master data. For example, purchase organization master data includes a `CompanyCodeUniqueName` field to associate specific company codes with specific purchasing organizations. For these types of master data, you can set up either of the following types of answer filters:

- **Filters on specific related values**: you can filter the list of available answers for a master data question so that it only includes answers associated with a specific related master data value. For example, you can filter a list of purchasing organization answers so that it only shows those values that are associated with a specific company code.
- **Filters based on answers to related master data questions**: you can filter the list of available answers for a master data question based on the answer to a related master data question. For example, you can filter a list of purchasing organization answers so that it only shows those values that are associated with the company code that the respondent selected as the answer to a previous question.

Procedure

1. Perform one of the following actions:
   - To add the question to the end of the form or questionnaire, choose **Add** > **Question** at the bottom of the content table.
   - Select the section to which you want to add the question and choose **Add** > **Question** at the bottom of the content table.
   - To add the question inside or after a section, click its name and choose **Add** > **Question**.
2. If you selected a location for the new question, choose **Add Inside** to add the new question nested inside section, or **Add After** to add it after the selected section on the same level.
3. On the **Answer Type** dropdown menu, choose **Text (single line limited)**.
4. Enter the text for your question in the **Name** field.
5. On the **Acceptable Values** dropdown menu, choose **Master Data Value**.
6. On the **Type of master data for answer** dropdown menu, choose a type of integrated master data.
7. (Optional) To set up answer filters, perform the following actions:
   a. For **Filter list of answers?**, choose **Yes**.
   b. On the **Filter column** dropdown menu, choose the column in the master data file by which you want to filter the list of answers.
   c. In the **Filter values** field, either enter a static value or reference the answer to another question in the questionnaire using the format `($answer.{QuestionNumber})`.
8. Specify any other necessary settings for the question, including field mappings.

9. Click **Done**.

Related Information

Adding a Question to a Supplier Form or Questionnaire [page 400]
Question Field Mapping [page 432]

Address or Extended Address Questions for Collecting Supplier Address Information

Template survey documents in supplier management projects include **Address** and **Extended Address** question answer types, which have special features that are designed specifically for collecting supplier address information.

By default, **Address** questions include basic address fields such as street, city, region, country/region, and postal code. **Extended Address** questions include a larger set of fields such as house number, building, district, and PO box that are useful for international and nonresidential addresses. Refer to Default Fields and Field Mappings in Address Question Answer Types [page 447] for a complete list of fields and their database field mappings.

Collecting supplier addresses in an **Extended Address** question in the external registration questionnaire is an integration best practice.

> ### Note
>
> For supplier request questionnaires that include **Extended Address** questions, respondents must provide an answer in the **Region** field to submit the questionnaire.

The following table describes the functionality supported for each answer type:

Functionality	Address	Extended Address
Supported in repeatable sections	No	Yes
Supports visibility and editability conditions based on underlying fields	No	No
Required for Dun & Bradstreet integration	No	Yes Your site's **Extended Address** configuration must include specific fields for Dun & Bradstreet integration.
Used in default duplicate check	Yes	No
Supports use of custom region codes	No	Yes
Supports available field customizations, which SAP Ariba must configure for you	Minimal, with restrictions	Yes, with restrictions
Uses customizable master data to define country/region-specific syntax validation for postal codes	Yes	Yes

You can use self-service configuration parameters in **Intelligent Configuration Manager** to control the following behavior in **Address** or **Extended Address** questions:

Parameter	Description	Address	Extended Address
Enable additional street lines in supplier addresses (`Application.SM.EnableAdditionalStreetLines`)	In **Address** questions, shows the two additional street lines (**Street 2** and **Street 3**) in the supplier view of external questionnaires on SAP Business Network and in project advanced view. Default configurations include both these fields, but they don't show in these areas by default.	Yes	No

Parameter	Description	Address	Extended Address
Make Extended Address State/Province/Region Required Where Available (`Application.SM.AddressExtRegionCodeMandatory`)	Makes the **State/Province/Region** field in **Extended Address** questions required when there's state/province/region data available for the selected country/region. When there's no state/province/region data available for the selected country/region, the field remains optional. **⚠ Caution** The **State/Province/Region** field is mandatory if the selected country/region is Canada (CA), China (CN), Brazil (BR), Mexico (MX), or the United States (US). As a result, whether this parameter is enabled or disabled, your questionnaire recipients must select at least one value from the **State/Province/Region** dropdown menu for these countries/regions. Therefore, ensure that your region master data includes at least one **State/Province/Region** value for these countries/regions. This parameter is only applicable in sites that don't have a field customization to make the **State/Province/Region** field required. That field customization makes the field required in all cases. To use this parameter instead, first request SAP Ariba Support to remove the customization.	No	Yes

Parameter	Description	Address	Extended Address
List Extended Address fields for which blank updates from SAP Business Network clear data	Specifies a list of **Extended Address** fields for which data is removed if a supplier updates their SAP Business Network profile address and an **Extended Address** question in an external registration questionnaire is mapped to '`vendor.addressExt.postalAddress,network.legal.addressExt.postalAddress`'. Data is removed from the specified field if either the supplier specifically removes the value in the corresponding SAP Business Network profile field, or if there's no corresponding profile field but the supplier updates their profile address. By default, in this situation, the answer is removed from the questionnaire with the mapped question, but remains in the database field and is synchronized to the ERP system unless the field is specified in this parameter. For a list of supported values for this parameter, see List Extended Address fields for which blank updates from SAP Business Network clear data [page 814].	No	Yes

SAP Ariba supports customization of **Address** field labels and help text, which appears when users click the information icon next to the field, for all fields except **Street**. However, these customizations only show in the supplier view of external questionnaires on SAP Business Network. No customizations are supported in the buyer view of internal or external questionnaires.

SAP Ariba supports the following customizations for **Extended Address** in both buyer and supplier views:

- Field labels and help text, which appears when users click the information icon next to the field.
- Which fields are included in **Extended Address** questions.
- Whether or not individual fields are required.

> ⚠ Restriction
>
> Making any fields in **Extended Address** questions required prevents suppliers from saving any external questionnaire that includes the question as a draft response. If an **Extended Address** question in the questionnaire includes a required field, the supplier must edit and submit the questionnaire in one step.

You can make the **State/Province/Region** field required using the self-service configuration parameter **Make Extended Address State/Province/Region Required Where Available** instead. The parameter provides

flexibility by keeping the field optional in cases where your site doesn't have region data for the selected country/region. If you use a field customization to make the **State/Province/Region** required, it's always required, and if there's no region data to select for a specified country/region, the recipient is blocked from submitting the questionnaire.

- The order in which the fields appear from top to bottom.
- Whether a field appears in the initial **Show Less** view, or only after the user clicks a **Show More** link.
- The width of the field into which users add text. Note that this setting has no relation to the field's maximum number of characters.

The following customizations aren't supported for **Extended Address**:

- Adding new fields to **Extended Address** questions. You can include or exclude the default fields, but you can't add custom fields.
- Field length.

Related Information

Default Fields and Field Mappings in Address Question Answer Types [page 447]
Adding a Question to a Supplier Form or Questionnaire [page 400]
Question Answer Types for Supplier Forms and Questionnaires [page 407]
Enable additional street lines in supplier addresses [page 797]
Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]
Prerequisites for Integrating Dun & Bradstreet with SAP Ariba Supplier Lifecycle and Performance [page 604]
Importing Custom Region Codes for Supplier Addresses [page 173]
Country/Region-Specific Postal Code Validation Data Import [page 114]
Enable additional street lines in supplier addresses [page 797]
Make Extended Address State/Province/Region Required Where Available [page 816]
Make account holder name required in Bank Account questions [page 815]

Bank Account Questions for Collecting Supplier Bank Information

Template survey documents in supplier management projects include a **Bank Account** question answer type, which has special features that are designed specifically for collecting supplier bank information.

Bank Account questions include a set of predefined fields [page 454]. Using **Bank Account** questions in supplier management questionnaires enables you to ask for bank details automatically without having to create a separate question for each detail field.

> ⓘ Note
>
> - **Bank Account** questions are designed for use in repeatable sections, and provide a way for recipients to add any number of bank accounts to a questionnaire. You can't add a **Bank Account** question inside a repeatable section and another **Bank Account** question outside of a repeatable section in the same questionnaire. SAP Ariba recommends only adding **Bank Account** questions in repeatable sections. Some fields in **Bank Account** questions, such as the automatically generated **Bank ID** field and the **Country/Region** field, become read-only after an answer is added. Repeatable sections allow respondents

to remove existing bank account answers from the questionnaire by deleting the entire repeatable section. Without a repeatable section, respondents can't remove bank account information in read-only fields in existing answers to **Bank Account** questions once they're added.
If you plan to use repeatable sections in internal questionnaires, or your site allows internal registrations, where internal recipients fill out and submit external questionnaires, make sure that the internal repeatable sections feature is enabled. For details, refer to Enable repeatable sections in internal questionnaires [page 806].

- Make sure that the questions you create in supplier-facing questionnaires don't collect sensitive personal information as defined in the Data clause in the SAP Ariba and SAP Fieldglass Supplemental Terms and Conditions. SAP Ariba doesn't support collecting sensitive personal information for **individuals**, including tax information (including tax IDs such as social security numbers) and bank information, in supplier management questionnaires.

The following configuration options control the behavior of certain fields in **Bank Account** questions:

Fields	Default behavior	Configuration options
Bank ID	**Bank ID** is read-only, and SAP Ariba automatically generates bank IDs for suppliers using sequential numerical values starting with 0000. Once SAP Ariba generates a bank ID for a bank account, its **Country/Region** field also becomes read-only.	You can optionally define country/region-specific prefixes [page 101] to include in automatically generated bank IDs. The following self-service parameters control supplier bank ID generation: • Define the length of supplier bank IDs [page 794] (`Application.SM.BankIdSize`), which defines the maximum length of automatically generated bank IDs. • Start automatically-generated supplier bank IDs with 0001 [page 823] (`Application.SM.InitializeBankIDFromOne`), which controls whether automatically generated bank IDs for each supplier start with 0000 (the default) or 0001.
Account Holder Name	**Account Holder Name** is optional.	The self-service configuration parameter Make account holder name required in Bank Account questions [page 815] (`Application.SM.AccountHolderNameMandatory`) controls whether this field is required or optional.

Fields	Default behavior	Configuration options
• **Name** • **Bank Branch** • **Street** • **City** • **State/Province/Region** • **Postal Code**	These fields are visible and questionnaire recipients can edit them.	The self-service configuration parameter Hide bank master data fields in Bank Account questions [page 810] (`Application.SM.HideBankMasterFields`) controls whether these fields are visible and editable, or hidden and therefore uneditable. If you maintain this data in bank master records in an integrated ERP system, you can hide these fields so that questionnaire recipients can't provide conflicting answers.
• **IBAN Number** • **Bank Key/ABA Routing Number** • **Account Number**	**IBAN Number** or a combination of **Bank Key/ABA Routing Number** and **Account Number** are required.	The self-service configuration parameter Enable country/region-specific visibility and optionality configurations for Bank Account fields [page 799] (`Application.SM.EnableBankComponentVisibility`) controls whether or not the visibility and optionality of these fields are default behavior or are defined by syntax validation data [page 424] for those fields instead. If this parameter is enabled, visibility and optionality can be defined by default data provided by SAP Ariba, or by your custom data definitions.
SWIFT Code	**SWIFT Code** is visible.	SAP Ariba Support can enable SM-28926, an optional feature to hide this field.

SAP Ariba validates **Bank Account** answers to ensure that there are values present in mandatory fields and SAP Ariba performs syntax validation on some fields [page 424] using country/region-specific syntax data definitions in your site, which you can customize.

When you add a **Bank Account** question to a questionnaire, keep in mind the following considerations:

- **IBAN number** and **Account Number** are always masked so that only users in the **Sensitive Data Access** group can see the full numbers. By default, **Bank Account** questions use a masking pattern of `(.*).(4)`, which masks all but the last four digits of every IBAN or account number. You can edit or remove this masking pattern, but if you remove it entirely, the default masking pattern of `(.*).(4)` still applies.
- **Bank Account** questions use the field mapping `vendor.bankInfos` (for individual questions) or `vendor.bankInfos[$index]` (for questions in repeatable sections). This mapping stores answers in the corresponding bank fields [page 454] in the supplier database and synchronizes them to those fields in any integrated ERP system.

Otherwise, you don't apply settings to any of the individual fields in the question. For example, you can apply a visibility or editability condition to the entire question, but can't apply visibility or editability conditions to individual fields in the question.

The answers to **Bank Account** questions automatically show in the **ERP data** detail area of supplier profiles.

> **Note**
>
> - Don't combine a **Bank Account** question with individual questions mapped to `vendor.bankInfos` fields in the same questionnaire. Either use a **Bank Account** question or use individual mapped questions in a single questionnaire.
> - Integrations with SAP ERP, SAP S/4HANA, and SAP MDG-S currently don't support bank account numbers longer than 18 characters.
> - Inactivating a supplier doesn't remove their data from your site, but does make it inaccessible. Reactivating an inactive supplier restores their data. To permanently obfuscate a supplier's data in your site, including bank account details, you can expire them.

Related Information

Predefined Fields and Field Mappings in Bank Account Questions [page 454]
Adding a Question to a Supplier Form or Questionnaire [page 400]
Sensitive Data Masking in Supplier Forms and Questionnaires [page 475]
Define the length of supplier bank IDs [page 794]
Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information [page 424]
Marking a Supplier Managed in SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (New Architecture) for Expiration [page 579]

Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information

Syntax validation for supplier bank account information helps ensure that the supplier bank account information you collect in supplier management questionnaires only includes values that are valid in an integrated ERP system. You can also control visibility and optionality of certain **Bank Account** fields using this data.

SAP Ariba automatically validates the answers in the IBAN, bank account holder name, account number, and bank key or ABA routing number fields in **Bank Account** questions in supplier requests (both internal and external) and registration, qualification, and modular supplier management questionnaires using syntax master data.

By default, bank account syntax validation uses default, country/region-specific data definitions. You can use data import tasks to customize bank account syntax validation in your site.

If the self-service parameter Enable country/region-specific visibility and optionality configurations for Bank Account fields [page 799] (`Application.SM.EnableBankComponentVisibility`) is enabled in your site, the visibility and optionality of the **IBAN Number**, **Account Number**. and **Bank Key/ABA Routing Number** fields are also controlled by this bank syntax validation data.

Field	Default values	Custom values
Bank Control Key	Default Bank Control Keys in Bank Account questions [page 646]	Import country/region-specific bank control key [page 104] master data to define custom values for this field. After a respondent selects the bank country/region, they choose from the list of valid bank key values you've defined for that country/region.
IBAN Number	Default Syntax Validation, Visible, and Mandatory Flags for IBAN Numbers in Bank Account Questions [page 647]	Import country/region-specific IBAN syntax master data [page 106] for this field. When a respondent submits a questionnaire, an automatic validation check determines whether or not their answer is valid for the selected bank country/region based on this master data. If country/region-specific visibility and optionality are enabled, this data also determines whether the field is visible or required for the selected bank country/region.
Account Holder Name, **Account Number**, and **Bank Key/ABA Routing Number**	Default Syntax Validation, Visible, and Mandatory Flags for Account Holder Names, Account Numbers, and Bank Keys in Bank Account Questions [page 657]	Import country/region-specific syntax master data [page 109] for these fields. When a respondent submits a questionnaire, an automatic validation check determines whether or not their answers are valid for the selected bank country/region based on this master data. If country/region-specific visibility and optionality are enabled, this data also determines whether the **Account Number** and **Bank Key/ABA Routing Number** fields are visible or required for the selected bank country/region.

Respondents who provide invalid answers see error messages informing them of the required syntax for their answers based on the syntax validations you've defined for them and are unable to submit questionnaires with invalid answers for those fields.

Related Information

Country/Region-Specific Bank Control Key Data Import [page 104]

Country/Region-Specific Validation Syntax, Visibility, and Optionality for Supplier Bank Account IBAN Number Data Import [page 106]

Country/Region-Specific Syntax Validation, Visibility, and Optionality for Supplier Bank Account Holder Name, Account Number, and Bank Key or ABA Routing Number Data Import [page 109]

Default Bank Control Keys in Bank Account questions [page 646]
Default Syntax Validation, Visible, and Mandatory Flags for IBAN Numbers in Bank Account Questions [page 647]
Default Syntax Validation, Visible, and Mandatory Flags for Account Holder Names, Account Numbers, and Bank Keys in Bank Account Questions [page 657]

Tax Questions for Collecting Supplier Tax Information

Template survey documents in supplier management projects include a **Tax** question answer type, which has special features that are designed specifically for collecting supplier tax information.

> **Note**
>
> Make sure that the questions you create in supplier-facing questionnaires don't collect sensitive personal information as defined in the Data clause in the SAP Ariba and SAP Fieldglass Supplemental Terms and Conditions. SAP Ariba doesn't support collecting sensitive personal information for **individuals**, including tax information (including tax IDs such as social security numbers) and bank information, in supplier management questionnaires.

Tax questions automatically include an initial field for country/region. Once the respondent chooses the country/region , the question displays the tax ID fields for that country/region, which are defined in your site using a metadata file import [page 98]. The CSV file that defines your tax ID fields also allows you to specify which tax ID fields show for each country/region, including validation patterns, sample values that display in validation error messages, and mappings to different tax number fields in the vendor database. Sites deployed after the SAP Ariba 2211 release include default data for tax ID fields. Refer to Default Country/Region-Specific Tax ID Field Data [page 675] for details.

Using **Tax** questions in supplier management questionnaires enables you to automatically ask for those country/region-specific tax IDs instead of having to create a separate conditional question for each individual tax ID in each country/region/ in the questionnaire.

In internal supplier requests, **Tax** questions that meet configuration prerequisites are used in the default duplicate check. This duplicate check can run against tax data collected and updated in **Tax** questions in supplier registration questionnaires as well. Refer to Default Supplier Request Duplicate Checks and Setting Up Custom Duplicate Checks [page 240] for details.

All tax ID fields for the chosen country/region are required by default. To allow respondents to submit a blank answer for a tax field, you can define a validation pattern of `(^$)` in your tax metadata CSV. To both allow blank answers and ensure that if the supplier does answer the question, their answer must have a valid format, you can place the `(^$)` pattern at the beginning or end of an existing validation pattern, separated by a pipe character (|). For example, either of the following patterns allows the supplier to submit either a blank answer or an answer with a length of 10: `(^$)|(^\d{10}$)` or `(^\d{10}$)|(^$)`.

Tax questions currently don't support the collection of personal tax information as defined in your site's tax metadata file. They only support the collection of organization-level tax information.

When you add a **Tax** question to a supplier management questionnaire, keep in mind the following considerations:

- **Tax** questions are designed for use in repeatable sections. Since suppliers can have multiple tax IDs in one or more countries/regions, you can include **Tax** questions in repeatable sections in external (supplier-facing) questionnaires. You can also include them in internal (buyer-facing) questionnaires, including external questionnaires in internal registrations, if internal repeatable sections are enabled in your site. The SAP Ariba

supplier database can store multiple tax IDs for each supplier, and all tax information in mapped **Tax** questions is synchronized to integrated ERP systems.
Since the tax country/region becomes read-only after the respondent adds a tax, deleting an entire repeatable section is the only mechanism for removing a previously added **Tax** answer in a questionnaire. The ability to remove previously added tax details is important in questionnaires that support updates, such as registration questionnaires.
Including a **Tax** question in a repeatable section is an integration best practice for the external supplier registration questionnaire. Including a **Tax** question with no repeatable section is an integration best practice for the internal supplier request. If your site includes default content for these questionnaires, those **Tax** question configurations are present in the default content.
You can't add a **Tax** question inside a repeatable section and another **Tax** question outside of a repeatable section in the same questionnaire.

- Since **Tax** questions don't collect personal tax information for individuals, they don't support sensitive data masking for tax ID fields. Sensitive data masking settings aren't available for questions with **Tax** answer types. Country/region and tax ID fields in **Tax** questions are encrypted in the database, and encrypted fields are masked by default in a few portions of the user interface on the **Supplier Management** dashboard, such as supplier profiles. They're never masked in other areas, such as the project advanced view, internal and external questionnaires, and the supplier view on SAP Business Network. You can make tax data display consistent in all areas of the user interface by enabling the default masking on the **Supplier Management** dashboard using the **Application.SM.Vendor.EnableDefaultTaxMasking** configuration parameter in **SM Administration**. For details, refer to Reference of Configuration Parameters in Supplier Administration [page 826].
  You can mask tax information in individual questions with the **Text (single line limited)** answer type mapped to tax database fields.
- **Tax** questions use the field mapping `vendor.taxExt` (in single questions) or `vendor.taxExt[$index]` (in questions in repeatable sections). This mapping stores answers in the supplier database fields that correspond to different tax IDs as defined in the `TaxCode` column of your tax metadata CSV file.
- Including both a **Tax** question and one or more individual questions mapped to tax fields in the same questionnaire isn't supported.

Since validation patterns are defined in your tax metadata CSV file, you don't specify them when adding or editing a **Tax** question.

In supplier profiles, the answers to **Tax** questions automatically show in the **ERP data** detail area.

For most countries/regions, SAP Ariba automatically maps each tax number or ID field to its corresponding `taxIdentificationNumberTypeCode`. Refer to the reference information for supplier tax field mappings for exceptions to this rule [page 444].

Inactivating a supplier doesn't remove their data from your site, but does make it inaccessible. Reactivating an inactive supplier restores their data. To permanently obfuscate a supplier's data in your site, including tax details, you can expire them.

Related Information

Country/Region-Specific Tax ID Field Data Import [page 98]
Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]
Marking a Supplier Managed in SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (New Architecture) for Expiration [page 579]

Questions as Search Filters

Adding search terms to a question in a supplier management questionnaire makes that question a filter in supplier searches. Users can then filter their supplier searches based on answers to the question.

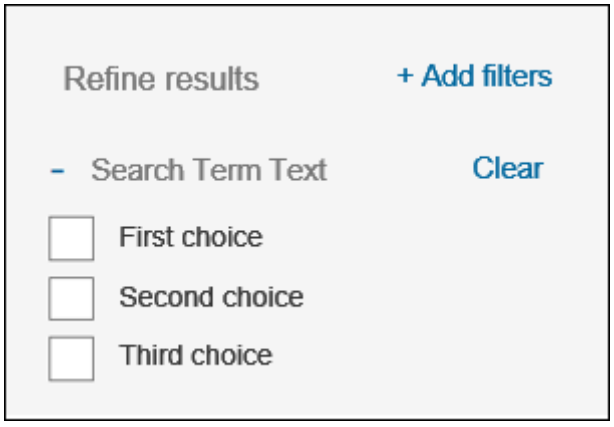
Template creators can define questions as search terms in survey and content documents in the following projects:

- Internal and external supplier requests
- Supplier registrations
- Supplier qualifications and disqualifications (SAP Ariba Supplier Lifecycle and Performance only)
- Preferred supplier management projects (SAP Ariba Supplier Lifecycle and Performance only)
- Modular supplier management questionnaires

To turn a question into a filter in supplier searches, you add text to the **Search Term** field on the **Create Question** page. Before you start adding search terms to questions, it's important to understand how they show on the supplier search page.

The search term text you enter becomes the name of the search filter. Users can choose it from a list of available filters to add it to their searches. Once the filter is added to the search, it shows alongside search results on the search page, together with permanent search filters such as **Category**, **Region**, and **Registration status**. If you use **List of Choices** as the acceptable answer type, those choices become filter options that users can check.

For example, if you create a question with answer type **Text (single line limited)**, choose **List of Choices** for the acceptable answer, enter **`Search Term Text`** in the **Search Term** field, and add **`First choice`**, **`Second choice`**, and **`Third choice`** as answer choices, the search filter looks like this on the search page:



When turning questions into search filters, keep the following considerations in mind:

- Search terms can be up to 50 characters long, but shorter terms display better on the search page.
- Make sure the search terms you use accurately and briefly describes the filter and is unique. Users performing supplier searches need to understand what the filter does when they add it to their searches based on the search terms/filter name. Keep in mind that all search filters appear in a single list of available filters with no indication of which project or questionnaire they came from. For example, there'ss no way for users to tell if a search filter came from a question in the supplier request, an external questionnaire in a registration project, or an internal questionnaire in a registration project.
- There's no limit to the number of questions you can turn into search filters. However, using search terms for only a limited number of strategic questions keeps the list of search filters that users can add to a search manageable.

- The search filters for text questions consist of a field in which the user enters search terms. The search returns the suppliers whose answers include that text. This type of filtering can be overly broad. Text questions that use a list of choices as acceptable answers make more effective search filters.
- You can provide translations for search terms in all of the languages enabled in your site by choosing the **Translations** link to the right of the **Search term** field. An individual user's locale setting in their user profile automatically determines which translation they see. If you don't provide translations, users in all locales see the search term in the original language in which you created it (the base language for your site). You must be a member of the **Translator** group to provide translations.
- Every search term is tied to the content ID (KI_ID) of its question rather than to the text of the search term. The KI_ID is automatically generated when you create the question and identifies it uniquely in a questionnaire. Supplier search filters based on search terms work by identifying all suppliers with matching answers for questions with the same KI_ID in the same questionnaire, which means that:
  - If you remove a question in one version of the project template (for example, version 1) and then add it back in a later version of the project template (for example, version 3), even if both versions of the question have identical settings and include identical search term text, the search term from version 3 of the template is the only active search term in the system and suppliers with questionnaires based on version 1 of the template aren't included in the search. That's because when you remove a question from one version of the template and then re-create it in a newer version of the template, even if all of its settings are identical, the system automatically assigns the new question a new, different KI_ID. Supplier searches using the search term are now tied to that new KI_ID, and suppliers with answers tied to the older question's KI_ID aren't included.
  - If you create search filters with identical search term text either in the same questionnaire or in different questionnaires, they're treated as separate search filters because they're tied to questions with different KI_IDs. For example, if you create questions with identical settings and identical search terms in the internal supplier request and a registration questionnaire, the supplier search page shows two identical search filters, one for each questionnaire. Make sure that all of your search terms are unique across questions and questionnaires, since using the same search term text for multiple questions results in separate search filters that appear to be duplicates but aren't.

  You can view question KI_IDs by exporting the questionnaire survey document from the **Documents** tab of the project template. The Excel file of exported questionnaire content includes KI_IDs.

The following table describes the question answer types that support search terms and the way the resulting filters work:

Table 20: How Search Filters Work for Each Answer Type

Answer Type	Acceptable Answer Setting	Search Filter Result
• **Text (single line limited)** • *Text (single line)*	None	A field into which users enter text. The search only includes suppliers whose answers include that text.
	List of Choices	Options that allow users to filter the search by checking one or more of the choices.
Text (multiple lines)	n/a	A field into which users enter text. The search only includes suppliers whose answers include that text.

Answer Type	Acceptable Answer Setting	Search Filter Result
• **Whole Number** • **Decimal** • **Money**	None or **Limited Range**	**From** and **To** fields where users can enter a range of numbers by which to filter the search.
	List of Choices	Options that allow users to filter the search by checking one or more of the choices.
Date	None or **Limited Range**	**From** and **To** fields with calendar icons where users choose date range by which to filter the search.
	List of Choices	Options that allow users to filter the search by checking one or more of the choices.
Yes/No	n/a	**Yes** and **No** options; users can choose one or the other to filter the search.
• **Percentage** • **Quantity**	None	A field into which users enter a number.
	Limited Range	**From** and **To** fields with calendar icons where users choose date range by which to filter the search.
	List of Choices	Options that allow users to filter the search by checking one or more of the choices.

Turning questions with "complex" answer types such as **Attachment**, **Certificate**, **Address**, **Extended Address**, **Tax**, and **Bank Account** into search filters isn't supported at this time. The search page includes permanent search filters for certificates.

You also can't turn questions of type **Commodity**, **Region**, or **Department** into search filters, but there's no reason to do so since search page includes permanent search filters for commodity category and region and (in sites where it's enabled) department.

You can turn questions of type **Text (single line limited)** with either no acceptable answers or a list of choices into search filters. You can't do so for **Text (single line limited)** questions with acceptable answers set to use master data values at this time.

Related Information

Adding Translations for Some Form and Questionnaire Content Fields [page 472]

Code Delimiters for Associating Descriptive Questionnaire Answers with ERP or Other Codes

Code delimiters provide a mechanism for providing descriptive answers to questions but saving those answers as codes, so that users who aren't familiar with various internal codes can easily provide those required codes as answers.

Code delimiters are useful in sites integrated with an ERP system, which require valid code values for some fields. Users who answer supplier management don't have to have all of your ERP system's codes memorized. They can select a descriptive answer, and the associated code is automatically stored in the mapped vendor database field and synchronized with the integrated ERP system.

You use the following two question settings to create associations between codes and answers in supplier management questionnaires:

- The **Code Delimiters** field in questions of type **Text (single line)** and **Text (single line limited)**, where you define the characters that enclose codes in question answers; for example, () or [].
- List of choices answers that use the code delimiters. Once you've defined your code delimiters, you create a list of choices as the acceptable answers to the question. For each choice, you include both a descriptive answer and the associated code, enclosed by the delimiters.

You then map the question to the appropriate vendor database field. Only the portion of the answer enclosed by code delimiters is stored in the mapped database field and synchronized with the ERP system. Therefore, you can provide whatever description you like while satisfying the ERP system's requirement for a valid code in that field.

Related Information

Adding a Question to a Supplier Form or Questionnaire [page 400]
Question Field Mapping [page 432]

Automatic Validation of Question Answers

Adding a validation pattern to a question defines the format of the answer. Respondents who provide answers that don't use the format you specify see an error message and are unable to submit the form or questionnaire until they correct the problem.

For example, you can make sure that an answer includes only numbers, or only uppercase letters; more precisely, you can make sure that answers include exactly nine numbers, or two uppercase letters followed by a dash (-) followed by four numbers. Validation patterns help to ensure the quality of your supplier data by making it much more likely that you get the correct answer the first time the respondent submits the form or questionnaire. You don't have to rely on individual approvers noticing incorrect or incomplete answers and requesting additional information during the approval process if you use them.

You define the validation pattern using a regular expression, which is a sequence of characters that defines the pattern. Regular expressions use standard text strings and syntax to define patterns to which matching text must conform. There are a number of websites on the Internet that can help you understand, formulate, and test regular

expressions. You enter the regular expression in the **Validation Pattern** field on the **Add Question** page. This field is only available for the answer types **Text (single line)** and **Text (single line limited)**.

> **Note**
>
> Questions can't include both a validation pattern and an SAP Business Network field mapping, since there's no way to apply the validation pattern to a question answer synchronized from an SAP Business Network profile field. Template validation prevents publication of any templates that include a question with both a validation pattern and an SAP Business Network field mapping.

You can provide a custom error message in the related **Validation Pattern Error Message** field. If you don't provide a custom error message, a generic error message shows the expected format instead. You can also provide translations for these error messages in all of the languages enabled in your site by clicking the **Translations** link to the right of the **Validation Pattern Error Message** field. An individual user's locale setting in their profile automatically determines which translation they see. If you don't provide translations, users in all locales see the error message in the original language in which you created it (the base language). You must be a member of the **Translator** group to provide translations.

The following example regular expressions define simple validation patterns:

- `^[0-9]*$`: the answer must use only numbers
- `^[A-Z]*$`: the answer must use only upper-case letters
- `^[a-z]*$`: the answer must use only lower-case letters
- `^[a-zA-Z0-9]*$`: the answer can use any number or upper- or lower-case letter

However, regular expressions can also define more complex validation patterns. For example, an answer that must use seven numbers in the format XXX-XXXX, would use the regular expression `^[0-9]{3}-[0-9]{4}$` as the validation pattern.

Example

In a supplier registration questionnaire, you can ask for the employer identification of suppliers in the United States. U.S. employer identification numbers are 9-digit codes in the format XX-XXXXXXX. To specify this format, you enter `^\d{2}\-\d{7}$` in the **Validation Pattern** field. You can also add something like **`Your employer identification number must be in the format XX-XXXXXXX`** in the **Validation Pattern Error Message** field.

Question Field Mapping

Mapping specific questions in template forms and questionnaires to specific supplier database fields ensures that the values entered for that content are written to those specific supplier database fields or enables specific project functionality.

For example, a supplier request form needs to ask for the supplier's name. You create this field by adding a question, titled something like **`Supplier Name:`**, to the form. If you don't map the question to a supplier database field, the answer is stored in the database as a value associated with the question. However, if you map the question to the `vendor.vendorInfo.name1` field, the answer is stored in the database as the supplier's name.

When a supplier is initially synchronized with the integrated ERP system, mapped fields in some questionnaires, such as request and registration questionnaires, are synchronized with your ERP system's vendor master data. When a value is updated in the ERP system, that update is synchronized to the mapped field in SAP Ariba.

Most questions don't need to be mapped. However, any question answer in a supplier request or registration questionnaire that you want to synchronize with the ERP system must be mapped to a supplier database field. For best practices and verified mappings for integration, refer to:

- Best Practices for Setting Up the Supplier Request for Integration [page 72]
- Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]

In some cases, mapping is required; for example, a supplier request form must include mapped questions for the supplier's name and the supplier contact's name and email address. If your site is integrated with Dun & Bradstreet, there are also specific mapping requirements [page 614].

In questionnaires, the questions you map to vendor database fields are automatically prepopulated with any current data from the database in most cases. Respondents can update the data by editing the prepopulated answers. This behavior doesn't occur in the supplier request, since the supplier isn't created in the database yet, but does occur in supplier registration questionnaires, including external questionnaires. Suppliers filling out a registration questionnaire on SAP Business Network see prepopulated answers to mapped questions if there's data available for them. Answers to questions mapped to matrix fields (`matrix.Categories`, `matrix.Regions`, and `matrix.Departments`) provided in one questionnaire aren't automatically added to other questionnaires, however.

Use of custom fields isn't a best-practice, verified scenario for integrations. If you map a question to a custom field in the `vendor.businessPartnerGenericCustomField` or `vendor.supplierGenericCustomField` class, that field is automatically created in the SAP Ariba supplier database. Replicating a supplier from an integrated ERP system with data in custom fields in those classes also creates those fields in the SAP Ariba supplier database. However, this scenario is a work-around that requires thorough testing in your landscape based on your specific requirements.

You can store multiple values in the same database field for fields in array classes. However, those mappings typically require special syntax. For example, repeatable sections [page 391] allow you to ask for multiple sets of answers to the same questions. Questions in repeatable sections require a special mapping syntax [page 434].

SAP Ariba also supports a number of field mappings that enable specific functionality in projects or in supplier profiles. These field mappings include mappings for supplier contacts, certificates, and projects fields. They're only used in SAP Ariba and aren't related to integration.

> **Note**
>
> Use of spaces in mapped field names isn't supported. SAP Ariba database and project mappings don't include spaces. Mapped custom field names also can't include spaces. For example, `vendor.businessPartnerGenericCustomField.FieldName` is supported syntax, but `vendor.businessPartnerGenericCustomField.Field Name` isn't.

Related Information

Common Supplier Database Field Names for Mapping [page 436]
Supplier Field Mappings with Additional Requirements [page 434]
Field Mapping for Repeatable Sections [page 434]

Default Fields and Field Mappings in Address Question Answer Types [page 447]
Predefined Fields and Field Mappings in Bank Account Questions [page 454]
About Field Mappings for SAP Business Network Supplier Profile Fields [page 456]

Supplier Field Mappings with Additional Requirements

When you create a questionnaire with mapped questions that have additional requirements, you must include questions mapped to corresponding supplier database fields. Otherwise, the response data of the initial mapped question is not included in the XML integration message when synchronizing to your ERP system.

Questions that are mapped to the following initial field mappings require another question mapped to the corresponding field mapping in order to synchronize to your ERP system.

Initial supplier database field	Required corresponding field mapping
`vendor.roleExt.roleCode` or `vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode`	`vendor.vendorInfoExt.maintenanceProfileCode`

If you don't set required values for related fields in separate mapped, questions, set them as default values [page 520].

Related Information

Question Field Mapping [page 432]
Field Mapping for Repeatable Sections [page 434]

Field Mapping for Repeatable Sections

You can map questions in repeatable sections to supplier database fields in array classes, which support storing multiple values for the field. Mappings for repeatable sections use a special syntax that defines the section as an index for the questions it contains.

It's a good idea for the structure of nested repeatable subsections to reflect the structure of the database fields to which you want to map them. Inside a top-level repeatable section for the class, nest repeatable subsections for the subclasses and add questions to about subclass fields in those nested subsections.

The syntax for mapping repeatable sections and their nested repeatable subsections is as follows:

Repeatable section position	Syntax
Top-level repeatable section	`vendor.`*`fieldClass`*`[$index].`*`fieldName`*

Repeatable section position	Syntax
Repeatable subsection nested within another repeatable section	`vendor.fieldClass[$index].subclassName[$index].fieldName`

Mapping questions in repeatable sections to fields that store single values isn't supported except for the `vendor.certificate` field, which you can use to map **Certificate** questions in repeatable sections in external questionnaires. You can use the `[$index]` syntax to map questions in repeatable sections to any vendor database field in the following array classes:

- `vendor.bankInfos`
- `vendor.companyCode`
- `vendor.contact`
- `vendor.industrySector`
- `vendor.purchasingOrg`
- `vendor.roleExt`
- `vendor.subRange`
- `vendor.taxExt`
- `vendor.taxGrouping`
- `vendor.text`
- `vendor.vendorExtIdentification`
- `vendor.vendorPCardIssuerApis`

Restriction

- `vendor.companyCode`, `vendor.purchasingOrg`, and `vendor.subRange` information is typically collected and maintained in internal questionnaires. As a best practice, SAP Ariba recommends maintaining company code and purchasing organization in the integrated ERP system rather than in SAP Ariba.
- While `vendor.addressExt` is an array class, SAP ERP, SAP S/4HANA, and SAP MDG systems only support one explicit address per supplier record and use partner functions to store multiple addresses for divisions within a supplier such as locations. SAP Ariba Supplier Management solutions currently don't support partner functions, and synchronizing repeatable sections mapped to `vendor.addressExt` to an integrated ERP system causes integration errors because the ERP doesn't recognize multiple address values for the main vendor record.
- Supplier contact information isn't synchronized to an integrated system.
- Data in nested repeatable sections isn't synchronized to an integrated system.

Users in the **SM ERP Administrator** and **SM Ops Administrator** groups can download a complete list of available supplier database field names by clicking **Manage** > **SM Administrator** on the dashboard, navigating to the **Default field values** area, and downloading the `Default_properties_sample.csv` file.

Related Information

Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]

Common Supplier Database Field Names for Mapping

The following list of common supplier database field names is useful for mapping between a piece of form or questionnaire content and a supplier database field that will be synchronized with an integrated system.

Users in the **SM ERP Admin** group can download a complete list of available supplier database field names by clicking **Manage** > **SM Administrator** on the dashboard, navigating to the **Defaults** area, and downloading the `Default_properties_sample.csv` file. Note that this file contains list of all fields in the vendor database, and not all fields are supported for integration. For the field mappings supported for integration, refer to Best Practices for Setting Up the Supplier Request for Integration [page 72] and Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74].

There are also specialized project field mappings that are used internally in SAP Ariba to enable specific project behavior or functionality. Those fields are not synchronized with an integrated system.

- Supplier Name and ID Fields [page 436]
- Supplier Contact Fields [page 437]
- Supplier Certificate Fields [page 439]
- Project Fields [page 440]
- Supplier Address Fields [page 443]
- Supplier Tax Fields [page 444]
- Supplier Bank Account Fields [page 445]

Supplier Name and ID Fields

Field Name	Description
`vendor.vendorInfo.name1`	The name of the supplier. **Note** Either this field or `vendor.vendorInfo.fullName` is required in supplier request forms.
`vendor.vendorInfo.name2`	An alternate name for the supplier, or the name of a supplier's parent company.
`vendor.vendorInfo.name3`	A second alternate name for the supplier, or the name of a supplier's parent company.
`vendor.vendorInfo.name4`	A third alternate name for the supplier, or the name of a supplier's parent company.
`vendor.vendorInfo.fullName`	An alternate field for storing supplier names of up to 140 or 160 characters in sites that use the optional supplier full name feature [page 177].

Field Name	Description
`vendor.vendorInfo.erpVendorId`	The ID of the supplier in your organization's ERP vendor master. When you create a supplier in SAP Ariba using an approved supplier request, SAP Ariba adds a "placeholder" ERP vendor ID that begins with **VDR**. After the new supplier is synchronized to an integrated ERP system for the first time, the value in this field automatically updates to the ID from the ERP system.
`vendor.vendorInfo.dunsId`	The supplier's Dun & Bradstreet DUNS number.
`vendor.vendorInfo.s4OrgSystemId`	A unique organization ID that SAP Ariba assigns to each supplier, also referred to as the ACM ID. This ID is different from the supplier SM ID, which SAP Ariba Supplier Management solutions assign to each supplier and show in the supplier profile. In suppliers migrated from supplier organizations, an integrated ERP system can use the ACM ID to identify the supplier, rather than the SM ID. You can use this field mapping to set up default properties [page 522] to automatically include the supplier's ACM ID in a generic custom field in integration messages to an integrated ERP system. However, this configuration requires customization in the ERP system to consume the ACM ID.
`vendor.certificate`	Any certificates that the supplier provides, such as diversity or green certifications. Map questions with the **Certificate** answer type to this field. Use this mapping for both standalone **Certificate** questions and **Certificate** questions in repeatable sections.

> **Note**
>
> The following fields are important ID fields for suppliers. Once a value is added to any of these fields in the database, if you add a question mapped to it to a questionnaire and a respondent removes the value, the value is removed in the questionnaire but not in the database:
>
> - `vendor.vendorInfo.erpVendorId`
> - `vendor.vendorInfo.anId`
> - `vendor.vendorInfo.dunsId`
> - `vendor.vendorInfo.sourceSystem`
> - `vendor.vendorInfo.s4OrgSystemId`

Supplier Contact Fields

Field mappings for supplier contacts are only used in SAP Ariba.

> **Note**
>
> - Field mappings for supplier contacts are only supported in supplier requests. After the request creates the supplier in the SAP Ariba database, you can manage a supplier's contacts either manually in their profile or using data import.
> - Information you maintain about supplier contacts in your site, including question answers mapped to contact fields, is never synchronized to the supplier's SAP Business Network account. Suppliers and supplier contacts always maintain their own information about themselves on SAP Business Network.

Field name	Description
`contact.firstName`	The first name of the supplier contact, the person to whom the registration questionnaire invitation is sent by default. **Note** This field is required in supplier request forms.
`contact.middleName`	The middle name of the supplier contact, the person to whom the registration questionnaire invitation is sent by default.
`contact.lastName`	The last name of the supplier contact, the person to whom the registration questionnaire invitation is sent by default. **Note** This field is required in supplier request forms.
`contact.email`	The email address of the supplier contact. **Note** This field is required in supplier request forms.
`contact.telephone`	The phone number of the supplier contact. **Note** This field is recommended in supplier request forms.
`contact.locale`	The locale of the supplier contact. Map a question that uses master data of type **Locale** as the acceptable answer value to this field. **Note** This field is recommended in supplier request forms.

Field name	Description
`contact.timeZoneID`	The geographical time zone of the supplier contact. **Note** This field is recommended in supplier request forms.

Related Information

Restrictions, Requirements, and Helpful Hints for Setting Up the Internal Supplier Request Project Template [page 226]
Restrictions, Requirements, and Helpful Hints for Setting up the External Supplier Request Project Template [page 234]
Default Supplier Request Duplicate Checks and Setting Up Custom Duplicate Checks [page 240]
Best Practices for Setting Up the Supplier Request for Integration [page 72]

Supplier Certificate Fields

Certificate field mappings are only used in SAP Ariba.

Field Name	Description
`vendor.certificate`	Any certificates that the supplier provides, such as diversity or green certifications or ISO certificates. In modular questionnaires, questions with the **Certificate** answer type automatically have this mapping. In other types of questionnaires, this mapping is required for **Certificate** questions if you want to show their answers in the **Certificates** detail area of the supplier profile.
`certificate.certificateType`	The type of a certificate. Questions with this mapping are only supported in certificate sections.
`certificate.issuer`	The certificate issuer. Questions with this mapping are only supported in certificate sections.
`certificate.issuerId`	The ID of the certificate issuer. Questions with this mapping are only supported in certificate sections.
`certificate.auditResult`	Certificate audit results. Questions with this mapping are only supported in certificate sections.
`certificate.yearOfPublication`	The year of the certificate's publication. Questions with this mapping are only supported in certificate sections.

Field Name	Description
`certificate.certificateNumber`	The number or ID of the certificate. Questions with this mapping are only supported in certificate sections.
`certificate.certificateLocation`	The location for which the certificate was issued. Questions with this mapping are only supported in certificate sections.
`certificate.effectiveDate`	The effective date of the certificate. Questions with this mapping are only supported in certificate sections.
`certificate.expirationDate`	The expiration date of the certificate. Questions with this mapping are only supported in certificate sections. In modular questionnaires, the expiration date can drive the expiration of the questionnaire itself.
`certificate.attachment`	The certificate file, which is an attachment. Questions with this mapping are only supported in certificate sections.
`certificate.description`	A description of the certificate. Questions with this mapping are only supported in certificate sections.

Related Information

Certificate Management Setup in Modular Questionnaires [page 354]
Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
Adding a Certificate Section with Customizable Certificate Fields [page 397]

Project Fields

Certificate field mappings are only used in SAP Ariba.

Table 21:

Project type	Field Name	Description
All	`matrix.Categories`	The commodities associated with the supplier. Map questions with answer type **Commodity** to this field. Only create one of these questions per project type.
All	`matrix.Regions`	The regions associated with the supplier. Map questions with answer type **Region** to this field. Only create one of thse questions per project type.

Project type	Field Name	Description
All	`matrix.Departments`	The buyer organization departments or business units associated with the supplier. Map questions with answer type **Department** to this field. Only create one of these questions per project type
Preferred supplier management	`project.Level`	The preferred supplier status level for the supplier. In the form where preferred supplier managers request category status changes for a supplier,.map the question about the requested level to this field [page 329].
Supplier qualification	`project.ExpirationDate`	The date on which the supplier qualification expires. To enable qualification expiration, add a question with this mapping to the prequalification questionnaire [page 322].
Supplier qualification	`project.RequalificationEligibilityDate`	The date after which an expired qualification can be requalified. To enable requalification eligibility, add a question with this mapping to the prequalification questionnaire [page 322].
Supplier disqualification	`project.DisqualificationDate`	The date on which the supplier is disqualified. Add a question with this mapping to the disqualification questionnaire [page 326].
Supplier disqualification	`project.DisqualificationUntilDate`	The date until which the supplier is in **Restricted** status, after which disqualification is automatic. To enable a phased-out disqualification, add a question with this mapping to the disqualification questionnaire [page 326].
Process project	`project.Expiry.Frequency`	To enable process expiration, add a question with this mapping and a corresponding question for expiration offset to the process intake form [page 302].

Project type	Field Name	Description
Process project	`project.Expiry.Offset`	To enable process expiration, add a question with this mapping and a corresponding question for expiration frequency to the process intake form [page 302].
Process project	`project.Expiry.Reminder.Frequency`	To enable reminders for process expiration, add a question with this mapping and a corresponding question for expiration reminder offset to the process intake form [page 302].
Process project	`project.Expiry.Reminder.Offset`	To enable reminders for process expiration, add a question with this mapping and a corresponding question for expiration reminder frequency to the process intake form [page 302].
All	`project.RiskScore`	A manually entered risk score.
All	`project.LegalApprovalLevel`	Used in hidden questions that are designed to insert the legal department into an approval flow based on the answer to another question, using a condition based on the **Legal Approval Level** project field.
All	`project.FinanceApprovalLevel`	Used in hidden questions that are designed to insert the finance department into an approval flow based on the answer to another question, using a condition based on the **Finance Approval Level** project field.
All	`project.QualityApprovalLevel`	Used in hidden questions that are designed to insert a quality officer into an approval flow based on the answer to another question, using a condition based on the **Quality Approval Level** project field.
All	`project.SustainabilityApprovalLevel`	Used in hidden questions that are designed to insert a sustainability officer into an approval flow based on the answer to another question, using a condition based on the **Sustainability Approval Level** project field.

Project type	Field Name	Description
All	`project.PurchasingApprovalLevel`	Used in hidden questions that are designed to insert procurement managers into an approval flow based on the answer to another question, using a condition based on the **Purchasing Approval Level** project field.
All	`project.LOBApprovalLevel`	Used in hidden questions that are designed to insert a line of business into an approval flow based on the answer to another question, using a condition based on the **Line of Business Approval Level** project field.

Related Information

Conditional Approval Flows Based on Questionnaire Answers [page 512]

Supplier Address Fields

The following table includes some common individual fields for supplier addresses. Two specialized answer types, **Address** and **Extended Address**, include a default set of fields and field mappings [page 447] and are a useful alternative to creating individual address questions. Use of **Extended Address** questions for collecting supplier address information is a best practice for integration.

Field Name	Description
`vendor.address.line1`	The first line of the supplier's street address.
`vendor.address.line2`	The second line of the supplier's street address.
`vendor.address.line3`	The third line of the supplier's street address.
`vendor.address.city`	The city of the supplier's street address.
`vendor.address.state`	The state or province of the supplier's street address.
`vendor.address.postalCode`	The postal code of the supplier's street address..
`vendor.address.countryCode`	The country of the supplier's street address.
`vendor.address.languageCode`	The ISO language code for the language of the supplier's address.

Field Name	Description
`vendor.address.url`	The supplier's website URL.

Related Information

Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]
Default Fields and Field Mappings in Address Question Answer Types [page 447]
Address or Extended Address Questions for Collecting Supplier Address Information [page 417]

Supplier Tax Fields

The following table includes some common individual fields for supplier tax information. A specialized answer type, **Tax**, includes a predefined set of tax fields with country/region-specific validation patterns. Use of **Tax** questions for collecting supplier tax information is a best practice for integration.

Field Name	Description
`vendor.taxInfo.taxAuthorityPartyID`	An identifier for the tax authority to which the supplier reports.
`vendor.taxInfo.taxNumber1`	A set of unique identifiers for the taxes to which the supplier is subject, as defined by each country/region's tax authority.
`vendor.taxInfo.taxNumber2`	
`vendor.taxInfo.taxNumber3`	
`vendor.taxInfo.taxNumber4`	
`vendor.taxInfo.taxNumber5`	
`vendor.taxInfo.taxNumberType`	The tax number type.
`vendor.taxInfo.taxSplitIndicator`	An indicator for whether or not the tax is split.
`vendor.taxInfo.taxType`	The type of the tax, such as withholding.
`vendor.taxInfo.vatRegistrationNumber`	The VAT number assigned to the supplier.
`vendor.taxInfo.taxGroupCode`	The supplier tax group code.
`vendor.taxInfo.taxBasePercentageCode`	An identifier for the base percentage subject to tax.
`vendor.taxInfo.equalizationTaxRelevanceIndicator`	An indicator for whether or not the supplier is subject to sales tax.

Field Name	Description
`vendor.taxInfo.valueAddedTaxRelevanceIndicator`	An indicator for whether or not the supplier is subject to VAT.
`vendor.taxExt`	An identifier for the tax which the supplier is subject to, as defined by each country/region's tax authority. The **Extended Tax Information** section in the **ERP data** area of the supplier's 360° profile displays the tax information defined with this mapping.

> **Note**
>
> For most countries/regions, SAP Ariba automatically maps each tax number or ID field to its corresponding `taxIdentificationNumberTypeCode`. For example, a `vendor.taxInfo.taxNumber1` is mapped to a `taxIdentificationNumberTypeCode` of `1`. The following are country/region-specific exceptions to this rule:

Country/Region code	Field	Corresponding `taxIdentificationNumberTypeCode`
DE	`vendor.taxInfo.taxNumber1`	`2`
	`vendor.taxInfo.taxNumber2`	`5`
	`vendor.taxInfo.taxAuthorityPartyID`	`1`
CN	`vendor.taxInfo.taxNumber5`	`0`
	`vendor.taxInfo.vatRegistrationNumber`	`0`
AR	`vendor.taxInfo.taxNumber1`	`1A`

Related Information

Tax Questions for Collecting Supplier Tax Information [page 426]
Country/Region-Specific Tax ID Field Data Import [page 98]
Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]

Supplier Bank Account Fields

The following table includes some common individual fields for supplier addresses. A specialized answer type, **Bank Account**, includes a set of predefined fields with automatic mappings [page 454], as well as syntax validation, and is a useful alternative to creating individual bank account questions. Use of **Bank account** questions for collecting supplier bank information is a best practice for integration.

Field Name	Description
`vendor.bankInfos.accountName`	A name for the supplier's bank account.
`vendor.bankInfos.accountNumber`	The supplier's bank account number. **Note** Integrations with SAP ERP, SAP S/4HANA, and SAP MDG-S currently don't support bank account numbers longer than 18 characters.
`vendor.bankInfos.bankDetails`	All of the information about a supplier's bank account. This field can include the account number, routing number, bank name, bank key, and other information.
`vendor.bankInfos.bankType`	The type of the supplier bank account; for example, checking.
`vendor.bankInfos.controlKey`	The control key for the bank.
`vendor.bankInfos.country`	The country/region in which the supplier's bank operates.
`vendor.bankInfos.key`	A unique identified, which is assigned to the bank by the country in which it operates.
`vendor.bankInfos.validFrom`	The date from which the supplier bank information is valid.
`vendor.bankInfos.validTo`	The date to which the supplier bank information is valid.

Related Information

Predefined Fields and Field Mappings in Bank Account Questions [page 454]

Country/Region-Specific Bank ID Prefix Data Import [page 101]

Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]

Country/Region-Specific Bank Control Key Data Import [page 104]

Country/Region-Specific Validation Syntax, Visibility, and Optionality for Supplier Bank Account IBAN Number Data Import [page 106]

Country/Region-Specific Syntax Validation, Visibility, and Optionality for Supplier Bank Account Holder Name, Account Number, and Bank Key or ABA Routing Number Data Import [page 109]

Default Fields and Field Mappings in Address Question Answer Types

Address Fields

For the **Address** question answer type, you use the `vendor.address` field mapping to map the underlying fields to vendor database fields all at once using one question. The corresponding SAP Business Network mapping is `network.legal.address`. You can also map individual text questions to these vendor database fields. Unless otherwise noted, all fields are text fields and transmit string data to any integrated ERP system.

> **Note**
>
> Some types of customization [page 417] of **Address** questions are supported. Most address fields that show in the supplier view of external questionnaires on SAP Business Network can have different labels and hint text from the default fields listed here.

Underlying Field	Field Mapping	In Address Questions by Default?	Maximum Field Length (Characters)
Street	`vendor.address.line1`	Yes	255
City	`vendor.address.city`	Yes	40
State/Province/Region	`vendor.address.state`	Yes	6
Postal Code	`vendor.address.postalCode`	Yes	10
Country	`vendor.address.countryCode`	Yes	3 (users select the country/region from a chooser, and their choice is transmitted to any integrated ERP system as a country code of 2-3 characters)
Street 2	`vendor.address.line2`	No	255
Street 3	`vendor.address.line3`	No	255

Extended Address Fields

For the **Extended Address** question answer type, you use the `vendor.addressExt.postalAddress` field mapping in order to map the underlying fields to vendor database fields all at once using 1 question. The corresponding SAP Business Network mapping is `network.legal.addressExt.postalAddress`. You can also map individual text questions to these vendor database fields. Unless otherwise noted, all fields are text fields and transmit string data to any integrated ERP system.

> **Note**
>
> Some types of customization [page 417] of extended address questions are supported. The fields you see in **Extended Address** questions, and their inclusion in the **Show Less** or **Show More** can be different from the defaults listed here.

Underlying Field	Field Mapping	In Extended Address Questions by Default?	Maximum Field Length (Characters)
Building/Room/Floor (combo field)	`vendor.addressExt.postalAddress.buildingID` / `vendor.addressExt.postalAddress.roomID` / `vendor.addressExt.postalAddress.floorID`	Yes (**Show More** view)	10/10/10
c/o	`vendor.addressExt.postalAddress.careOfName`	Yes (**Show More** view)	40
Street 2	`vendor.addressExt.postalAddress.streetPrefixName`	Yes (**Show More** view)	40
Street 3	`vendor.addressExt.postalAddress.additionalStreetPrefixName`	Yes (**Show More** view)	40
House No./Street/Suppl. (combo field)	`vendor.addressExt.postalAddress.houseID` / `vendor.addressExt.postalAddress.streetName` / `vendor.addressExt.postalAddress.additionalHouseID`	Yes (**Show Less** view)	10/60/10
Street 4	`vendor.addressExt.postalAddress.streetSuffixName`	Yes (**Show More** view)	40
Street 5	`vendor.addressExt.postalAddress.additionalStreetSuffixName`	Yes (**Show More** view)	40

Underlying Field	Field Mapping	In Extended Address Questions by Default?	Maximum Field Length (Characters)
District	`vendor.addressExt.postalAddress.districtName`	Yes (**Show More** view)	40
Different City	`vendor.addressExt.postalAddress.additionalCityName`	Yes (**Show More** view)	40
Postal Code/**City** (combo field)	`vendor.addressExt.postalAddress.streetPostalCode` / `vendor.addressExt.postalAddress.cityName`	Yes (**Show Less** view)	10/40
Country/**Region** (combo field)	`vendor.addressExt.postalAddress.countryCode` / `vendor.addressExt.postalAddress.regionCode`	Yes (**Show Less** view) (users select the country and region from choosers, and their choices are transmitted to any integrated ERP system as a country code and region code of 2-3 characters) If your integrated ERP system uses custom region codes, you can import your custom region codes [page 173] for use in extended address **Region** fields.	3/3 (users select the country/region and region from choosers, and their choices are transmitted to any integrated ERP system as a country/region code and region code of 2-3 characters) If your integrated ERP system uses custom region codes, you can import your custom region codes [page 173] for use in extended address **Region** fields.
Time Zone (single field)	`vendor.addressExt.postalAddress.timeZoneCode`	Yes (**Show More** view)	6
Tax Jurisdiction (single field)	`vendor.addressExt.postalAddress.taxJurisdictionCode`	Yes (**Show More** view)	15
Transportation Zone	`vendor.addressExt.postalAddress.transportationZoneID`	Yes (**Show More** view)	20

Underlying Field	Field Mapping	In Extended Address Questions by Default?	Maximum Field Length (Characters)
Reg. Struct. Grp.	`vendor.addressExt.postalAddress.regionalStructureElementGroupCode`	Yes (**Show More** view)	8
Undeliverable	`vendor.addressExt.postalAddress.streetAddressMailNonDeliveryReasonCode`	Yes (**Show More** view)	4
PO Box (single field)	`vendor.addressExt.postalAddress.poBoxID`	Yes (**Show More** view)	10
PO Box w/o No. (single field)	`vendor.addressExt.postalAddress.poBoxIDVisibleIndicator`	Yes (**Show More** view)	n/a (Boolean value)
PO Box Delivery Service Type (single field)	`vendor.addressExt.postalAddress.poBoxDeliveryServiceTypeCode`	Yes (**Show More** view)	4
PO Box Delivery Service No. (single field)	`vendor.addressExt.postalAddress.poBoxDeliveryServiceID`	Yes (**Show More** view)	10
PO Box Lobby	`vendor.addressExt.postalAddress.poBoxLobbyName`	Yes (**Show More** view)	40
PO Box Postal Code (single field)	`vendor.addressExt.postalAddress.poBoxPostalCode`	Yes (**Show More** view)	10
PO Box Other City (single field)	`vendor.addressExt.postalAddress.poBoxDeviatingCityName`	Yes (**Show More** view)	40
PO Box Other Country (single field)	`vendor.addressExt.postalAddress.poBoxDeviatingCountryCode`	Yes (**Show More** view)	3 (users select the country/region from a chooser, and their choice is transmitted to any integrated ERP system as a country/region code of 2-3 characters)

Underlying Field	Field Mapping	In Extended Address Questions by Default?	Maximum Field Length (Characters)
PO Box Other Region (single field)	`vendor.addressExt.postalAddress.poBoxDeviatingRegionCode`	Yes (**Show More** view)	3 (users select the region from a chooser, and their choice is transmitted to any integrated ERP system as a region code of 2-3 characters) If your integrated ERP system uses custom region codes, you can import your SAP region codes [page 173] for use in extended address **Region** fields.
Company Postal Code	`vendor.addressExt.postalAddress.companyPostalCode`	Yes (**Show More** view)	10
PO Box Undeliverable	`vendor.addressExt.postalAddress.poBoxAddressMainNonDeliveryReasonCode`	Yes (**Show More** view)	4
PO Box Other Reg. Struct. City	`vendor.addressExt.postalAddress.poBoxDeviatingRegionalStructureCityCode`	No	12
Reg. Struct. City	`vendor.addressExt.regionalStructureCityCode`	No	12
Reg. Struct. City Code	`vendor.addressExt.postalAddress.additionalRegionalStructureCityCode`	No	12
Reg. Struct. Consistency	`vendor.addressExt.postalAddress.regionalStructureAddressConsistencyStatusCode`	No	1

Underlying Field	Field Mapping	In Extended Address Questions by Default?	Maximum Field Length (Characters)
Reg. Struct. District	`vendor.addressExt.postalAddress.regionalStructureDistrictCode`	No	8
Reg. Struct. Street	`vendor.addressExt.postalAddress.regionalStructureStreetCode`	No	12
Address Representation Code	`vendor.addressExt.postalAddress.addressRepresentationCode`	No	4
House No. (single field)	`vendor.addressExt.postalAddress.houseID`	No	10
Suppl. (single field)	`vendor.addressExt.postalAddress.additionalHouseID`	No	10
Street (single field)	`vendor.addressExt.postalAddress.streetName`	No	60
City (single field)	`vendor.addressExt.postalAddress.cityName`	No	40
Postal Code (single field)	`vendor.addressExt.postalAddress.streetPostalCode`	No	10
Region (single field)	`vendor.addressExt.postalAddress.regionCode`	No	3 (users select the region from a chooser, and their choice is transmitted to any integrated ERP system as a region code of 2-3 characters) If your integrated ERP system uses custom region codes, you can import your SAP region codes [page 173] for use in extended address **Region** fields.

Underlying Field	Field Mapping	In Extended Address Questions by Default?	Maximum Field Length (Characters)
Country (single field)	`vendor.addressExt.postalAddress.countryCode`	No	3 (users select the country/region from a chooser, and their choice is transmitted to any integrated ERP system as a country/region code of 2-3 characters)
Room (single field)	`vendor.addressExt.postalAddress.roomID`	No	10
Floor (single field)	`vendor.addressExt.postalAddress.floorID`	No	10
Building (single field)	`vendor.addressExt.postalAddress.buildingID`	No	10
PO Box Other Country/PO Box Other Region	`vendor.addressExt.postalAddress.poBoxDeviatingCountryCode` / `vendor.addressExt.postalAddress.poBoxDeviatingRegionCode`	No	3/3 (users select the country/region and region from a chooser, and their choice is transmitted to any integrated ERP system as region and country/region codes of 2-3 characters) If your integrated ERP system uses custom region codes, you can import your SAP region codes [page 173] for use in extended address **Region** fields.
PO Box Delivery Service Type/PO Box Delivery Service No. (combo field)	`vendor.addressExt.postalAddress.poBoxDeliveryServiceTypeCode` / `vendor.addressExt.postalAddress.poBoxDeliveryServiceID`	No	4/10

Underlying Field	Field Mapping	In Extended Address Questions by Default?	Maximum Field Length (Characters)
PO Box/ PO Box w/o No. (combo field)	`vendor.addressExt.postalAddress.poBoxID` / `vendor.addressExt.postalAddress.poBoxIDVisibleIndicator`	No	10/N/A (Boolean value)
PO Box Postal Code/PO Box Other City (combo field)	`vendor.addressExt.postalAddress.poBoxPostalCode` / `vendor.addressExt.postalAddress.poBoxDeviatingCityName`	No	10/40
Time Zone/Tax Jurisdiction (combo field)	`vendor.addressExt.postalAddress.timeZoneCode` / `vendor.addressExt.postalAddress.taxJurisdictionCode`	No	6/15

Related Information

Common Supplier Database Field Names for Mapping [page 436]
Importing Custom Region Codes for Supplier Addresses [page 173]
Address or Extended Address Questions for Collecting Supplier Address Information [page 417]
Enable additional street lines in supplier addresses [page 797]

Predefined Fields and Field Mappings in Bank Account Questions

Questions with the **Bank Account** answer type include a set of predefined fields. You cannot edit these individual fields.

Mapping a **Bank Account** question to `vendor.bankInfos` (for a single question) or `vendor.bankInfos[$index]` (for a question in a repeatable section) automatically creates the following underlying mappings for the bank detail fields in the question:

Field	Notes	Underlying mapping
Bank Type	Users can choose **No Choice**, **Domestic**, or **Foreign**.	`vendor.bankInfos.bankType`
Bank I	This field is read-only. SAP Ariba automatically generates the value for this field.	`vendor.bankInfos.id` This field is encrypted in the SAP Ariba supplier database.
Country	Users select a country/region from a chooser. This field is required. Once the **Bank ID** is automatically generated, it becomes read-only.	`vendor.bankInfos.country`
Name	This field supports special characters.	`vendor.bankInfos.name`
Bank Branch		
Street		
City		
State/Province/Region		
Postal Code	Answers in this field are automatically validated for length and format based on the selected bank country/region.	
Account Holder Name	This field doesn't support special characters.	`vendor.bankInfos.accountName` This field is encrypted in the SAP Ariba supplier database.
Bank Key/ABA Routing Number	By default, either **IBAN Number** or a combination of **Bank Key/ABA Routing Number** and **Account Number** is mandatory. However, visibility and optionality of all three fields is controlled by site configurations.	`vendor.bankInfos.BankInternalId` and `vendor.bankInfos.bankDirectoryReferenceBankStandardID`. These fields are encrypted in the SAP Ariba supplier database.
Account Number	By default, either **IBAN Number** or a combination of **Bank Key/ABA Routing Number** and **Account Number** is mandatory. However, visibility and optionality of all three fields is controlled by site configurations.	`vendor.bankInfos.accountNumber` This field is encrypted in the SAP Ariba supplier database.

Field	Notes	Underlying mapping
IBAN Number	By default, either **IBAN Number** or a combination of **Bank Key/ABA Routing Number** and **Account Number** is mandatory. However, visibility and optionality of all three fields is controlled by site configurations.	`vendor.bankInfos.bankAccountStandardID` This field is encrypted in the SAP Ariba supplier database.
SWIFT Code		`vendor.bankInfos.bankAccountExternalID` This field is encrypted in the SAP Ariba supplier database.
Bank Control Key	Users choose **No Choice**, **Savings**, **Checking**, or **Investment**	`vendor.bankInfos.controlKey`

Related Information

Bank Account Questions for Collecting Supplier Bank Information [page 421]
Make account holder name required in Bank Account questions [page 815]
Define the length of supplier bank IDs [page 794]
Hide bank master data fields in Bank Account questions [page 810]
Enable country/region-specific visibility and optionality configurations for Bank Account fields [page 799]

About Field Mappings for SAP Business Network Supplier Profile Fields

Mapping questions to SAP Business Network supplier profile fields established a connection so that when a supplier updates their profile on SAP Business Network, the update is pushed to mapped vendor database fields in your site.

> ⓘ Note
>
> - SAP Ariba hasn't verified all available SAP Business Network field mappings or all possible uses of SAP Business Network field mappings. You are responsible for testing and verifying your particular use of SAP Business Network field mappings.
> - Questions can't include both a validation pattern and an SAP Business Network field mapping, since there's no way to apply the validation pattern to a question answer synchronized from an SAP Business Network profile field. Template validation prevents publication of any templates that include a question with both a validation pattern and an SAP Business Network field mapping.

If a supplier has a connected SAP Business Network account, their supplier profile automatically includes a link to their SAP Business Network profile. However, data from an SAP Business Network profile field isn't automatically linked to the corresponding field in the vendor database. You can create the link by mapping a question in a supplier

management form or questionnaire to both the SAP Business Network field and a vendor database field so that updates to the supplier's profile on SAP Business Network can be synchronized to the mapped field in your site.

> **Note**
>
> If you map a question in an internal or external registration questionnaire to both an SAP Business Network supplier profile field and a vendor database field, after a supplier is registered, the supplier registration project treats any update to the SAP Business Network profile field as an update to the questionnaire that contains the mapped question. The profile field update restarts any approval tasks for updates to the questionnaire, as well as any registration update phases associated with those approval tasks.

Example

A template creator creates the following questions in supplier management projects:

- In the supplier request, a name question mapped to `vendor.vendorInfo.name1`
- In the external registration questionnaire, a name question mapped to `vendor.vendorInfo.name1,network.corporate.legalName`

This mapping connects the question to the designated name field in the vendor database and to the **Legal Name** field in the supplier's SAP Business Network profile.

A requester creates a new supplier request and enters **`Company A`** for the supplier name. The supplier request is approved, and a supplier record is created in your site with a value of **`Company A`** in the `vendor.vendorInfo.name1` field. At this point, the supplier is still private (not linked to an SAP Business Network account).

A registration manager then invites the supplier to register. The mapped name question in the external registration questionnaire is automatically prepopulated with the existing value from the request, **`Company A`**. The supplier contact submits the registration questionnaire without changing that answer and the registration is approved. Responding to the registration invitation linked the supplier record in your site to the supplier's SAP Business Network account, and they're now public.

Later, someone in the supplier's SAP Business Network account updates the **Legal Name** field in their profile to **`Company A, Inc.`**. The vendor database name field is then automatically updated with that value, and is updated with any subsequent changes that the supplier makes to the **Legal Name** field in their SAP Business Network profile.

Note that the SAP Business Network supplier profile includes both **Name** and **Legal Name** fields. In this example, the template creator has chosen to use the more precise **Legal Name** value for the supplier's name in SAP Ariba Supplier Management solutions.

Note that if you don't have registration update approvals configured, the update is automatically pushed to your site. Updates that suppliers make to the registration questionnaire itself trigger the registration update process, and if a supplier enters one value in a profile field and a different value for a question mapped to the same profile field, the value in the profile field overwrites the value in the question.

Related Information

SAP Business Network Supplier Profile Field Mappings [page 458]
How SAP Business Network Profile Information Synchronizes to Supplier Forms and Questionnaires [page 467]
List Extended Address fields for which blank updates from SAP Business Network clear data [page 814]

SAP Business Network Supplier Profile Field Mappings

All SAP Business Network supplier profile fields are text strings unless otherwise noted. Map them to questions of answer type **Text (single line)** or **Text (single line limited)**.

> **Note**
>
> SAP Ariba hasn't verified all available SAP Business Network field mappings or all possible uses of SAP Business Network field mappings. You are responsible for testing and verifying your particular use of SAP Business Network field mappings.

Supplier Fields

Supplier profile field	SAP Business Network field mapping
Company Name	`network.org.name`
Other names, if any (2 fields)	`network.org.alias1` and `network.org.alias2`
NetworkId	`network.org.anId`
Short Description	`network.org.description` **Note** This description has a maximum length of 100 characters.
Website	`network.legal.address.url`
Public Profile	`network.org.anLogoURL`
Address Name	`network.legal.address.addressName`
Address ID	`network.legal.address.addressType`
Address 1	`network.legal.address.line1`

Supplier profile field	SAP Business Network field mapping
Address 2	`network.legal.address.line2`
Address 3	`network.legal.address.line3`
City	`network.legal.address.city`
Municipality / Comuna	`network.legal.address.district`
State	`network.legal.address.state`
Province	`network.legal.address.province`
Region	`network.legal.address.region`
Country/Region	`network.legal.address.countryCode`
Postal Code	`network.legal.address.postalCode`
PO Box	`network.legal.address.poBox`
Address	`network.legal.address` **Note** This field mapping is the SAP Business Network equivalent of the `vendor.address` vendor mapping for **Address** type questions. For more information about the corresponding vendor database field, see Default Fields and Field Mappings in Address Question Answer Types [page 447].
Extended Address	`network.legal.addressExt.postalAddress` **Note** This field mapping is the SAP Business Network equivalent of the `vendor.addressExt.postalAddress` vendor mapping for **Extended Address** type questions. For more information about the corresponding vendor database field, see Default Fields and Field Mappings in Address Question Answer Types [page 447].

Supplier profile field	SAP Business Network field mapping
Product and Service Categories	`network.org.categories` **Note** Suppliers specify one or more UNSPSC commodity categories in this field. Map to this field in a question that either has the **Commodity** answer type or uses commodity master data for acceptable answers.
Ship-to or Service Locations	`network.org.serviceLocations` **Note** Suppliers specify one or more regions in this field. Map to this field in a question that either has the **Region** answer type or uses region master data for acceptable answers.
Industries	`network.org.industries` **Note** Suppliers choose one or more values from a pre-defined list for this field.
Year Founded	`network.corporate.yearFounded`
Number of Employees	`network.corporate.numberOfEmployees`

Supplier profile field	SAP Business Network field mapping
Annual Revenue	`network.corporate.annualRevenueMax`, `network.corporate.annualRevenueMaxCurrency`, `network.corporate.annualRevenueMin`, `network.corporate.annualRevenueMinCurrency` **Note** Suppliers choose from a list of number ranges for this field. Those number ranges consist of 4 separate pieces of data: minimum number, minimum number currency, maximum number, and maximum number currency; for example, **$100K to $1M USD**. You must use multiple, comma separated mappings in a question to capture this data, but you don't have to use all of the mappings; for example, to pull only the maximum annual revenue data, map the question to "`network.corporate.annualRevenueMax, network.corporate.annualRevenueMaxCurrency`".
Stock Symbol	`network.corporate.stockSymbol`
Type of Organization	`network.corporate.businessType` **Note** Suppliers choose 1 value from a pre-defined list for this field.
Legal Name	`network.corporate.legalName`
State of Incorporation	`network.corporate.stateOfIncorporation`
D-U-N-S Number	`network.org.dunsId`
Global Location Number	`network.org.globalLocationNumber`
Tax Classification	No mapping supported. **Note** Suppliers choose a value from a pre-defined list for this field.

Supplier profile field	SAP Business Network field mapping
Taxation Type	No mapping supported. **Note** Suppliers choose a value from a pre-defined list for this field.
Tax ID	`network.legal.taxId`
State Tax ID	`network.legal.stateTaxId`
Regional Tax ID	`network.legal.regionalTaxId`
VAT ID	`network.legal.vatId`
VAT Registration Document	No mapping supported. **Note** Suppliers upload a file attachment for this field.
Tax Clearance	No mapping supported.
Tax Clearance Number	No mapping supported.
Tax Clearance Document	No mapping supported. **Note** Suppliers upload a file attachment for this field.
Tax Clearance Expiry Date	No mapping supported. **Note** Suppliers choose a date from a calendar chooser for this field.
Exempt from Backup Withholding	`network.legal.isExemptFromBackupWithholding` **Note** This field is a Boolean value; suppliers choose **Yes** or **No**. Map it to a question with the **Yes/No** answer type.

Supplier profile field	SAP Business Network field mapping
Business Type	`network.corporate.businessType` **Note** Suppliers choose one or more pre-defined values for this field.
Company Description	`network.org.companyFullDescription` **Note** This field supports a lengthy description. Map it to a question with the **Text (multiple lines)** answer type.
Sustainability Initiatives - **Plan**	`network.org.greenPlan` **Note** This field is a Boolean value; suppliers either have the option checked or they don't. Map it to a question with the **Yes/No** answer type.
Sustainability Initiatives - **Products & Services**	`network.org.greenProductsAndServices` **Note** This field is a Boolean value; suppliers either have the option checked or they don't . Map it to a question with the **Yes/No** answer type.
Sustainability Initiatives - **Energy**	`network.org.greenEnergy` **Note** This field is a Boolean value; suppliers either have the option checked or they don't . Map it to a question with the **Yes/No** answer type.
Sustainability Initiatives - **Carbon**	`network.org.greenCarbon` **Note** This field is a Boolean value; suppliers either have the option checked or they don't . Map it to a question with the **Yes/No** answer type.

Supplier profile field	SAP Business Network field mapping
Sustainability Initiatives - Transportation	`network.org.greenTransportation` **Note** This field is a Boolean value; suppliers either have the option checked or they don't . Map it to a question with the **Yes/No** answer type.
Small Disadvantaged Business	No mapping supported.
Women-Owned Business	`network.org.womanOwned` **Note** This field is a Boolean value; suppliers either have the option checked or they don't . Map it to a question with the **Yes/No** answer type. Mapping for the certification type options for this field aren't supported.
Minority-Owned Business	`network.org.minorityOwned` **Note** This field is a Boolean value; suppliers either have the option checked or they don't . Map it to a question with the **Yes/No** answer type. Mapping for the different minority-owned business types for this field is supported, but mapping for certification type options for this field isn't supported.
Minority-Owned Business - Asian	`network.org.minorityAsian` **Note** This field is a Boolean value; suppliers either have the option checked or they don't. Map it to a question with the **Yes/No** answer type.
Minority-Owned - African American	`network.org.minorityBlack` **Note** This field is a Boolean value; suppliers either have the option checked or they don't. Map it to a question with the **Yes/No** answer type.

Supplier profile field	SAP Business Network field mapping
Minority-Owned - **Native American**	`network.org.minorityNativeAmerican` **Note** This field is a Boolean value; suppliers either have the option checked or they don't. Map it to a question with the **Yes/No** answer type.
Minority-Owned - **Hispanic**	`network.org.minorityHispanic` **Note** This field is a Boolean value; suppliers either have the option checked or they don't. Map it to a question with the **Yes/No** answer type.
Minority-Owned - **Indian Subcontinent**	`network.org.IndianSubcontinent` **Note** This field is a Boolean value; suppliers either have the option checked or they don't. Map it to a question with the **Yes/No** answer type.
Minority Owned - **Other**	`network.org.minorityOther` **Note** Unlike the other minority-owned fields, this field is a text field where suppliers specify a minority not included on the list.
Veteran Owned - **Veteran Owned**	`network.org.veteranOwned` **Note** This field is a Boolean value; suppliers either have the option checked or they don't. Map it to a question with the **Yes/No** answer type.
Veteran Owned - **Disabled Veteran Owned**	`network.org.disabledVeteranOwned` **Note** This field is a Boolean value; suppliers either have the option checked or they don't. Map it to a question with the **Yes/No** answer type.

Supplier profile field	SAP Business Network field mapping
Veteran Owned - Vietnam Veteran Owned	`network.org.vietnamVeteranOwned`
ISO Certification	No mapping supported.
Not Certified	No mapping supported.
Preferred Timezone	`network.org.timezone` **Note** This data is derived from the account settings of the main supplier contact in the Ariba Network for Suppliers account.
Default Currency	`network.org.currency` **Note** This data is derived from the account settings of the main supplier contact in the Ariba Network for Suppliers account.
Preferred Language	`network.org.language` **Note** This data is derived from the account settings of the main supplier contact in the Ariba Network for Suppliers account.

Supplier Contact Fields

Supplier profile field	SAP Business Network field mapping
Business Title	`network.contacts.title`
Email	`network.contacts.email`
Phone	`network.contacts.telephone`
Fax	`network.contacts.fax`
Name	`network.contacts.firstName` and `network.contacts.lastName`

Supplier profile field	SAP Business Network field mapping
Address 1	`network.contacts.line1`
Address 2	`network.contacts.line2`
Address 3	`network.contacts.line3`
City	`network.contacts.city`
Municipality / Comuna	`network.contacts.district`
State	`network.contacts.state`
Province	`network.contacts.province`
Region	`network.contacts.region`
Country/Region	`network.contacts.countryCode`
Postal Code	`network.contacts.postalCode`
PO Box	`network.contacts.poBox`
Business Role	`network.contacts.departmentFunction`

Related Information

About Field Mappings for SAP Business Network Supplier Profile Fields [page 456]

How SAP Business Network Profile Information Synchronizes to Supplier Forms and Questionnaires

In general, the updates a supplier makes to their profile on SAP Business Network are synchronized with mapped questions in various supplier management forms, questionnaires, and internal surveys within minutes unless there's an approval or update pending, in which case they're held until the pending action is completed.

> **Note**
>
> SAP Ariba hasn't verified all available SAP Business Network field mappings or all possible uses of SAP Business Network field mappings. You are responsible for testing and verifying your particular use of SAP Business Network field mappings.

There are several variations on this general rule for specific projects. For example, a supplier request doesn't contain information from a supplier's SAP Business Network account because the supplier isn't connected to that account yet. A supplier becomes public when there's a link established between the supplier's SAP

Business Network and your site through the supplier's response to your first invitation to a sourcing event or a questionnaire, such as a registration invitation. After that point, information in the supplier's SAP Business Network profile is synchronized to mapped fields in the supplier's database record, but the **Supplier request** detail area of the supplier profile preserves the original request information. After the supplier submits the registration questionnaire, SAP Business Network profile information is also synchronized to mapped questions in registration internal questionnaires unless an internal questionnaire editor is editing it. If an internal registration questionnaire is in edit mode, profile information is held until the edits are submitted, at which point it's synchronized.

Since the registration questionnaire is supplier-facing, and can be configured to use an initial registration phase and a registration update phase with separate approvals, the synchronization of SAP Business Network profile information with mapped registration questionnaire answers depends on the registration's status. The following table describes how SAP Business Network profile information synchronizes with the registration questionnaire at various stages in the registration workflow:

Status	Profile synchronization
Registration Status: **In Registration**	Once the supplier has accepted the invitation, signed into SAP Business Network, and saved but not submitted a draft questionnaire, updates to mapped profile fields are synchronized to the supplier-facing, draft questionnaire. Unless the supplier edits them, they're then submitted as answers to the questionnaire.
Registration Status: **Pending Approval**	After the supplier has submitted the questionnaire, any updates they make to mapped SAP Business Network profile fields are held. No updates are synchronized with the registration questionnaire while it's in approval. Approvers review and approve or deny the registration based on the answers the supplier provided at submission.
Registration Status: **Registration Denied**	If an approver denies the registration, no updates that the supplier made to mapped SAP Business Network profile fields after submitting the registration questionnaire are synchronized with the questionnaire. In your site, the questionnaire retains the answers the supplier provided at submission, which can be the basis for the denial, for auditing purposes.
Registration Status: **Pending Resubmit**	If an approver requests additional information before approving or denying the registration, the supplier can edit the draft questionnaire again, and updates to mapped SAP Business Network profile fields are synchronized to the supplier-facing, draft questionnaire. Unless the supplier edits them, they're then submitted as answers to the questionnaire.
Registration Status: **Registered**	After the registration is approved, any updates a supplier makes to mapped SAP Business Network profile fields are synchronized to the registration questionnaire within minutes.

Status	Profile synchronization
Registration Update Status: **Pending Approval**	After the supplier has submitted a questionnaire update, any updates they make to mapped SAP Business Network profile fields are held. No updates are synchronized with the registration questionnaire while the update is in approval. Approvers review and approve or deny the updated registration based on the answers the supplier provided at submission.
Registration Update Status: **Denied**	If an approver denies the registration update, no updates that the supplier made to mapped SAP Business Network profile fields after submitting the registration questionnaire update are synchronized with the questionnaire. In your site, the questionnaire retains the answers of the previous, approved version of the questionnaire.
Registration Update Status: **Pending Resubmit**	If an approver requests additional information before approving or denying the updated registration, the supplier can edit the draft questionnaire again, and updates to mapped SAP Business Network profile fields are synchronized to the supplier-facing, draft questionnaire. Unless the supplier edits them, they're then submitted as answers to the questionnaire update.
Registration Update Status: **Approved**	After the registration update is approved, any updates a supplier makes to mapped SAP Business Network profile fields continue to be synchronized to the registration questionnaire within minutes.

Related Information

About Field Mappings for SAP Business Network Supplier Profile Fields [page 456]
SAP Business Network Supplier Profile Field Mappings [page 458]

Field Encryption in the Vendor Database

SAP Ariba encrypts certain database fields, including fields in the SAP Ariba Supplier Management solutions unified vendor model, to provide an additional layer of protection for sensitive data.

If you map a question in a supplier management questionnaire [page 432] to an encrypted database field, the answer is encrypted.

The following fields in the vendor database are encrypted using 256-bit AES encryption:

- `vendor.taxInfo.vatRegistrationNumber`
- `vendor.bankInfos.accountName`

- `vendor.bankInfos.accountNumber`
- `vendor.bankInfos.bankAccountExternalID`
- `vendor.bankInfos.bankAccountStandardID`
- `vendor.bankInfos.bankInternalID`
- `vendor.bankInfos.bankStandardID`
- `vendor.bankInfos.controlKey`
- `vendor.bankInfos.id`
- `vendor.bankInfos.substituteBusinessPartnerBankDetailsID`
- `vendor.taxExt.countryCode`
- `vendor.taxExt.longPartyTaxID`
- `vendor.taxExt.partyTaxID`
- `vendor.taxExt.taxIdentificationNumberTypeCode`
- `vendor.taxInfo.taxNumber1`
- `vendor.taxInfo.taxNumber2`
- `vendor.taxInfo.taxNumber3`
- `vendor.taxInfo.taxNumber4`
- `vendor.taxInfo.taxNumber5`

The shared secret used for authentication is also encrypted using this method.

Related Information

Question Field Mapping [page 432]
Field Mapping for Repeatable Sections [page 434]
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Tax Questions for Collecting Supplier Tax Information [page 426]

Adding a Requirement to a Supplier Form or Questionnaire

A requirement is a statement that communicates your expectations or other information to suppliers and internal stakeholders.

Context

SAP Ariba doesn't support URL hyperlinks in the questionnaire content.

Procedure

1. Perform one of the following actions:
   - Select **Add** > **Requirement** at the bottom of the content to add a new requirement to the end of the questionnaire.
   - Select the section before or inside of which you want to add the requirement and select **Add** > **Requirement** at the bottom of the content table.
   - Click a section to add the requirement inside or after it and select **Add** > **Requirement** from the pull-down menu.
2. If you selected a section for the new requirement, select **Add Inside** to add the new requirement nested inside the section, or **Add After** to add it after the section on the same level.
3. Add a descriptive name for the requirement in the **Requirement** field.
4. Click **Attach a file** to attach a reference file to the requirement; you can either upload the file from your local computer or select it from your site's library content. You can only attach library content to which you've access.
5. Select whether or not suppliers can see the question from the **Visible to Participants** pull-down menu.

If you use a requirement for internal text in a supplier-facing questionnaire, make sure to specify that it isn't visible to participants so that external suppliers can't see it. Selecting **No** creates a requirement that is only visible to internal users.

6. (Optional) Click **none** and select an existing visibility condition, or select **Create Condition** to create a new condition. See Visibility Conditions for Showing or Hiding Content Based on Answers [page 477] for details.
7. Click **OK**.

Related Information

Adding an Attachment to a Supplier Form or Questionnaire [page 473]
Adding a Question to a Supplier Form or Questionnaire [page 400]
Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]
Adding a Section to a Supplier Form or Questionnaire [page 390]

Adding Translations for Some Form and Questionnaire Content Fields

When you provide translations of form or questionnaire content fields in a language, users with that locale set in their profiles automatically see those translations. If you do not provide translations, users in all locales see the content fields in the original language in which you created them (the base language).

Prerequisites

To edit project templates you must be a member of the **Template Creator** group. To add translations to form or questionnaire content fields, you must also belong to the **Translator** group.

Context

You can provide translations for the names of all supported content types in supplier forms and questionnaires. For questions with answer types that support these features, you can also provide translations for the **Search Term** and **Validation Pattern Error Message** fields.

You can provide translations for each of the languages that are enabled in your site. The translation fields include the same formatting controls as the original fields, so you can also duplicate the formatting.

> ⓘ Note
>
> When you provide a translation for the **Name** field of a question, that translation applies only to the name itself. There is no way to translate pre-defined answers that involve lists of choices, and attached files are always in the language of the file. If you need to add content with attachments or lists of choices that are also translated into multiple languages, you must:
>
> - Create a piece of content in each language, rather than creating a single piece of content in the base language and providing translations. For each piece of language-specific content, the choices in the list of choices and the attached documents must be in that language.
> - Use either visibility conditions based on region or region-specific questionnaire segments to make sure that the content for each language only displays for the region corresponding to that language.
>
> Note that this way of providing translated content is less precise, because it is not based on individual user locale settings; for example, if you add French content that is visible to suppliers in Switzerland, it is shown to Swiss users who specify either French or German as their language.

> → Tip
>
> If you are providing translations for content names, you can add translations for all of the content names in a template survey document in one place by choosing **Actions** > **Translate** on the content table of the survey document. You must add translations for other supported fields while adding or editing individual questions, and you can also add translations for the name this way.

Procedure

1. Add or edit a piece of content in a supplier management template survey document.
2. Click the **Translations** link immediately below the **Name** field, or to the right of any other field that supports translations.
3. Enter a translation for the field in the corresponding translation field. If you have already entered translations, they are displayed and you can edit them.
4. Click **OK**.

Results

When a respondent with a locale for one of the translation languages you have provided views the supplier form or questionnaire, it shows the matching translated content.

> **Note**
>
> If you are signed in as a user with one locale but acting as a user with a different locale when editing a questionnaire, the buyer-facing view of a questionnaire shows content corresponding to the locale of your sign-in session rather than the locale of the user you are acting as. This behavior occurs not only in internal questionnaires such as the internal supplier request and internal registration and qualification questionnaires, but also in external registration questionnaires in internal registrations, where an internal recipient edits the questionnaire in the buyer-facing view.

Adding an Attachment to a Supplier Form or Questionnaire

An attachment in a form or questionnaire is a document file that provides additional information to respondents. It is an independent content item to which you can apply visibility conditions.

Prerequisites

To edit a supplier management template or its contents, you must be a member of the **Template Creator** group. For modular questionnaire projects, you must also be a member of the **SM Modular Questionnaire Manager** group. For process projects, you must also be a member of the **SM Process Manager** group.

To edit a supplier management template or its contents, the template must be in **Draft**.

Context

When you add an attachment to the a questionnaire, use its description to communicate the format of the attached file and your expectations for its use by respondents.

You can add document files either from your local computer or from the **Sourcing Library** to supplier questionnaire attachments.

You can't set visibility conditions on attachments initially when you add them as standalone attachments. However, when you edit any attachment you added this way, you can set visibility conditions on them and add reference documents at that time.

> **Note**
>
> - In addition to standalone attachments, you can also attach files to questions, requirements, and other pieces of content.
> - The attachment masking setting isn't supported in supplier risk engagement projects or issue projects.

Procedure

1. Perform one of the following actions:
   - Select **Add** > **Attachments from Desktop** at the bottom of the content table. Click **Browse**, navigate to the file you want to attach on your local computer, and click **Open**. Click **Add More** to add up to 10 files as attachments at the same time.
   - Select **Add** > **Attachments from Library** at the bottom of the content table. Search for the project or library content you want to attach, select the files, and click **OK**. You can only attach library content to which you have access.
2. Enter a description for each file.
3. (Optional) Click **Show Details** and perform one of the following actions for each file:
   - Select whether or not suppliers can see each attachment from the **Visible to Participants** pull-down menu. Selecting **No** creates an attachment that is only visible to internal users.
   - Limit access control to the file to specific sets of users.
4. Click **Done**.

Next Steps

You can apply settings such as visibility conditions by editing the newly created attachment. Settings are only available when the attachment is in edit mode. You can also mask attachments so that only the internal users with the appropriate permissions can view or download them.

Related Information

Visibility Conditions for Showing or Hiding Content Based on Answers [page 477]
Sensitive Data Masking in Supplier Forms and Questionnaires [page 475]
Adding a Requirement to a Supplier Form or Questionnaire [page 470]
Adding a Requirement to a Supplier Form or Questionnaire [page 470]

Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]
Adding a Question to a Supplier Form or Questionnaire [page 400]
Adding a Certificate Question to a Modular Questionnaire for Certificate Management [page 411]
Comments and Attachments in Supplier Forms and Questionnaires [page 379]

Sensitive Data Masking in Supplier Forms and Questionnaires

Masking sensitive data allows you to control who can view it. Internal users can't view or edit sensitive data unless they have specific permissions.

You can mask both question answers and attachments.

The following table describes who can view masked data:

Table 22: Ability to View Masked Answers

These People...	Can...
Members of the **Sensitive Data Access** group	View masked answers and open masked attachments in all questionnaires they're authorized to see in the user interface.
Internal recipients filling out or updating external registration questionnaires on behalf of suppliers in internal registrations	If the self-service configuration parameter **Enable questionnaire recipients in internal registrations to see and edit otherwise masked answers** is enabled, view and edit masked answers in their assigned external questionnaires without membership in the **Sensitive Data Access** group,
Supplier contacts	See an icon next to questions with defined masking patterns and attachments with masking settings indicating that ability to view their answer is restricted in their customer's system. Data isn't masked for suppliers, but only the supplier contact who is asked to fill out the questionnaire can view or edit it.

Masked data is never visible in exported questionnaire CSV files or downloaded integration message XML.

- Masking sensitive question answers [page 475]
- Masking sensitive attachments [page 476]

Masking Sensitive Question Answers

For questions of type **Text (single line)** and **Text (single line limited)**, you can use the **Sensitive Data Mask Pattern** field to define a data masking pattern using a regular expression, which is a sequence of characters that defines the pattern. Users who don't have permission to view masked data see an asterisk (*) in place of each masked character.

Regular expressions use standard text strings and syntax to define patterns. The masking pattern you define specifies how to mask the answer by enclosing the part of the pattern you intend to mask with parentheses. For

example, you can mask all of an answer, all but the last four characters, and so forth. There are a number of websites on the Internet that can help you understand, formulate, and test regular expressions.

The following example regular expressions define some common masking patterns:

Regular Expression	Description	Example
`(.*)`	Masks the entire answer.	The answer Bob Smith is masked as ********.
`(.*)@.*`	Masks the answer up to the @ symbol.	The answer abcd@mycompany.com is masked as ****@mycompany.com.
`(\d*)[0-9]{4}`	Masks all numbers up to the last four.	The answer 123456789 is masked as *****6789.
`([0-9-]+)[0-9]{3}`	Mask all numbers and dashes except last 3 numbers.	The answer 123-456-789 is masked as ********789.
`[0-9]{3}(\d*)[0-9]{3}`	Masks all numbers except for the first three and last three numbers.	The answer 123456789 is masked as 123***789.
`[^0-9]*([0-9]+)`	Masks all numbers to the end of the answer.	The answer ABC-1234 is masked as ABC-****.

Unless you're masking the entire answer in a generic way, you must know the format of the answer before you can construct a regular expression that masks it exactly the way you want. You can use validation patterns to define and enforce the format of the answer and ensure that your masking pattern masks the answer correctly.

Masking Sensitive Attachments

For attachment content, questions of type **Attachment**, and all questions that support attaching reference documents or allowing suppliers to add attachments to their answers, you can use the **Mask Attachment** dropdown menu to restrict who can open the attachment. Depending on whether you're providing the attachment or allowing the supplier to do so, or both, you can have some or all of the following options:

- **None**: No attachments associated with the current content are masked. **None** is the default setting.
- **Reference Documents**: Reference documents attached to the current content are masked.
- **Participant Documents**: Documents that the respondent has attached to the current content are masked.
- **All**: all attachments associated with the current content are masked.

> **Note**
>
> Certificate attachments in **Certificate** questions, and in mapped attachment questions in certificate sections, aren't masked regardless of masking settings.

Related Information

Automatic Validation of Question Answers [page 431]
Enable questionnaire recipients in internal registrations to see and edit otherwise masked answers [page 806]

Visibility Conditions for Showing or Hiding Content Based on Answers

The questionnaire content to which you've applied a visibility condition is hidden from respondents unless they supply an answer that fulfills the condition. At that point, the page refreshes and the conditional content appears. If a respondent changes an answer so that the condition is no longer fulfilled, the content disappears and any existing answers are discarded.

If you add a question to your document from the Sourcing Library (as library content), you have the option of copying its conditions as well so that they operate in your document.

You can create two types of visibility conditions: basic and advanced.

- Basic visibility conditions [page 479] are based on the answer to one question.
- Advanced visibility conditions [page 480] allow you to combine the answers to multiple questions to create conditional expressions based on logical operators (AND, OR, and NOT). You can stack and nest expressions, but take care that the logic in an advanced condition doesn't contain contradictions.

When you create either type of condition, keep in mind the following considerations:

- For forms and most types of questionnaires, all respondents see the single form, and visibility conditions based on region can be useful for displaying content dynamically based on answers. However, if you manage supplier qualifications using qualification projects, the external qualification questionnaire is assembled from content document segments that are targeted to specific commodities, regions, and (optionally) departments. It's therefore important be aware of all of your existing segments and the commodity, region, and department settings you've applied to each segment. Only apply visibility conditions based on commodity, region, or department in segments where it makes sense.
  For example, if you have a questionnaire segment that applies to all regions, and other questionnaire segments that target specific geographical areas, you can use visibility conditions for specific states, regions, or cities to show content based on more granular region values. Add conditional questions that only applies to Parisian suppliers to the questionnaire segment targeted at France.
- When the visibility condition isn't satisfied, the content to which the visibility condition is applied can only be seen when you edit the questionnaire and not in the view mode.
- You can't create conditions based on questions with the answer type **Text (multiple lines)** or on the "complex" answer types **Address**, **Extended Address**, **Bank Account**, and **Tax**. You can create conditions based on questions of any other answer type. For questions of answer type **Certificate**, you can create conditions based on the initial **Yes** or **No** answer, but not on certificate detail fields. You can create conditions based on answers to questions in certificate sections.
- If you set a visibility condition for content in external (supplier-facing) questionnaires, make sure that the question that triggers the condition is visible to participants.
- In internal supplier management questionnaire such as the internal supplier request, you can create questions based on **Locale** master data, but you must specify field matches to locale codes rather than locale names.

Members of the **Customer Administrator** group can export the locale codes used in your site using the **Export Locale (CSV)** data export task in **Manage** > **Administration** > **Site Manager** > **Data Import/Export**, where they're listed in the `UniqueName` field of the exported CSV file.

- Internal questionnaires in supplier request, registration, qualification, disqualification, preferred supplier management, modular questionnaire, and process projects support visibility conditions based on the following answer types:
  - **Text (single line limited)**
  - **Text (single line)**
  - **Whole Number**
  - **Decimal Number**
  - **Percentage**
  - **Money**
  - **Quantity**
  - **Date**
  - **Yes/No**
  - **Certificate** (for the initial **Yes** or **No** answer, but not any certificate detail fields)
  - **Commodity**
  - **Region**
  - **Department**
- In sites where the flexible process framework feature (SM-16798) is enabled, you can use visibility conditions on commodity region, and department questions in the process intake form [page 305] to set default answers.
- The following improvements to the visibility conditions are available in your site, when the configuration parameter **Application.SM.SMUIConditionEvaluation** in **SM Administration** and the **Enable improved user experience for internal questionnaires with visibility conditions** parameter in **Intelligent Configuration Manager** are enabled:
  - For internal questionnaires, the conditions are processed in the background so that recipients can continue to edit the questionnaire during that processing.
  - When the parent question is hidden in an internal questionnaire, the child question is also hidden and the value of the child question isn't considered in evaluating the other conditions.
  - When you use visibility conditions in an internal questionnaire, the child question is shown when the condition is satisfied and you add a value for the child question. Switching the value of the parent question back to the default value hides the child question. If you again choose the value of the parent condition that satisfies the condition, the previous value for the child question isn't retained.

> **Note**
>
> For improved performance, enable the parameters **Application.SM.SMUIConditionEvaluation** in **SM Administration** and **Enable improved user experience for internal questionnaires with visibility conditions** in **Intelligent Configuration Manager** for all supplier management projects and modular questionnaires. In sites that include SAP Ariba Supplier Risk, this configuration is applicable to modular questionnaire details but not to engagement or issue projects. For more information, see Reference of Configuration Parameters in Supplier Administration [page 826] and Enable improved user experience for internal questionnaires with visibility conditions [page 802].

Best Practices

- For better maintenance, SAP Ariba recommends using limited number of visibility conditions in a questionnaire.
- SAP Ariba doesn't recommend collecting purchasing organization, company code, bank, and tax information in questionnaires with visibility conditions.
  For more information, refer Supplier Blocking and Unblocking in Internal Registration Questionnaires [page 278] and Question Mappings to Other Questions for Setting and Maintaining Associated Sets of ERP Profile Data [page 275] .

Related Information

Conditional Workflows for Manual and Mass Invited Registrations [page 272]
Registration and Registration Update Statuses in Visibility and Editability Conditions [page 270]
Reference of Configuration Parameters in Supplier Administration [page 826]
Enable improved user experience for internal questionnaires with visibility conditions [page 802]

Creating Basic Visibility Conditions in a Form of Questionnaire

Use these steps to create basic visibility conditions, which are based on answers to a single question.

Prerequisites

Create the question on which the condition is based before you can create the condition.

Context

The content to which you've applied a visibility condition is hidden from respondents unless they supply an answer that fulfills the condition. At that point, the page refreshes and the conditional content appears. If a participant changes an answer so that the condition is no longer fulfilled, the content disappears and any existing answers aren't retained.

> ⓘ Note
>
> You can't create conditions based on questions of answer type **Text (multiple lines)** or the individual fields in questions of answer type **Bank Account**, **Address**, **Extended Address**, or **Tax**. You can create conditions based on the initial **Yes** or **No** answer for **Certificate** questions, but not on individual certificate detail fields. You can also create conditions on questions in certificate sections.

Procedure

1. Use an existing question or create a new question on which to base the condition.
2. On the content table, perform one of the following actions:
   - Choose **Edit** > **Conditions**.
   - Click the question and choose **Edit**, then choose **Add** > **Conditions**.
3. On the **Edit Conditions** page, click **Add**.
4. In the **Create Condition** window, enter a short name and description for the condition. The name appears on a menu of available conditions that you can apply to content, so make it descriptive.
5. For the expression, click **Undefined** and select the question or formula on which you want to base the condition.
6. Perform one of the following actions to set the condition content match:
   - For questions with numerical answer types (including date and money), enter a **From** and **To** value to create a range of values.
   - For questions with text answer types, enter a string of text that must match participant answers exactly to satisfy the condition.
   - For questions with Yes/No answer types, select either **Yes**, **No**, or **Either**.
   - For questions with a defined list of answer values that are specific to the question, select the answer from the dropdown menu.
   - For questions with answers that must be selected from a list of site-wide values (such as commodity), click **select** and select the values that participants' answers must match in order to satisfy the condition.
7. Click **OK**.

Next Steps

Now, you can apply the condition to form or questionnaire content. When you're creating or editing the content, for **Visibility Condition**, click **none** and choose from the list of available conditions.

Creating Advanced Visibility Conditions in a Form or Questionnaire

Use these steps to create advanced visibility conditions, which are based on the answers to multiple questions.

Prerequisites

Create the questions on which the condition is based before you can create the condition.

Context

The content to which you've applied a visibility condition is hidden from respondents unless they supply an answer that fulfills the condition. At that point, the page refreshes and the conditional content appears. If a participant changes an answer so that the condition is no longer fulfilled, the content disappears and any existing answers aren't retained.

> **Note**
>
> You can't create conditions based on questions of answer type **Text (multiple lines)** or the individual fields in questions of answer type **Bank Account**, **Address**, **Extended Address**, or **Tax**. You can create conditions based on the initial **Yes** or **No** answer for **Certificate** questions, but not on individual certificate detail fields. You can also create conditions on questions in certificate sections.

Procedure

1. Use an existing question or create a new question on which to base the condition.
2. Perform one of the following actions:
   - Choose **Edit** > **Conditions**.
   - Click the question and choose **Edit**, then choose **Add** > **Conditions**.
3. On the **Edit Conditions** page, click **Add**.
4. In the **Create Condition** window, enter a short name and description name for the condition. The name appears on a menu of available conditions that you can apply to content, so make it descriptive.
5. For the expression, click **Undefined** and select an expression (**All of**, **Any of**, or **None of**). For descriptions of available expressions, see Expressions for Advanced Visibility Conditions in Events, Surveys, and the Supplier Profile Questionnaire [page 482]
6. Perform any of the following steps. The order in which you add expressions and questions determines the nested structure of your condition.
   - Click **Undefined** and select the question on which you want to base the condition from the list of options, then specify the content match that fulfills the condition.
   - To enclose an expression within an expression, click the expression and select it. The new expression is added to its left.
   - To add a condition in parallel to another condition, click the expression to its left, then select the question or formula from the list of options and specify the content match that fulfills the condition.
   - To nest a set of conditions with an expression inside another expression, add a condition to the first expression, then select **Content Match** for the condition and select the expression. The new expression is added to the left of the condition, but within the first expression.
7. Continue adding nested conditions and expressions as needed.
8. Click **OK**.

Next Steps

Now, you can apply the condition to form or questionnaire segment content. When you're creating or editing the content, for **Visibility Condition**, click **none** and choose from the list of available conditions.

Expressions for Advanced Visibility Conditions

You can use expressions to create advanced visibility conditions.

Expression	Definition
All of	An advanced expression that can include multiple expressions used for conditions that require all expressions to match (AND). You can use the **All of** expression to make a condition true under specific, layered circumstances. For example, you can create an **All of** expression with two content matches: Are you Woman Owned Enterprise Certified? = Yes and Are you Small Business Certified? = No. This condition is true for any supplier that is Woman Owned Enterprise Certified but is not Small Business Certified. You can use this condition to display specific content for suppliers with that combination of certifications.
Any of	An expression that is true if one or more of the expressions defined in it are true (OR). For example, if you define an **Any of** condition with four questions in it, that condition is true if the participant's answer matches the answers you define as content matches for at least one, or as many as all four, of those four questions.
None of	An expression that is true only if none of the expressions defined in it are true (NOT). For example, you can create a **None of** expression with content matches to four different regions where you have manufacturing plants for questions that ask participants if they have shipping centers close to those regions. You can use this condition to display content to suppliers who answered No to all of those questions, and therefore might not be able to fulfill your shipping requirements.

Editability Conditions for Controlling the Editability of Answers in a Form or Questionnaire

The content to which you've applied an editability condition is read-only unless the condition is met. At that point, the page refreshes and the conditional content becomes editable.

Editability conditions function much like visibility conditions and are supported in for the same answer types. You can create them based on answers to other questions, or based on the specific characteristics of a project. As a best practice, it is recommended not use editability conditions for mandatory questions in a questionnaire, because you cannot submit the questionnaire if the condition is not satisfied.

To create an editability condition based on the answer to another question, follow the procedure for creating a basic or advanced visibility condition, then apply it to a question using the **Editability Conditions** setting rather than the **Visibility Conditions** setting.

To create an editability condition based on a project characteristic, create a project-level condition; for more information, see the Project Template Guide. The basic steps for creating project-level conditions and visibility conditions are the same. However, you create project-level conditions on the template **Conditions** tab and use field matches based on project-level attributes such as status, owner, or other fields.

You can use editability conditions in survey content documents in any supplier management project template. However, they're useful in external questionnaires in the supplier registration project template, where you can use them to:

- Streamline the registration questionnaire for legacy suppliers while keeping questions visible.
- Prevent suppliers from changing some answers when they update the registration questionnaire.
- In sites where the flexible process framework feature (SM-16798) is enabled, you can use editability conditions on commodity region, and department questions in the process intake form to set default answers.

Related Information

Visibility Conditions for Showing or Hiding Content Based on Answers [page 477]
Creating Basic Visibility Conditions in a Form of Questionnaire [page 479]
Creating Advanced Visibility Conditions in a Form or Questionnaire [page 480]
Streamlining the Registration Questionnaire for Legacy Suppliers Using Editability Conditions [page 273]
Using Editability Conditions to Prevent Recipients from Updating Registration Questionnaire Answers [page 271]
Conditional Commodity, Region, and Business Unit Questions in the Process Project Intake Form [page 305]

Examples of Content Configurations in Supplier Management Questionnaires

These examples provide sample steps for configuring some supplier management content.

Example: Creating a Dropdown Menu with Predefined Answer Values [page 484]
Example: Automatically Rejecting Answers That Don't Fall Within a Limited Range [page 485]
Example: Asking for a Supplier Certificate [page 486]
Example: Creating a Question That's Only to Visible Suppliers with Green Certifications [page 486]
Example: Asking About Preferred Category Status Using Master Data Values [page 487]

Example: Creating a Dropdown Menu with Predefined Answer Values

This example shows sample steps for adding a question and providing a list of choices for the answer. The supplier form or questionnaire shows those choices in a dropdown menu, and the respondent selects an answer from the menu.

Prerequisites

Lists of choices are only available for questions with one of the following answer types:

- **Text (single line)**
- **Text (single line limited)**
- **Whole Number**
- **Decimal Number**
- **Date**
- **Money**
- **Percentage**

Procedure

1. In the content area of the form or questionnaire, click **Add** > **Question**.
2. Choose one of the answer types that support lists of choices.
3. On the **Acceptable Values** dropdown menu, choose **List of Choices**.

   The **List of Choices** editor appears at the bottom of the page.
4. Perform the following actions to add choices to the list:
   a. Enter the first choice in the text box.
   b. Click **Add** and enter additional choices.
   c. To make one of the choices the default choice, which appears at the top of the dropdown menu, select it and click **Set Default**. To specify no default choice, make sure that none of the choices are selected and click **Set Default**.
5. Specify other settings for the question and click **Done**.

Example: Automatically Rejecting Answers That Don't Fall Within a Limited Range

This example shows sample steps for adding a question with a limited range answer to a form or questionnaire. Any answers that fall outside that range are rejected. The respondent can only submit the questionnaire successfully if they provide an answer within the defined range.

Prerequisites

Limited ranges are only available for questions with one of the following answer types:

- **Whole Number**
- **Decimal Number**
- **Date**
- **Money**
- **Percentage**
- **Quantity**

Context

For questions with answer type **Date**, you can limit answers relative to the current date or specify a fixed (custom) date range. For example, you can require that the respondent's answer are in the current year, current month, previous fiscal quarter, and so forth.

Procedure

1. In the content area of the form or questionnaire, click **Add** > **Question**.
2. Choose one of the answer types that support limited ranges.
3. On the **Acceptable Values** dropdown menu, choose **Limited Range**.

   The limited range fields appear at the bottom of the page.
4. Perform the following actions to define your range:
   - For number ranges, enter numerical values in the **From** and **To** fields.
   - For date ranges, choose a value from the **Range** dropdown menu, or choose **Custom** and specify a fixed date range.
5. Specify other settings for the question and click **Done**.

Example: Asking for a Supplier Certificate

This example shows sample steps for creating a **Certificate** question. The **Certificate** answer type includes fields that allow respondents to provide effective and expiration dates, issuer, and other details.

Procedure

1. In the content area of the form or questionnaire, click **Add** > **Question**.
2. On the **Answer Type** dropdown menu, select **Certificate**.
3. Enter a name for the question, such as `Please provide your green certificate`.
4. For **Visible to Participant**, choose **Yes**.
5. In the **Supplier field mapping** field, enter `vendor.certificate`.
6. Specify other settings for the question and click **Done**.

Results

When the supplier chooses **Yes** to provide a certificate and clicks the **Details** link, a window opens up. The supplier can enter issuer, effective and expiration dates, certificate numbers, and other details, as well as uploading the certificate as an attachment.

Any certificates a supplier uploads in response to a question of type **Certificate** are shows on the **Certificates** detail area in the supplier's profile.

Example: Creating a Question That's Only to Visible Suppliers with Green Certifications

This example shows sample steps for how to use visibility conditions to create a question that's only visible to suppliers who are certified green.

Procedure

1. Create a certificate question that asks for green certification:
    a. Below the content table for the form or questionnaire segment, choose **Add** > **Question**.
    b. Enter a name for the question, such as `Are you certified green?`.
    c. On the **Answer Type** dropdown menu, choose **Certificate**.
    d. For **Visible to Participant**, choose **Yes**.
    e. In the **Supplier field mapping** field, enter `vendor.certificate`.

f. Specify other settings for the question and click **Done**.

2. Create a condition based on a yes answer to the green certificate question:
   a. Below the content table for the form or questionnaire segment, choose **Edit** > **Conditions**.
   b. On the **Edit Conditions** page, click **Add**.
   c. In the **Create Condition** window, enter a name for the condition, such as **`Show for green certified`**.
   d. For the expression, click **Undefined** and select your green certification question.
   e. Select **Yes** for the content match.
   f. Click **OK**, then click **Done**.
3. Create a question that will only show when a supplier **Yes** to your certification question:
   a. Below the content table for the form or questionnaire segment, choose **Add** > **Question**.
   b. Enter a name for the question, such as **`Please provide your company's sustainability policy. You can add it as an attachment.`**.
   c. On the **Answer Type** dropdown menu, select **Text (multiple line)**.
   d. For **Visible to Participant**, choose **Yes**.
   e. For **Participant can add additional comments and attachments**, choose **Yes**.
   a. For **Visibility Conditions**, click **none** and select your green certified condition.
   b. Click **Done**.

Example: Asking About Preferred Category Status Using Master Data Values

This example shows steps for creating a question in the preferred category request to set a supplier's preferred level. If your organization uses preferred supplier levels, they're loaded into your site as master data, and you can use that master data to specify how respondents answer questions.

Context

This question is useful in category status forms in preferred supplier management projects, where internal users can request changes to the preferred status of the qualified suppliers they work with.

Procedure

1. In the content area of the form or questionnaire, click **Add** > **Question**.
2. On the **Answer Type** dropdown menu, choose **Text (single line limited)**.
3. Enter a name for the question, such as **`Requested preferred status level:`**.
4. On the **Acceptable Values** dropdown menu, choose **Master Data Value**
5. For **Visible to Participant**, choose **Yes**.
6. In the **Supplier field mapping** field, enter `project.Level`.

7. On the **Master data type to use for values** dropdown menu, choose **Supplier Preferred Level**.
8. Specify other settings for the question and click **Done**.

Results

Users answering this question select from the supplier preferred levels defined in your site's master data on a dropdown menu.

Project Groups and Team Members

Project groups and their members define who can perform key activities in supplier management and engagement projects, such as owning tasks or approving questionnaires.

Project Groups and Team Members for Project Templates [page 489]

Buyer Category Assignments in Supplier Management Projects [page 491]

Using Buyer Category Assignments to Add Team Members to Project Groups [page 493]

Project Groups and Team Members for Project Templates

You can use project groups to confer specific roles and permissions in projects, such as access, task ownership, or approval responsibilities. Adding team members to project groups in the template standardizes those roles and permissions for all projects created from the template.

You add project groups and team members to a project template in one of 4 ways, depending on the type of project and whether you want the membership to be static or dynamic:

- **By manually adding project groups on the template's Team tab.**
  The groups you add in a template are added to every project created from the template. You add project groups on a template's **Team** tab as you would add groups to a project. In addition, you can:
  - Specify if project owners can edit a project group in projects created from the template (**Can owner edit this Project Group**).
  - Add individual users or entire user groups to project groups directly in the project template.
  - Specify that members of a project group are added dynamically based on assignment (**Use commodity and region assignments**) in projects that support buyer category assignments (the user matrix). This option is only available in supplier management projects.
    Supplier management projects are:
    - Supplier request projects (internal and external)
    - Supplier registration projects
    - Supplier qualification and disqualification projects
    - Preferred supplier management projects
    - Modular questionnaire projects
    - Process projects, including process qualifications
- **By creating team member rules.**
  Team member rules dynamically add groups or individual users to a project based on the values supplied during project creation. They're not supported in supplier management projects, control-based engagement risk assessment projects, or issue management projects.
- **By defining buyer category assignments (the user matrix)**.
  Buyer category assignments dynamically add individual users to project groups in a project based on its commodities, regions, and departments. They're only supported in supplier management projects, and aren't

supported in modular questionnaire projects created by sending assessments in engagement risk assessment projects.

- **By using the /projects/{projectId}/teams endpoint**.
  This endpoint allows you to retrieve and modify project team members. Using this endpoint, you can also add team members as approvers in supplier management projects such as supplier request, supplier registration, supplier qualification, and modular questionnaire.

> ⓘ Note
>
> While you can specify that project owners can edit project groups in supplier management and engagement risk assessment projects, many of the users who work with those projects can't access the advanced view, which is the only way to access the project's **Team** tab. Only users who can access the advanced view of those projects can edit their project groups, regardless of whether they're project owners and the groups in the project allow project owners to edit them.
>
> - To see the advanced view of a supplier management project, the **Advanced View** link for that project type must be enabled in your site and you must have appropriate group membership permissions. The advanced view isn't available for preferred supplier management projects.
> - To see the advanced view of an engagement risk assessment project, you must have the appropriate group membership permissions.

Adding Project Owners to Project Teams

To specify members of the **Project Owner** group that are inherited by projects created from a template, you must use the method for automatically populating project groups that is supported for the project type. Depending on the project type, that method can be either buyer category assignments or team member rules.

Members manually added to a **Project Owner** group from a template's **Team** tab aren't inherited by any projects created from that template. Manually adding members to the **Project Owner** group for a template grants those users **Project Owner** rights for that template only.

> → Tip
>
> You can use a parameter to authorize an exception for control-based engagement risk assessment projects. See Allow engagement Project Owner groups to inherit project group membership from the template.

> ⓘ Note
>
> In supplier management, control-based and legacy engagement risk assessment, and issue management projects, the user who creates the project (by requesting a supplier or engagement, inviting a supplier to register, and so on) is the initial project owner in most circumstances. With supplier registration projects, project ownership depends on whether the project was created manually, automatically, or through mass invitation. Control-based engagement risk assessment and issue management projects support changing the project owner after project creation.

Related Information

Managing Access to the Advanced View of Supplier Management Projects [page 591]
Buyer Category Assignments in Supplier Management Projects [page 491]
About Team Member Rules Files
Strategic Sourcing and Supplier Management Group Descriptions
Retrieving Project Team Details by Using the Sourcing Project Management API
Adding Users in a Project Group by Using the Sourcing Project Management API
Updating User Information in a Project Team by Using the Sourcing Project Management API
Updating Project Groups by Using the Sourcing Project Management API

Buyer Category Assignments in Supplier Management Projects

User matrix data loaded in your site assigns specific users to project groups for specific commodities, regions, and departments. These assignments allow you to route supplier management projects to the people in your organization who manage supplier activities for those commodities and regions.

Buyer category assignments automatically add project team members when a supplier management project is created. They're the only way to add team members to the **Project Owner** group from a template, since individual users added to a template's **Project Owner** group aren't inherited by any projects that are created from the template.

Buyer category assignments are created by a combination of two components:

- User matrix data, which an administrator in your organization imports into your site as a CSV data file [page 159]. The file assigns either individual users or global user groups to project groups for specific commodities, regions, and departments.
- Template project groups with the **Use commodity and region assignments** setting enabled. Importing user matrix data doesn't automatically create the project groups it references. Default template project groups such as **Project Owner** don't use user matrix data to assign team membership by default. You must create or edit the project groups referenced in your site's user matrix data and enable the assignment setting [page 159] so that the user matrix data adds team members to them.

Buyer category assignments are always based on a combination of commodity and region. The combination can be general (all commodities or all regions), narrow (solid-fiber cardboard crates or London), or anywhere between in the commodity and region hierarchies. When a supplier management project is created, it checks to see if there are users assigned to the supplier's commodity code and region.

If your site has the department feature enabled, buyer category assignments are based on a combination of commodity, region, and department. The assignments work the same way with your company's department hierarchy as they do with commodity and region hierarchies.

For details on how specific project commodities, regions, and departments translate into buyer category assignments, refer to User Matrix (Buyer Category Assignment) Data File Format [page 159].

Supplier management projects must meet the following prerequisites to use buyer category assignments:

Project type	Prerequisite
Supplier request (internal or external)	The request must include questions based on commodity, region, and (if your site uses them) department master data that are mapped to `matrix.Categories`, `matrix.Regions`, and `matrix.Departments`.
Supplier registration	• The supplier must be created from an approved supplier request. • The supplier request must include questions based on commodity, region, and (if your site uses them) department master data that are mapped to `matrix.Categories`, `matrix.Regions`, and `matrix.Departments`. • An **external** registration questionnaire must also include these mapped questions. Only 1 questionnaire in the registration project template can include these questions. • Buyer category assignments and approvers for approval tasks in the registration project must use project groups, not global system user groups. When these prerequisites are met, answers in the supplier request automatically prepopulate the same questions in the external registration questionnaire for initial buyer category assignments. Updates to those answers in the external registration questionnaire can update assignments. Buyer category assignments aren't supported in registration projects for suppliers created from data imports or replication from an integrated ERP system. They also aren't supported for approval configurations that use global system user groups rather than project groups in registration projects for suppliers created from approved supplier requests.
• Supplier qualification • Supplier disqualification • Preferred supplier management • Process (in sites where the flexible process framework feature (SM-16798) is enabled)	None. To create these projects, commodity, region, and (if your site uses them) department answers are always required. Therefore, required project configurations automatically enable use of buyer category assignments for project teams. In process projects, you can't use buyer category assignments to automatically populate project groups with the **Process Initiator** role. Refer to Initiators and Decision-Makers Setup in Process Projects [page 306] for details.
Modular questionnaire	Project **Commodity**, **Region**, and (optionally) **Department** properties must be set. For modular questionnaires used in process projects, these property settings are required.

Buyer category assignments function in substantially the same way as team member rules do in other SAP Ariba projects. However, they're designed specifically for supplier management workflows, so they have the following advantages over team member rules:

- They're applied only based on commodity, region, and department, which are the most common metrics by which companies organize their supplier management processes.
- They apply to all supplier management projects in a site, meaning:
  - A single source of assignment data. A template creator must upload team member rules files to each individual project, but a customer administrator can upload and maintain buyer category assignments for all supplier management projects in a single CSV file.
  - Continuity of team membership across the entire supplier lifecycle. Since assignments apply to all supplier management projects in a site, the same category or supplier managers and other team members manage the same suppliers across all related supplier management projects.
- They provide more flexibility: team member rules assign users to projects based on exact matches to a field value, while buyer category assignments also look for matches above the specified value in a hierarchy if there are no exact matches.

> ⚠ Restriction
>
> In solutions that include SAP Ariba Supplier Risk, buyer category assignments aren't supported in engagement risk assessment projects or issue management projects, and aren't applied to the modular questionnaire projects that are created by sending risk assessments.

Related Information

Project Groups and Team Members for Project Templates [page 489]
Using Buyer Category Assignments to Add Team Members to Project Groups [page 493]
User Matrix (Buyer Category Assignment) Data File Format [page 159]
User Groups in Buyer Category Assignments (the User Matrix) [page 187]

Using Buyer Category Assignments to Add Team Members to Project Groups

Use these steps to configure project groups in supplier management projects to use buyer category assignments. This setting automatically populates those groups with users based on the project's commodities, regions, and departments as defined in your site's buyer category assignment (user matrix) data imports.

Prerequisites

Commodity and region assignments work automatically in supplier qualification, disqualification, and preferred supplier management in the project groups that are configured to use them. They only work in request

projects if the request form includes questions based on commodity and region master data that are mapped to `matrix.Categories` and `matrix.Regions` respectively. They also include department in sites with the department feature enabled.

Buyer category assignments are supported in the following types of supplier management projects:

- Supplier request projects (internal and external)
- Supplier registration projects
- Supplier qualification and disqualification projects
- Preferred supplier management projects
- Modular questionnaire projects
- Process projects, including process qualifications

For restrictions and prerequisites for specific project types, refer to Buyer Category Assignments in Supplier Management Projects [page 491].

Commodity, region, and department assignment data (the user matrix) must be imported into your site in order for users to be added to project groups based on those assignments.

To use buyer category assignments to add members of the **Project Owner** group, you edit the **Project Owner** group to apply the assignments to it and make sure that the system user `aribasystem` is a member of the group.

Procedure

1. Open a supplier template for editing. If the template status isn't **Draft**, create a new version so that you can edit it.
2. On the **Team** tab, choose **Actions** > **Team Members** > **Edit**.
3. Perform one of the following actions:
   - To edit an existing project group, choose its name.
   - To add a new group, choose **Add Group** and enter a name for the group.
4. For **Use commodity and region assignments**, choose **Yes**.
5. Choose **OK**.
6. (Optional) Use the dropdown menu in the **Members** column to manually add individual users or user groups to the group.
7. Choose **OK**.

Related Information

Buyer Category Assignments in Supplier Management Projects [page 491]
Project Groups and Team Members for Project Templates [page 489]
Editing a Project Template [page 200]

Supplier Form and Questionnaire Approval Setup

You define the approval process for a supplier form or questionnaire in an associated approval task.

Approval Flow Creation in the Approval Rules Editor [page 495]

Commodity, Region, and Department Assignments for Form and Questionnaire Approvals [page 509]

Conditional Approval Flows Based on Questionnaire Answers [page 512]

External Approval of SAP Ariba Project Approval Tasks [page 518]

Approval Flow Creation in the Approval Rules Editor

The approval ruled editor in project template approval tasks allows you to create approval flows with multiple serial or parallel nodes and conditional nodes.

About Approval Rules in Project Templates [page 495]

Creating or Editing Approval Rules [page 497]

Approval Rules Editor [page 499]

Creating a Simple Approval Rule [page 501]

Editing Approval Flows with the Approval Process Diagram [page 503]

Approval Rule Conditions [page 504]

Adding Approvers in the Approval Rule Editor [page 507]

About Approval Rules in Project Templates

Template authors can use the approval rule editor to create or edit sets of custom approval rules that can include both parallel and serial approvers, conditions for approvers, or approval rule lookup tables.

Template authors can also specify a simple set of parallel or serial approvers directly in the **Approvers** or **Reviewers** field. This method provides a simple way to specify approvers but doesn't include all the functionality provided by the approval rule editor.

> ⓘ Note
>
> - In supplier management projects, if you've set **Allow auto approval** to **Yes** in an approval task, don't add any approvers to it. Template validation prevents publication of supplier management projects that includes any approval tasks that both are set to auto-approve and include approvers. Supplier management projects are:

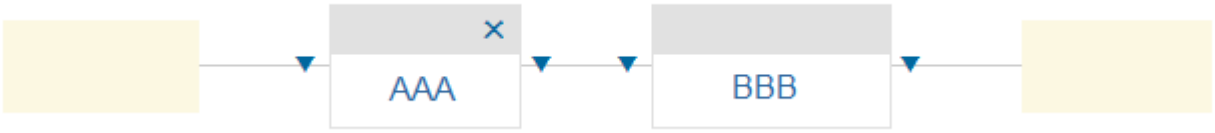
- Supplier request projects (internal and external)
- Supplier registration projects
- Supplier qualification and disqualification projects
- Preferred supplier management projects
- Modular questionnaire projects
- Process projects, including process qualifications

- Approval tasks in supplier management projects don't support use of approval rule lookup tables.
- If your site uses process projects (SM-16798) for qualification or other lifecycle processes, decision-makers in process projects set final process status using a specialized decision-making workflow rather than using approval tasks. These status decisions are equivalent to approving, denying, or conditionally approving the project.

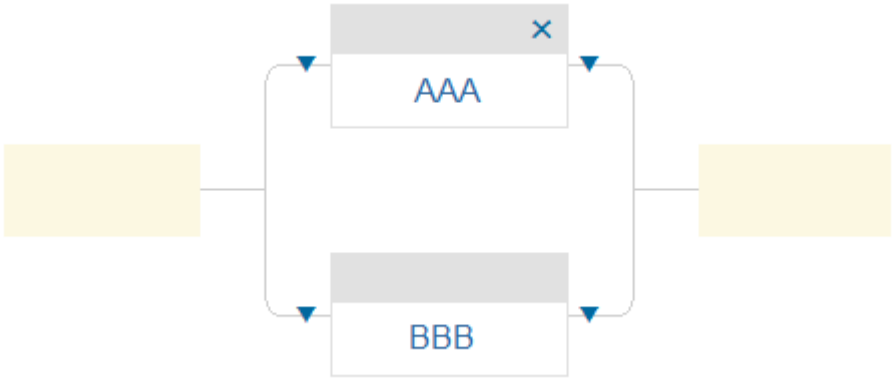
Serial and Parallel Approvers

Approvers (or reviewers) can be serial or parallel approvers.

Serial approvers are assigned consecutively in the order they appear in the approval flow diagram (from left to right). SAP Ariba does not activate a node in a flow (assign a task to the approver in the node) until the preceding approvers (approvers to the left in the approval flow) have submitted approvals or reviews. In the following approval flow, SAP Ariba first assigns the task to user AAA. After AAA submits his or her approval, SAP Ariba assigns the task to user BBB.



Parallel approvers are assigned simultaneously. SAP Ariba assigns the task to the approvers at the same time. In the following approval flow, SAP Ariba assigns the task to users AAA and BBB at the same time.



An approval flow can contain a combination of both parallel and serial approvers.

Groups in Approval Flows

When you add a group to an approval (or review) flow, SAP Ariba can either:

- Expand the group (and any subgroups) and insert each user as a parallel approver (or reviewer) in the approval flow. Each user receives notification about the task. All users in the group are needed to approve (or review) the document. After all users in the group approves (or reviews) the document, the approval flow moves to successive approvers.
- Insert the group as a single unit in the approval flow. All users in the group receive notification about the task. Any one user in the group is sufficient to approve the task (or move to the next approver in a serial flow).

The behavior when you add a group to an approval flow is determined by the method you use to add the approver.

- If you add a group using the graphical approval flow editor, the pane for adding an approver contains the option **All approvers need to approve**? If you select **No**, SAP Ariba inserts the group as a single unit in the approval flow. If you select **Yes**, SAP Ariba expands the group and inserts each user as a parallel approver. The default value is **No**.
- If you add a group as an approver directly in an editable **Approvers** or **Reviewers** field in a task window for a serial or parallel approval flow, SAP Ariba does not expand the group.
- If the group was inherited from an approver lookup table file in the template, SAP Ariba does not expand the group.

Creating or Editing Approval Rules

Approval rules specify who has to review or approve a document.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Procedure

1. Create or open a project template. If the status is not **Draft**, create a new version as described in Creating a New Version of a Template and Enabling Editing [page 200].
2. If the task does not already exist, select the appropriate document and click **Create New Task** > **Review**, **Approval**, or **Negotiation**. The system opens a window to create the task.

   If the task already exists, click the task name and click **Action** > **View Task Details**. In the task area, click **Actions** > **Task** > **Edit**.

3. Use one of the following methods to add approvers:
    - Specify a simple set of parallel or serial approvers directly in the **Approvers** or **Reviewers** field. Select **Parallel** or **Serial** for the approval flow type, then use the pull-down menu in the **Reviewers** or **Approvers** field to add approvers without using the approval rule editor. See Restrictions When Specifying Approvers in the Approvers or Reviewers Field [page 498] for restrictions.
    - Open the approval rules editor. In the window for a new task or task without an approval flow, navigate to the **Approvers** or **Reviewers** field, then click one of the following:
        - an approval flow icon (such as ).
        - a link for an approval flow type (**Parallel**, **Serial**, or **Custom)**
        - If you are working on an existing task with an approval flow, click **View Task Details**, then click the **Review Flow**, **Negotiation Flow**, or **Approval Flow** tab.

> **Note**
>
> If you select **Parallel** or **Serial** for the approval flow type and use the approval rule editor to add approvers, the system changes the approval flow type to **Custom**.
>
> If you have a **Custom** approval flow and change the approval flow type to **Parallel** or **Serial**, the system removes all customization data from the approval flow, including:
> - Any condition for each rule.
> - Any rule that uses an approver lookup table file.
> - The **Required Approver** or **Watcher** option. All approvers become required approvers.
> - The title, description, and reason for each approver.

Restrictions When Specifying Approvers in the Approvers or Reviewers Field

If the approval rule flow type is parallel or serial, template authors can specify a simple set of parallel or serial approvers directly in the **Approvers** or **Reviewers** field, with the following restrictions:

- The approval flow can contain either parallel or serial approvers, but not both parallel and serial approvers.
- You cannot add any watchers to the flow.
- You cannot specify any conditions for the approvers.
- You cannot use approval rule lookup tables.
- You cannot move approvers in the flow.
- If you specify multiple serial approvers, you must add the approvers in order from last to first; the last reviewer you specify will be the first approver in the approval flow.
- If you select a group as an approver, there is no option to expand the group and require all users in the group to approve (or review) the document. Only one user in the group is needed to approve (or review) the document. After one user in the group approves the document, the approval flow moves to successive approvers. If you want to require all users in a group to approve a document, you must add the group using the approval rule editor.
- You cannot use the **Add Launch Approver** or **Add Contract Approver** action to conditionally add the Sourcing Approver or Contract Approver group to an approval flow. See Specifying Actions to Add Approvers and Groups [page 507] for additional information.

- You cannot use the **Add Supervisor** action create a supervisor rule, which adds the supervisor of a user project field to an approval flow by notification profiles.
- The system adds the following text as the reason for the approver: **Action is required.** By default, this text is included in email notifications sent to approvers.

Related Information

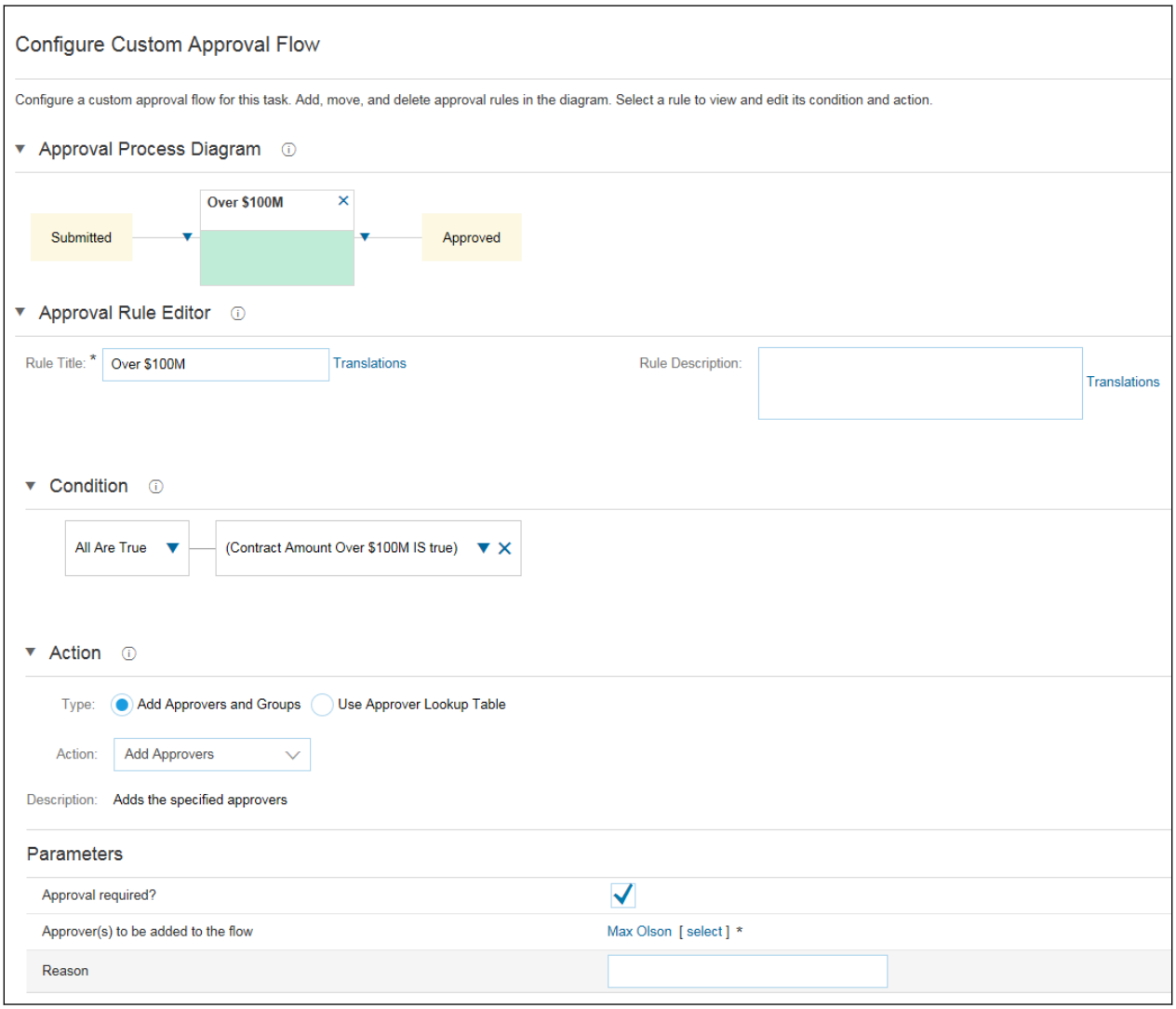
Creating Notification Profiles

Approval Rules Editor

As an alternative to specifying approvers directly in the **Approvers** or **Reviewers** field, you can use the approval rule editor in a project template. The approval flow editor enables you to create a mix of parallel and serial approvers and to specify conditional approvers. From top to bottom, the approval rule editor contains the following sections:

- **Approval Process Diagram**. Add rules here or select a rule to see the condition and action.
- **Approval Rule Editor**. Specify or view the condition that triggers the action (add users or groups) for the rule selected in the diagram. It contains the following sections:
  - **Condition**: Specify a condition for the action. If you always want the action to occur, use the default condition (an empty **All Are True** condition).
  - **Action**. Specify or view the action taken when the condition is met. The action specifies if approvers are added by selecting individual users or groups using a drop-down menu or by using an Approver Lookup Table.
- **Parameters**. Specify parameters for the rule selected in the diagram. If you are not using an Approver Lookup table, use the drop-down menu to select the users or groups to add to the approval flow.

For example:



The approval rules for a given task are shown in the **Approval Process Diagram**. Each approval rule consists of:

- A condition.
  The condition in an approval rule contains one or more references to conditions defined for the template.
- An action.
  The action adds specified approvers to the approval flow. If the condition is met, then the system performs the action and adds the specified approvers to the approval flow.

Creating a condition is optional; if you do not create a condition, the default condition (an empty **All Are True** condition) always evaluates to true and the action always occurs.

In this example, the approval process diagram has the rule `Over $100M`. The rule `Over $100M` is highlighted and the editor shows the condition and action for this rule: if the template condition `Contract Amount Over $100M` is true, the system takes the action to add the user Max Olson to the approval flow.

To configure approval rules, you:

1. Add one or more approval rules, which are shown in the approval process diagram. For information about working with the approval process diagram, see Editing Approval Flows with the Approval Process Diagram [page 503].
2. (Optional) Specify a condition for each approval rule. The condition contains references to template conditions. The approval rule editor includes a feature that enables you to define a template condition if one does not already exist. For information about working with conditions, see Working with Approval Rule Conditions [page 504].
3. Specify an action for each approval rule to add approvers. For information about adding approvers, see Adding Approvers in the Approval Rule Editor [page 507].

Related Information

Creating a Simple Approval Rule [page 501]

Creating a Simple Approval Rule

Approval rules specify who has to review or approve a document.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Context

You can create a simple approval rule without using an approval rules table. Each approval rule adds one approver or group of approvers to the approval flow.

Procedure

1. Create a new task in a template or edit an existing template task from the **View Task Details** page.
2. Select the approval flow type and click the corresponding approval flow icon (such as ).

The approval rule editor opens.

3. In the approval process diagram, click **Add Initial Rule**.
4. Specify a a name in the **Rule Title** field and add text for the **Rule Description**.
5. **Optional:** If you always want the approvers in this rule to be added, leave the **Condition** area as it is (containing only the **All Are True** statement). If you want to add the approvers based on a condition, see Approval Rule Conditions [page 504].
6. In the Action area, select **Add Approvers and Groups** if it is not already selected. From the **Action** pull-down menu, choose the type of approver you want to add:
   - **Add Approvers**: adds one or more individual users, groups, or project groups.
   - **Add Group**: adds one global group.
   - **Add Project Group**: adds one project group.
   - **Add Contract Approver**: adds the Contract Approvers global group if the required conditions are met. For more information, see Specifying Actions to Add Approvers and Groups [page 507].
   - **Add Launch Approver**: adds the Sourcing Approver global group if the required conditions are met. For more information, see Specifying Actions to Add Approvers and Groups [page 507].
   - **Add Supervisor**. Adds the supervisor of a project user field (such as the Owner field) to the approval flow using notification profiles. The rule can also be "chained" to repeatedly add supervisors.
7. Specify the appropriate parameter values for the approvers as follows:
   - **All users in group have to approve**: This field is present only if you are adding a global group or project group to the approval flow. If selected, the system expands the group and adds each user in the group as an individual parallel node in the approval flow. Each user in the group must approve (or review) the document.
   - If the **All users in group have to approve** option is not selected, the system adds the group as a single entity in the flow and only one user in the group is needed to approve (or review) the document. After any one user in the group approves the document, the approval flow moves to successive approvers.
   - **Approval required**: If selected, the approver must approve or review the document associated with the task (this is the default value). If this option is not selected, the approver is added as a watcher. A watcher cannot approve the task but can view the task and the approval flow.
   - **Approving Group**, **Approver(s) to be added to the flow**, or **ProjectGroup to be added to the flow**: Select the group or users to be added.
   - **Reason**: Reason for adding the approvers. This field is optional. By default, the text you specify in this field is included in email notifications sent to approvers.
8. To add additional approval rules to the flow, go back to the **Approval Process Diagram** and click the action triangle button (▽) where you want to add the node in the flow.

   The new node is highlighted in green to indicate that the contents of the **Approval Rule Editor** apply to this node.
9. Click **Done**.

Related Information

Approval Rules Editor [page 499]
Creating Notification Profiles

Editing Approval Flows with the Approval Process Diagram

Approval rules in approval flows specify who has to review or approve a document. You can define an approval flow with multiple rules using an approval process diagram.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Context

Each box, or node, in an approval flow represents an approval rule. Approval rules are processed in order from left to right. When the system creates an approval flow from the approval rules, it evaluates the condition for each rule and adds the approvers specified in the action for the rule.

Nodes in an approval flow have action triangle buttons (▽) you can click to add or move nodes . To delete an approval rule, click the "X" button (✕).

Procedure

1. Open the approval flow editor as described in Creating or Editing Approval Rules [page 497].
2. **To add an approval rule:**
   a. Click the area in the approval flow where you want to add the approver (or reviewer).
      - If there are no approvers in the approval flow, click **Add Initial Approver** to add an approver. This button is available only when there are no approvers.
      - If you are adding a serial approval rule to a flow with existing rules, click the action triangle button (▽) where you want to add the approval rule.
      - If you are adding a parallel approval rule to a flow with existing rules, click the left-most action triangle button (▽) in the flow.
   b. Choose **Add Serial Rule** or **Add Parallel Rule**.
   c. To specify where the parallel rule or flow should connect back into the main approval process, click a blue target (◎). (If there is only one position possible, the position is selected for you.)
   d. In the approval rule editor below the diagram, enter a title and description for the new rule.
3. **To move an approval rule:**
   a. Click the left or right triangle action button (▽) beside the approval rule you want to move.
   b. Choose **Move Rule**.

Blue targets ( ) indicate the possible positions for the rule.

c. Click one of the blue targets to move the rule to the corresponding position.

The updated diagram shows the new position of the moved rule.

4. **To delete an approval rule:**
   a. Click the "X" button ( ) on the approval rule you want to delete.
   b. Click **OK** when prompted for confirmation.

Next Steps

- (Optional) Specify a condition for this rule (Approval Rule Conditions [page 504]).
- Add approvers.

Related Information

Adding Approvers in the Approval Rule Editor [page 507]
Adding Approvers from Approver Lookup Tables
Configuring Supervisor Rules

Approval Rule Conditions

> **Note**
>
> Specifying a condition for an approval rule is optional. If an approval rule has no condition defined, the system always performs the action specified for that rule.

A condition for an approval rule consists of components. The components can be:

- References to a condition, which are references to a condition defined for the template. The approval rule editor also enables you to create a template condition and add a reference to the new condition.
- Subconditions, which contain a set of condition components that are evaluated together with a series of logical operators. Subconditions enable you to build conditions with multiple components.
- Document field matches, which evaluate to true or false depending on field values in document forms.

> **Note**
>
> In project types that support approver lookups, you can also define conditions and actions based on an approver lookup table. Supplier management projects don't support approver lookup tables.

A condition in an approval rule always contains at least one subcondition. In its simplest form, an approval rule condition consists of a subcondition that contains a reference to a template condition. For example, you could have the following condition expression:

All Are True Regions is equal to USA

This condition expression consists of the `All Are True` subcondition and the field match `Regions is equal to USA`.

> **Note**
>
> All condition expressions start with a subcondition, even if the only additional component is a field match or a reference to a condition.

References to a Condition [page 505]

Subconditions [page 505]

Defining Approval Rule Conditions [page 506]

Related Information

Adding Approvers from Approver Lookup Tables

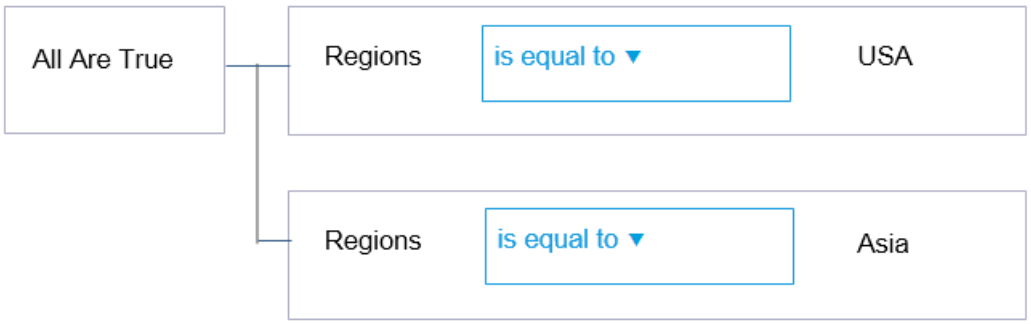
References to a Condition

When you choose to add a reference to a condition, the system opens a window with a chooser for conditions already defined in the project template and a **Create Condition** link you can click to open the condition editor and create a new condition for the template. For more information about the condition editor, see Defining Approval Rule Conditions [page 506].

Subconditions

Subconditions enable you to group and evaluate a set of condition components as a whole.

In the following figure, **All Are True** is the subcondition.



There are three subcondition types:

- **All Are True**. For this subcondition to be true, all the condition components that it contains must be true. Conceptually, the **All Are True** subcondition places AND operators between the condition components in the set.

- **Any Are True**. For this subcondition to be true, at least one of the condition components that it contains must be true. Conceptually, the **Any Are True** subcondition places OR operators between the condition components in the set.
- **None Is True**. For this subcondition to be true, all condition components that it contains must be false. Conceptually, the **None Is True** subcondition uses NOT...AND NOT operators:
  NOT condition component 1 AND NOT condition component 2 AND NOT condition component 3.

An approval condition can contain multiple subconditions (and components). You add condition components from left to right in the condition builder. The components are evaluated in the opposite direction—from right to left.

Defining Approval Rule Conditions

Context

Use the condition builder in the approval rule editor to define the condition for an approval rule.

Procedure

1. Open the approval flow editor as described in Creating or Editing Approval Rules [page 497].
2. In the approval process diagram, select the rule for which you want to build a condition.
3. Click the action triangle button (▽) next to **All Are True**. All conditions must start with a subcondition even if you plan to add only one other condition component. The default initial subcondition is **All Are True**. If you want to change the subcondition type, scroll down to the **Change To** area and choose the new type. For more information on subcondition types, see Subconditions [page 505].

   To create a new template condition or to add a reference to a project template condition, click the action triangle button next to **All Are True**, then click **Reference to Condition**.

   The system opens a pane with a **Reference to Condition** field and a **Create Condition** link.

   To use an existing project template condition, click the arrow button next to the **Reference to Condition** field. A chooser opens with the existing project template conditions.

   To create a new project condition, click **Create Condition**. You can also use this link to define a document field condition..
4. Enter a name for the condition, such as `RegionIsEMEA`.
5. Enter a description for the condition.
6. All conditions start with the subcondition **All Are True**. If you want to change the subcondition type, click the action triangle button (▽) next to **All Are True**, then select a type under **Change To**, such as **None Is True**.
7. To add a field match, click the triangle button next to **All Are True**, then click **Add Condition** > **Field Match**.

   A field match builder opens. Click **Select**. A pull-down menu opens with project fields commonly used for field matches.

8. Select a project field, such as **Regions**. If you want to use a field that is not listed or to use a subfield (such as the child country/region in the customer or supplier address), click **more fields** to open a complete list of project fields. Click **Select** for the field you want to use and click **Done**.
9. Select an operator from the pull-down menu, such as **is equal to**.
10. Click **Select** to the right of the **(No Value Selected)** text to specify the value for the field match.

    Depending on the data type for the field, the system displays a pull-down menu with acceptable values, a selection pane, or data entry pane. Enter or choose the value, set of values, or range of values (as applicable) that you want to match.

    If a field can have multiple values, the system displays a selection pane. Clicking **Select** opens a chooser that enables you to specify a set of multiple values for the field match. The condition will be true if any of the field values in the set are matched. To create a condition that is true if all of the specified field values are matched, you must create a condition expression with the **All of** operator and multiple field matches, where each field match specifies a single value.
11. Continue adding condition components as necessary.
12. Click **OK**.

Related Information

Condition Expressions
Guidelines for Defining Conditions
Defining Approval Rule Conditions with Document Fields

Adding Approvers in the Approval Rule Editor

Approval rules specify who has to review or approve a document.

Prerequisites

To create or edit project templates, you must be a member of the global **Template Creator** group or the **Templates** project's **Template Creators** team group. To create or edit a modular supplier management questionnaire project template, you must also be a member of the global **SM Modular Questionnaire Manager** group. To create or edit a supplier management process project template, you must also be a member of the global **SM Process Manager** group.

Procedure

1. Open the approval rule editor as described in Creating or Editing Approval Rules [page 497].
2. In the **Approval Process Diagram** area, select the rule (node) for which you want to add approvers.

3. (Optional) Specify or create a condition for the action as described in Defining Approval Rule Conditions [page 506].
4. In the **Action** area, select one of the following options to add approvers.
    - **Add Approvers and Groups**: Specify a user, global group, or project group from the **Action** pull-down menu.
      You can also use this option to add the supervisor of a project user field (such as the Owner field) to the approval flow. This action can also be "chained" to repeatedly add supervisors.
    - **Use Approver Lookup Table**: Use an Microsoft Excel XLS lookup table to determine which approver to add based on project field values. For example, you could have an approver lookup table that lists commodity codes and specifies which approver to add for each code.
5. If you selected **Add Approvers and Groups**, navigate to the **Action** pull-down menu and select the type of approver you want to add:
    - **Add Approvers**: adds one or more individual users.
    - **Add Group**: adds one global group.
    - **Add Project Group**: adds one or more project groups.
    - **Add Launch Approver**: adds the Sourcing Approver global group in SAP Ariba Sourcing if the following conditions are true:
      -the task is an Approval for Publish task for a Sourcing event
      -the user attempting to publish the event does not have PublishEvent permission
      -the site configuration parameter **Let project creators bypass approvals for runtime edits** (`Application.AQS.RFX.SuppressRuntimeEditApprovals`) is set to **No**. For more information, see the topic Let project creators bypass approvals for runtime edits in Intelligent Configuration Manager Parameters Reference.
    - **Add Contract Approver**: adds the Contract Approver global group in SAP Ariba Contracts if the task is an approval task for an entire contract workspace or contract request.
    - **Add Supervisor**: adds the supervisor of a user in a selected user field using notification profiles.

    > ⓘ Note
    >
    > For supplier management project approval flows, only add project groups. In the case of a missing approver in a supplier management project approval flow, the add missing approver tool only works when the missing approver is in an empty project group. It does not support adding approvers to other approver categories.

6. Select the appropriate parameters and approvers. Complete the fields as follows:
    - **All users in group have to approve**
      This field is present only if you are adding a global group or project group to the approval flow. If selected, the system expands the group and adds each user in the group as an individual node in the approval flow. Each user in the group must approve (or review) the document. If this option is not selected, only one user in the group is required to approve (or review) the document. After one user in the group approves the document, the approval flow moves to successive approvers.
    - **Approval Required**
      If selected, the approver must approve or review the document associated with the task (this is the default value). If this option is not selected, the approver is added as a watcher. A watcher cannot approve the task but can view the task and the approval flow.
    - **Approver(s) to be added to the flow**
    - **Group**

Specifies the users, project group, or global group to be added to the approval flow. Click the pull-down menu and then click **Search for more** to open a chooser.

- **Reason**
  Reason for adding the approvers.

7. Click **Done**.

Related Information

Configuring Supervisor Rules
Creating Notification Profiles
Adding Approvers from Approver Lookup Tables
Let project creators bypass approvals for runtime edits

Commodity, Region, and Department Assignments for Form and Questionnaire Approvals

After adding members to supplier project teams using buyer category assignments (the user matrix), you can use that dynamic team membership to construct approval flows for supplier forms and questionnaires.

Example: Creating a Conditional Approval Flow Using Commodity and Region Assignments

This example shows sample steps for using conditions and commodity and region assignments to add the appropriate people to the approval flow for a supplier request form.

Prerequisites

This example assumes that the following commodity, region, and project group assignment data is loaded in the site:

```
Project Owner,801116,unspsc,USA,ljenkins,PasswordAdapter1
Human Resources,8011,unspsc,USA,tjones,PasswordAdapter1
Human Resources,8011,unspsc,Canada,ayang,PasswordAdapter1
Global Services,80,unspsc,All,rbarney,PasswordAdapter1
```

This data assigns:

- Larry Jenkins (ljenkins) to the **Project Owner** project group for all temporary personnel services (UNSPSC code 801116) in the United States. Larry Jenkins is a category manager for temporary labor and manages all temporary labor suppliers in the US.

- Theresa Jones (tjones) to the Human Resources project group for all temporary labor services (UNSPSC code 8011) in the United States. Theresa Jones is in US Human Resources department and must approve all US temporary labor suppliers.
- Alan Yang (ayang) to the Human Resources project group for all temporary labor services (UNSPSC code 8011) in Canada. Alan Yang is in the Canadian Human Resources department and must approve all Canadian temporary labor suppliers.
- Regina Barney (rbarney) to the Global Services project group for management and business professionals and administrative services UNSPSC code 80) for all regions. Regina Barney is the member of the global services department who must approve all suppliers of services.

Context

In this example, a category manager must approve the supplier registration; if it's for a temporary labor supplier, a human resources representative must approve the registration in parallel; after that, all registrations for services are sent serially to the global services department for final approval.

Procedure

1. Open the **Supplier Request Template**. If the status isn't **Draft**, create a new version as described in Creating a New Version of a Template and Enabling Editing [page 200].
2. Since Human Resources and Global Services aren't default AribaSAP Ariba groups, create them by performing the following steps:
   a. On the **Team** tab, choose **Actions** > **Team Members** > **Edit**.
   b. Click **Add Group**.
   c. For **Use commodity and region assignments**, choose **Yes**.
   d. In the **Title** field, enter `Human Resources`.
   e. Click **OK**.
   f. Repeat these steps to add the `Global Services` project group.

   The **Project Owner** group is always included in projects, so you don't have to add it manually. However, make sure that the `aribasystem` system user is a member of the group; it's a requirement for adding users to the **Project Owner** group dynamically.
3. Create conditions for the temporary labor and management and business professionals and administrative services commodities by performing the following steps:
   a. On the **Conditions** tab, click **Add Condition**.
   b. Enter a name for the condition, such as `Temporary Labor Services`, and a description, such as `Applies when the commodity is temporary labor services`.
   c. Click the action triangle button (▽) next to **All Are True** and choose **Add Condition** > **Field Match**.

      A new condition component for selecting the field appears.
   d. Click **Select** and choose **Commodity**.
   e. Click the **Select** menu to the right of **(No Value Selected)** and choose **Select Value**.
   f. In the commodity window, click **select**.

g. Expand **Management and Business Professionals and Administrative Services** and select **Human resource services**, which is one level under it, then click **Done**.
h. Click **OK**.
i. Repeat the previous steps to add a condition named **`Management and Business Professionals and Administrative Services`**, with that commodity selected for the expression.

4. On the **Tasks** tab, click the **Approval for supplier request** task and choose **Edit Task**.
5. For **Approval Rule Flow Type**, choose **Custom**.
6. Click **Custom** to open the approval flow editor.
7. In the task's default approval flow, the project owner is the approver. Add a parallel node for the US human resources representative with a condition on the temporary labor commodity by performing the following steps:
   a. In the **Approval Process Diagram** area, click the action triangle button (▽) to the left of the **Project Owner** approval node and choose **Add Parallel Rule**.

      A new, untitled approval node appears on the graph in parallel to the **Project Owner** node.
   b. Click the new rule to select it.
   c. In the **Approval Rule Editor** area, enter a name for the node, such as **`Human Resources`**, and a description, such as **`Adds a member of the Human Resources department to the approval flow for temporary labor suppliers.`**
   d. In the **Condition** area, click the action triangle button (▽) next to **All Are True** and choose **Add Condition** > **Reference to Condition**.
   e. On the **Reference to Condition** dropdown menu, choose **Search more**, then click the **Select** button to the right of the **`Temporary Labor Services`** condition.
   f. Click **OK**.
   g. In the **Action** area, for **Type**, choose **Add Approvers and Groups**.
   h. From the **Action** dropdown menu, choose **Add Project Group**.
   i. Make sure that **All users in group have to approve** is **not** selected. In this scenario, only the user in the project group who is assigned to the specific supplier registration commodities and regions needs to approve the registration.
   j. Select **Approval Required**.
   k. For **ProjectGroup to be added to the flow?**, on the dropdown menu, choose **Search more**. Click the **Select** button next to **`Human Resources`**, then click **Done**.
   l. For **Reason for the specified approver(s) to be added to the flow** , enter a reason such as **`A Human Resources representative must approve requests related to temporary labor.`**
8. Next, add a serial node for the global services representative with a condition on the management and business professionals and administrative services commodity by performing the following steps:
   a. In the **Approval Process Diagram** area, click the action triangle button (▽) to the right of the **Project Owner** approval node and choose **Add Parallel Rule**.

      A new, untitled approval node appears on the graph in parallel to the **Project Owner** node.
   b. Click the new rule to select it.
   c. In the **Approval Rule Editor** area, enter a name for the node, such as **`Global Services`**, and a description, such as **`Adds a member of the Global Services department to the approval flow for management and business professionals and administrative services suppliers.`**

d. In the **Condition** area, click the action triangle button (▽) next to **All Are True** and choose **Add Condition** > **Reference to Condition**.
e. On the **Reference to Condition** dropdown menu, choose **Search more**, then click the **Select** button to the right of the **`Management and Business Professionals and Administrative Services`** condition.
f. Click **OK**.
g. In the **Action** area, for **Type**, choose **Add Approvers and Groups**.
h. From the **Action** dropdown menu, choose **Add Project Group**.
i. In this scenario, only the user in the project group who is assigned to the specific supplier request commodities and regions needs to approve the request, so make sure that **All users in group have to approve** is **not** selected.
j. Select **Approval Required**.
k. For **ProjectGroup to be added to the flow?**, on the dropdown menu, choose **Search more**. Click the **Select** button next to **`Global Services`**, then click **Done**.
l. For **Reason for the specified approver(s) to be added to the flow** , enter a reason such as **`A Global Services representative must approve requests related to management and business professionals and administrative services.`**

9. Click **Done**.

Results

When you publish the template, and a supplier of temporary labor services in the United States submits a registration questionnaire, the following actions occur in that supplier registration project:

- Category manager Larry Jenkins is added to the **Project Owner** group for the supplier registration and becomes the project owner, receives a notification to review the registration, and approves or denies it.
- At the same time, human resources representative Theresa Jones is added to the **`Human Resources`** group for the supplier registration, receives a notification to review the registration, and approves or denies it.
- Regina Barney is added to the **`Global Services`** group for the supplier registration and receives a notification to approve it.after both Larry Jenkins and Theresa Jones have approved it . This approval or denial is final.

Alan Yang isn't added to the **`Human Resources`** group for the supplier registration because the assignment to temporary labor services in Canada means that there's no match for this supplier registration.

Conditional Approval Flows Based on Questionnaire Answers

Conditional approval flows in supplier management projects can add relevant departments, such as the legal or finance department, to the approval flow of a form of questionnaire based on the answers to specific questions. These conditions are triggered by hidden questions in the form or questionnaire.

Supplier management projects include six specialized project-level fields (with project field mappings) that allow you to create conditional approval flows based on answers to questions:

Table 23:

Field Name	Field Mapping
Finance Approval Level	`project.FinanceApprovalLevel`
Legal Approval Level	`project.LegalApprovalLevel`
Line of Business Approval Level	`project.LOBApprovalLevel`
Purchasing Approval Level	`project.PurchasingApprovalLevel`
Quality Approval Level	`project.QualityApprovalLevel`
Sustainability Approval Level	`project.SustainabilityApprovalLevel`

In supplier registration questionnaires **only**, the following additional custom fields for conditional approvals are also available:

Default Field Name	Field Mapping
Custom Approval Level 1	`project.CustomApprovalLevel1`
Custom Approval Level 2	`project.CustomApprovalLevel2`
Custom Approval Level 3	`project.CustomApprovalLevel3`
Custom Approval Level 4	`project.CustomApprovalLevel4`
Custom Approval Level 5	`project.CustomApprovalLevel5`
Custom Approval Level 6	`project.CustomApprovalLevel6`

You use these mapped fields to:

- Set different values for each field in a single questionnaire to trigger different conditions from different answers to the same question.
- Set values in these fields from an external system using the **External Validation for Registration Questionnaire** web service

> ### Note
>
> - There can be only one of each available combination of field mapping and initial value present a single questionnaire. For example, there can only be one question mapped to `project.LegalApprovalLevel` with an initial value of 2 in a single registration questionnaire. For qualification questionnaires assembled from content document questionnaire segments, the assembled questionnaire can only contain one of each available combination of field mapping and initial value total. If different content documents with the same mapping and initial value combination are included in the same qualification questionnaire, the conditions built on that combination don't function correctly in that questionnaire.
> - In most project workflows, approvers can request additional information, and questionnaire recipients can then update answers while the questionnaire is in approval. The way that edits to the answers that trigger conditional approvals update the approval flow depend on which project-level fields are involved. Edits that change the value set for the same field update the approver in that node. Edits that change which field a value is set for add a separate approval node in parallel rather than updating the existing node, which remains in the approval flow.
>
>   For example, if the previous answer sets the **Finance Approval Level** field to 1 and an update sets the **Finance Approval Level** field to 4, the approver associated with 1 is removed from the node and replaced by the approver associated with 4. However, if the previous answer set the **Finance Approval Level** to 1 and an update sets the **Line of Business Approval Level** to 1 instead, the approver associated with **Finance**

Approval Level = 1 remains in the approval flow, and a parallel node with the approver associated with **Line of Business Approval Level** = 1 is added.

- An administrator can modify the labels for custom approval fields in **Intelligent Configuration Manager**. Changes to the labels for these custom fields apply to newly created conditions but not to existing conditions. If you customize labels, maintaining the same custom naming in the questionnaires where the fields are used is recommended. Changes involving these fields in published versions of the project template are added to existing projects during template upgrade.

The high-level workflow for adding project groups to an approval flow based on answers to a question is as follows:

1. (Optional) If you want to add users to the project group dynamically, perform the following steps:
   - Set up buyer category assignments so that users are added to the project group you want to use in the conditional approval flow based on the supplier's characteristics.
   - On the project's **Team** tab, add the project group you want to use in the conditional approval.
2. In the form or questionnaire, create the question on which you want to base the conditional approval flow. Make sure that the question you create either uses a list of choices or master data value for the acceptable answer, or has an answer type of **Yes/No** or **Date**. These configurations ensure that possible answers are limited to a specific set of values that you can use to define a condition.
3. Create a simple visibility condition with a content match to the previous question and specify the answer that you want to use to trigger the conditional approval flow.
4. Add another question under the previous question with the following settings:
   - For **Answer Type**, choose **Whole Number**.
   - For **Response Required?**, choose **Not Required**.
   - For **Visible to Participant**, choose **No**. This setting is only supported in external questionnaires answered by suppliers. It doesn't hide questions from buyer users in your site.
   - For **Supplier field mapping**, enter the project-level field mapping for the field you want to use in the conditional approval, such as `project.LegalApprovalLevel`.
   - For **Visibility Conditions**, choose the condition you created for the answer.
   - For **Initial Value**, enter a numeric value between 1 and 5.
5. On the project's **Conditions** tab, create a project-level condition using a field match. Select the field that corresponds to the field mapping you used in the hidden question and set a value equal to the initial value you used in the hidden question.
6. Create or edit the approval task on the questionnaire survey document. Specify a custom approval flow and use the project-level condition to add the project group to the approval flow.

With this configuration, when a supplier enters the answer specified in the questionnaire visibility condition, the hidden question is activated, but it's not visible. The hidden question adds the specified initial value to the mapped project-level field, which triggers the project-level condition. The project-level condition adds the specified project group to the approval flow, and the buyer category assignments or team member rules add specific users to the project group, where they become approvers for the supplier.

This process describes the simplest configuration using a single hidden question to trigger conditional approval. You can use multiple hidden questions and project conditions to create more complex conditional approvals. For example, if you have a question with a list of choices defined for its acceptable answers, you can use multiple hidden questions to define a unique initial value for each choice. You can then create a separate project condition for each hidden question value to define a different conditional approval flow for each possible answer to the question.

Related Information

Buyer Category Assignments in Supplier Management Projects [page 491]
Adding a Question to a Supplier Form or Questionnaire [page 400]
Creating Basic Visibility Conditions in a Form of Questionnaire [page 479]
Creating or Editing Approval Rules [page 497]
Approval Rule Conditions [page 504]
Project Fields [page 440]
Setting up External Validation of Registration and Modular Questionnaires Using Web Services [page 598]

Example: Adding the Legal Department to an Approval Flow When a Supplier Won't Agree to Your Code of Conduct

This example shows sample steps for setting up a question with answers that set values in a project field. You can use those answers to trigger conditional approval nodes in an approval task for the questionnaire.

Prerequisites

This example assumes that you're using buyer category assignments to assign specific users to the **`Legal Approvers`** project group based on region.

Context

This example uses a question in the external supplier request questionnaire asking suppliers to agree to your code of conduct. If the supplier answers yes, you don't need to change the approval flow for the external supplier request. However, if the suppliers answers no, you require them to upload their own code of conduct, and you want to add a member of your legal department to the approval flow so that they can review and approve it before the external supplier request goes to any other approvers. You use the **Legal Approval Level** project field in a hidden question to set up the conditional approval.

Procedure

1. Open the external supplier request project template. If the status isn't **Draft**, create a new version as described in Creating a New Version of a Template and Enabling Editing [page 200].
2. On the **Documents** tab, click the external request and choose **Edit**.
3. Create the question about your code of conduct by performing the following steps:
   a. In the content area of the questionnaire, click **Add** > **Question**.

b. Enter a name for your question, such as `Do you agree to my company's Code of Conduct?`
c. On the **Answer Type** dropdown menu, choose **Yes/No**.
d. On the **Response Required** dropdown menu, choose **Yes, Participant Required**.
e. Click **Attach a file** and attach your code of conduct document to the question.
f. On the **Visible to Participant** dropdown menu, choose **Yes**.
g. Click **Done**.

4. Create a visibility condition based on an answer of No to this question by performing the following steps:
   a. Click the question you created and choose **Edit**.
   b. Choose **Add** > **Condition**.
   c. On the **Edit Conditions** page, click **Add**.
   d. Enter a name for the condition, such as `Does not accept Code of Conduct`.
   e. (Optional) Enter a description for the condition.
   f. For the expression, click **Undefined** and choose the code of conduct question.
   g. Choose **No** from the available answers.
   h. Click **OK**.
   i. Click **Done**.
5. Require any supplier who answers No to upload their own code of conduct by performing the following steps:
   a. In the content area of the external request, select the code of conduct question, then click **Add** > **Question**.
   b. On the **Add Question** page, choose **Add After**.
   c. Enter a name for the question, such as `Please attach your own code of conduct.`
   d. On the **Answer Type** dropdown menu, choose **Attachment**.
   e. On the **Response Required** dropdown menu, choose **Yes, Participant Required**.
   f. On the **Visible to Participant** dropdown menu, choose **Yes**.
   g. On the **Participant can add additional comments and attachments** dropdown menu, choose **Yes**.
   h. For **Visibility Conditions**, click **none** and choose the condition you just created based on a No answer to the first code of conduct question.
   i. Click **Done**.
6. Create a hidden question that sets a value of 1 for the **Legal Approval Level** field by performing the following steps:
   a. In the content area of the external request, click **Add** > **Question**.
   b. Enter a name for the hidden question, such as `Trigger for legal approval level`.
   c. On the **Answer Type** dropdown menu, choose **Whole Number**.
   d. On the **Response Required** dropdown menu, choose **Not Required**.
   e. On the **Visible to Participant** dropdown menu, choose **No**.
   f. In the **Supplier field mapping** field, enter `project.LegalApprovalLevel`.
   g. For **Visibility Conditions**, click **none** and choose the condition you created based on a No answer to the first code of conduct question.
   h. In the **Initial Value** field, enter `1`.
   i. Click **Done**.
7. Create a project condition based on a value of 1 for the **Legal Approval Level** field by performing the following steps:
   a. To save your changes to the external request and return to the project, click **Exit**, then click **return to project**.

b. Click the **Conditions** tab.
c. Click **Add Condition**.
d. Enter a name for the project condition, such as **`Requires legal review`**.
e. (Optional) Enter a description for the condition.
f. For the expression, click **All are true** and choose **Field Match**.
g. Choose **Select** > **more fields...** .
h. Locate **Legal Approval Level** on the list of available fields and click **Select**.
i. For the operator, choose **is equal to**.
j. To set the value, choose **Select** > **Select Value** , then enter **`1`** and click **OK**.
k. Click **OK**.

8. Create a new project group for legal approvers by performing the following steps:
   a. Click the **Team** tab.
   b. Choose **Actions** > **Team Members** > **Edit** .
   c. Click **Add Group**.
   d. For **Use commodity and region assignments**, choose **Yes**.
   e. In the **Title** field, enter a name for the group, as **`Legal Approvers`**
   f. Click **OK**.
9. Create a new approval rule that adds the new group as an approver to every external supplier request where the supplier answers No to the code of conduct question by performing the following steps:
   a. Click the **Tasks** tab.
   b. Click the approval task for the external request and choose **Edit Task**.
   c. For **Approval Rule Flow Type**, choose **Custom**.
   d. Click **Custom** to open the approval flow editor.
   e. In the **Approval Process Diagram** area, click the action triangle button (▽) to the left of the **Project Owner** approval node and choose **Add Serial Rule**.

      A new, untitled node appears to the left of the **Project Owner** node.
   f. In the **Approval Rule Editor** area, enter a name for the node, such as **`Legal`**, and a description, such as **`Adds a member of the legal department to the approval flow if the supplier does not agree to our code of conduct and uploads their own instead.`**
   g. In the **Condition** area, click the action triangle button (▽) next to **All Are True** and choose **Add Condition** > **Reference to Condition** .
   h. On the **Reference to Condition** dropdown menu, choose **Search more**, then click the **Select** button to the right of the **`Requires legal review`** condition.
   i. Click **OK**.
   j. In the **Action** area, for **Type**, choose **Add Approvers and Groups**.
   k. From the **Action** dropdown menu, choose **Add Project Group**.
   l. Make sure that **All users in group have to approve** is **not** selected. In this scenario, you only need one user from the legal department to approve the request.
   m. Select **Approval Required**.
   n. For **ProjectGroup to be added to the flow?**, on the dropdown menu, choose **Search more**. Click the **Select** button next to **`Legal Approvers`**, then click **Done**.
   o. For **Reason for the specified approver(s) to be added to the flow** , enter a reason such as **`A legal representative must approve all codes of conduct submitted by suppliers.`**
10. Click **Done**.

Results

When you publish the template, and a supplier answers No to your code of conduct question, the following actions occur in the external supplier request project:

- The No answer makes your follow-up question, requiring the supplier to attach their own code of conduct when they submit the request, visible.
- The No answer activates the hidden question, which sets the value of the project's **Legal Approval Level** field to 1.
- Setting the **Legal Approval Level** field to `1` triggers the project legal approval condition.
- The project adds the **`Legal`** node to the external request's approval flow.
- Buyer category assignments add the appropriate users to the project's **`Legal Approvers`** group, and one of them is responsible for reviewing and approving the supplier's code of conduct.

External Approval of SAP Ariba Project Approval Tasks

The External Approval API for Sourcing and Supplier Management allows users in external systems to approve or deny approval tasks in SAP Ariba projects. There are some specific approval task settings that enable external processing using this API and ensure that it runs smoothly.

To enable external approval of an SAP Ariba project approval task, set **External System Approval** to **Yes**. With this setting, the external approval API can process approval, denial, or request for additional information with the task.

Keep the following considerations in mind when configuring approval in this task and any related tasks:

- Make sure that any approval task configured for external approval isn't also set to auto-approve. These two settings are incompatible.
- SAP Ariba recommends that you include only one approval node in tasks that allow external approval. To combine external and SAP Ariba approvers for a single document, use separate approval tasks and chain them together as predecessors.
- Within an approval node in a task configured for external approval, at least one of the available approvers must also be a user in the external system. To process an external approval correctly, the approving external user must match an existing SAP Ariba user who is an approver in that node.

In SAP Ariba Supplier Lifecycle and Performance, there's also an optional feature to validate supplier requests in an integrated SAP Master Data Governance (MDG) system, which creates a system-generated "external" task in the workflow for the supplier request. That feature and its external task aren't related to API-based external approvals.

Supplier Data Integration with SAP Systems

Depending on your SAP Ariba solution package, you have several options for integrating your site with an SAP ERP system..

For information about setting up supplier data integration with an SAP system, refer to:

Table 24: Integration Options and Applicable Solutions

ERP System	Related Information	Applicable Solutions
SAP ECC or SAP S/4HANA	SAP Integration Suite, Managed Gateway for Spend Management and SAP Business Network Configuration Guide	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk
SAP MDG	Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture) SAP Ariba Supplier Risk
SAP S/4HANA Cloud Public Edition using SAP Master Data Integration	About Supplier Data Integration with SAP S/4HANA Cloud Public Edition Using SAP Master Data Integration	SAP Ariba Supplier Lifecycle and Performance SAP Ariba Supplier Information and Performance Management (new architecture)

> **Note**
>
> Sites that include SAP Ariba Supplier Risk without SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture) only support unidirectional integration of supplier data from the ERP system to SAP Ariba Supplier Risk. This integration allows you to replicate suppliers from your ERP system to SAP Ariba Supplier Risk for risk activities. Synchronization of updates from SAP Ariba to the ERP system isn't supported in SAP Ariba Supplier Risk-only sites.

For bidirectional integration in sites that include SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture):

- In configurations that include MDG-S, integration options enable validation of supplier requests in MDG-S before the supplier record is created in the SAP Ariba supplier database and approval in MDG-S of updates to supplier data in registration questionnaires.
- For information on best practice configurations in SAP Ariba, refer to:
  - General Best Practices for Integration [page 60]
  - Optional Feature Best Practices for Supplier Data Integration [page 64]
  - Site Configuration Best Practices for Integration [page 71]
  - Best Practices for Setting Up the Supplier Request for Integration [page 72]

- Best Practices for Setting Up Supplier Registration Questionnaires For Integration [page 74]

  For integration best practices specific to SAP MDG, refer to Integrating SAP MDG-S with SAP Ariba Supplier Lifecycle and Performance.

Most of these best practices are designed to help replication of updated supplier data from SAP Ariba to the integrated ERP system and aren't applicable to sites that only include SAP Ariba Supplier Risk.

Viewing and Managing Supplier Data Integration Messages [page 526]

Managing Schema Validation Errors in Outbound Integration Messages [page 530]

Enabling Email Notifications with Daily Summaries of Integration Failures [page 532]

Integration and Exception Monitoring for Supplier Data with SAP Cloud ALM [page 533]

When Updates from an Integrated ERP System Are Pushed to External Registration Questionnaires [page 534]

Management of Leading Zeros in ERP Vendor IDs [page 538]

Setting up Integration of Qualification Status to ERP [page 539]

Setting Up Mutual TLS Authentication for Adapter-Based Cloud Integrations of Supplier Data That Use the Polling Client [page 541]

Default Values for Vendor Database Fields

Setting Default Values for Vendor Database Fields

A default properties data import allows you to specify initial values for fields in the vendor database. You set default values by importing a CSV file that defines them.

There are several situations for which it's useful to set default values:

- **To supply initial values for fields that are required in the integrated ERP system**: Setting default values ensures that required fields are populated with initial values when a supplier created in SAP Ariba is first synchronized to an integrated ERP system. They're especially useful if you synchronize new suppliers before registration or you don't plan to include mapped questions for some ERP-required fields in questionnaires. For example, you can set a default role code for the supplier because it's a requirement in the ERP and you don't want to rely on the requester or approver providing that information in the supplier request.
- **To set initial default values in questionnaires**: When suppliers are created in SAP Ariba by replication from the ERP system, initial versions of questionnaires don't overwrite blank values from the integration message with default answers configured in the template. They remain blank. You can set default values in data import to prepopulate questionnaires for suppliers created this way with the same default values that are defined in the template under other circumstances.
- **To set default values in one field based on the value in another field**: If the value in field A is always dependent on the value in field B, setting the default value for field A conditionally based on the value in field B [page 525] ensures that the data in field A is always correct. For example, you can set `default vendor.roleExt.roleCode` and `vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode` based on the account group (`vendor.vendorInfoExt.maintenanceProfileCode`) selected in the supplier request. You can then set up questions with a list of predefined choices for answers, where each answer matches a value in a condition field. You can also use condition fields that are associated with master data such as

countries/regions or departments. When a questionnaire recipient chooses answers that match a defined condition, those answers set the associated default value.

You can define simple defaults, defaults based on lookup keys, and conditional defaults in the same `Default_properties.csv` file.

The **Default field values** workspace in **SM Administration** provides samples and allows you to download your current default settings and upload new default settings. Members of the **SM Ops Administrator** and **SM ERP Administrator** groups can download sample files and import the default definition CSV file in this area.

There are two sample files available:

- `Default_properties_sample.csv`, which has the names of all of the fields for which you can set defaults in the `name` column. The file also has a `value` column, and you can use the sample to construct your `Default_properties.csv` file. The file includes a name/value pair setting `vendor.vendorInfoExt.categoryCode` to 2.
- `Default_properties_special_names.csv`, which has a number of SAP Ariba-specific variables you can use to set default field values. For example, if you set a field default to `${current.date}`, when the supplier data is sent to an integrated ERP system, the field value is set to the current date. SAP Ariba provides variables for system information (current date, user names) and supplier management information (commodity, region, department, preferred level, qualification status).

→ Tip

Using variables to set initial default field values is a useful way of ensuring that information that is included in the SAP Ariba data model, but not in the default ERP data model, is synchronized to the ERP system after supplier creation. This information is often set automatically in SAP Ariba (for example, ANID) rather than included in mapped questions in questionnaires.

For example, you can use variables to send the supplier ANID and ACM ID to generic custom fields in the ERP system as described in this example [page 522]. However, note that use of custom fields for this purpose requires customization in the ERP system and is a work-around that requires thorough testing in your landscape based on your requirements.

ⓘ Note

- SAP ERP systems use a category code of 2 for business partner objects that are suppliers. SAP Ariba always sets this default value.
  In sites deployed after the SAP Ariba 2205 release, the following values are set in the initial default configuration:

  ```
  name,value,vendor.vendorInfoExt.maintenanceProfileCode
  vendor.roleExt.roleCode,FLVN01,KRED
  vendor.vendorInfoExt.releasedIndicator,TRUE
  vendor.vendorInfoExt.categoryCode,2
  vendor.vendorInfoExt.reconciliationPeriodCounterValue,1
  vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode,0001,KRED
  ```

  These default values represent minimum best practices and requirements for integration. For more details, including recommended settings for specific SAP systems, refer to General Best Practices for Integration [page 60]
- `Default_properties.csv` and `Default_properties_special_names.csv` set **initial** default values in vendor database fields for suppliers created directly in SAP Ariba. They don't set default values for suppliers created by replication from the ERP system.

- The default properties data import applies the values defined in the import to suppliers created in SAP Ariba **after the completion of the import**. It doesn't retroactively apply the value definitions in the current import to suppliers created before the import was completed.

Related Information

Default_properties.csv [page 522]

Default_properties.csv

Default field values specify the initial values set for supplier fields. You import default field values in the **Default field values** area of **SM Administration** using `Default_properties.csv`.

Field	Description
`name`	The name of the field. To obtain the list of valid field names, export the sample file from the **Default field values** area of **SM Administration**.
`value`	The default value to set for the field. This value can be a concrete value or a variable. To obtain the list of SAP Ariba-specific variables, export the sample file from the **Default field values** area of **SM Administration**. You can also construct a variable based on any field in the vendor model using the syntax `${complete.Field.Name}`. For example, `${vendor.vendorInfo.anId}`. The sample default field values file includes the complete field names for all fields in the vendor model in the `name` column.

When you import default field values by using the `Default_properties.csv` file, SAP Ariba checks whether the field names and values in the file are valid. If not, the import fails.

The following example shows lines of the `Default_properties.csv` file that define simple defaults:

```
name,value
vendor.vendorInfoExt.categoryCode,2
vendor.companyCode.generalLedgerAccountReferenceID,33001
vendor.addressExt.email.validityPeriodStartDate,${current.date}
vendor.supplierGenericCustomField.ZS4ID,${vendor.vendorInfo.s4OrgSystemId}
```

The final value in this example automatically sets supplier ACM IDs in a custom field and, for suppliers created in SAP Ariba from an approved supplier request, sends those ACM IDs to the integrated ERP system in the initial synchronization. If the self-service configuration parameter **Application.SM.Vendor.SyncAcmIdToERP** is enabled in **Manage** > **SM Administration**, newly generated ACM IDs for other types of suppliers (such as suppliers created from data import or replication from the ERP system) are also automatically included in updates sent to the ERP system . However, use of custom fields for this purpose requires customization in the ERP system and is a work-around that requires thorough testing in your landscape based on your requirements.

→ Tip

SAP Ariba recommends against default values configurations that associate specific `vendor.vendorExtIdentification.partyIdentifierTypeCode` values with specific index positions

in the `vendor.vendorExtIdentification` array and then use those positions to populate the `businessPartnerID` field with the value in a variable field. For example, this default value configuration isn't recommended:

```
vendor.vendorExtIdentification[0].businessPartnerID,${feildName}
vendor.vendorExtIdentification[0].partyIdentifierTypeCode,BUP002
```

Supplier DUNS IDs are typically mapped to `BUP001`, which can change the array index. The potential for different array index arrangements can cause issues with default values configurations that depend on specific index positions. Instead, SAP Ariba recommends directly setting default business partner IDs for specific party identification type codes to the value in a variable field using this configuration:

```
vendor.vendorExtIdentification(BUP002).businessPartnerID,${feildName}
```

You can also use the file to define default values for detail fields in an array class based on the value in the lookup key field [page 523] and default values for one field conditionally based on values on other, unrelated fields [page 525].

> ⚠ Caution
>
> Don't set default values for any of the database fields in the `vendor.contacts` class. Default values in these fields aren't supported and can cause errors during supplier creation.

Related Information

Setting Default Values for Vendor Database Fields [page 520]
Reference of Configuration Parameters in Supplier Administration [page 826]
Managing Configuration Parameters in Supplier Administration [page 862]

Definitions for Lookup Key Field-Based Default Values for Array Fields

A specific syntax in the default field values CSV data import file allows you to define default values based on the values in associated lookup key fields for some types of supplier data. When a user submits a questionnaire with a lookup key value, the associated default field values are automatically added to the supplier record.

You can dynamically set default field values for some fields based on the value specified in an associated lookup key field. You can only set defaults for fields that are in the same class as the lookup key field using this method. The syntax for creating these definitions in the default field values CSV file is:

```
vendor.lookupKeyFieldName(lookupKeyFieldValue?).defaultingFieldName,defaultFieldValue
```

SAP Ariba Supplier Management solutions support setting defaults based on associated lookup key values for most vendor database fields of type array, which can store multiple values for the same supplier in the same database field.

The initial lookup key field value is set through a question in a supplier management project. This question must specify a list of choices as acceptable answers, and that list of choices must correspond to the lookup key field values you use to define the default field values in the CSV file. The question must also be mapped to the lookup key field.

> → Tip
>
> Although template creators can set up the questions that set these default values in any supplier form or questionnaire in any supplier management project template (request, registration, qualification, disqualification, preferred supplier management, or modular questionnaire), the types of data involved are almost always known and used by only internal users at your company. Internal users can always update answers in the internal questionnaire in the registration project, while questionnaires in other projects are closed after they're submitted. In sites integrated with an SAP ERP system, updates from the ERP are automatically pushed to the supplier request and both internal and external supplier registration questionnaires. Therefore, SAP Ariba recommends that you create the questions that trigger defaults in the internal registration questionnaire or the supplier request.

The following table lists the classes of vendor database fields that you can use to set default field values based on lookup key fields:

Field class	Lookup key field
`vendor.bankInfos`	`vendor.bankInfos.accountNumber`
`vendor.companyCode`	`vendor.companyCode.companyCode`
`vendor.industrySector`	`vendor.industrySector.industryClassificationSystemCode`
`vendor.purchasingOrg`	`vendor.purchasingOrg.purchasingOrganisationID`
`vendor.roleExt`	`vendor.roleExt.roleCode`
`vendor.subRange`	`vendor.subRange.vendorSubrangeCode`
`vendor.taxExt`	`vendor.taxExt.vendor.taxExt.taxIdentificationNumberTypeCode`
`vendor.text`	`vendor.text.textTypeCode`
`vendor.vendorExtIdentification`	`vendor.vendorExtIdentification.partyIdentifierTypeCode`
`vendor.vendorPCardIssuerAPIs`	`vendor.vendorPCardIssuerAPIs.paymentCardIssuerPartyInternalID`

> ⓘ Note
>
> As a best practice, SAP Ariba recommends managing company code and purchasing organization information directly in the integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system. Setting or maintaining this data

in SAP Ariba is a work-around that requires thorough testing in your landscape based on your specific requirements.

In the user interface, the data in most of these fields is displayed on the **ERP data** detail area of supplier profiles.

Defining default values based on condition fields

You can add up to three more columns to the default properties data import file to define default field values based on the values in other fields. When a respondent submits a questionnaire with values that meet a condition, the associated default value is automatically added to the supplier record.

You can dynamically set default field values for any field based on the values in up to three other fields, which function as conditions. To do so, you add up to three columns in the default field values CSV file, specifying the condition field names as the headers for those columns. You then use parentheses to define the default value to set for each set of conditional values:

```
name,value,conditionField1,conditionField2,conditionField3
defaultingFieldName(defaultValue),defaultValue,condition1,condition2,condition3
```

For example, can assign role codes and business partner group codes automatically based on a supplier's account group:

```
name,value,vendor.vendorInfoExt.maintenanceProfileCode
vendor.roleExt.roleCode(FLVN01),FLVN01,KRED
vendor.roleExt.roleCode(FLVN01),FLVN01,LIEF
vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode(0001),0001,KRED
vendor.vendorInfoExt.numberRangeIntervalBusinessPartnerGroupCode(0002),0002,LIEF
```

In this example, if the supplier's account group is `KRED`, its role code is automatically set to `FLVN01` and its business partner group code is automatically set to `0001`.

The condition values are set through questions in a supplier management questionnaires. These questions must have defined sets of answers, whether as lists of choices or master data. The answer set must correspond to the condition values you use to define the default field values in the CSV file. The questions must also be mapped to the condition fields.

In this example, a template creator can create a question of type **Text (single line limited)** in the supplier request and enter `vendor.vendorInfoExt.maintenanceProfileCode` in the **Supplier Field Mapping** field. They can define a list of choices based on the account group codes in an integrated ERP system since those values are defined in site master data. This configuration causes the question's answers to set the associated default field values.

The three condition fields in the default field values CSV file can function either together or independently. You can use each supported condition column to set an unrelated default for a separate field, or you can use all three condition columns together to set the default for the same field. If you don't want to use a condition for a particular field, leave that condition column blank for that row.

Related Information

Setting Default Values for Vendor Database Fields [page 520]

Default_properties.csv [page 522]
Best Practices for Setting Up the Supplier Request for Integration [page 72]
General Best Practices for Integration [page 60]

Viewing and Managing Supplier Data Integration Messages

Use these steps to search for, filter, and view integration messages to verify success or locate failed messages. You can also download integration messages to verify content and troubleshoot problems and reprocess eligible messages.

Prerequisites

To view the **Integration status** area, you must be a member of the **SM Ops Administrator** group.

Supplier data integration between your site and an SAP ERP system must be established. For more information, see Supplier Data Integration with SAP Systems [page 519].

To see information about supplier synchronization, reprocess unsuccessful synchronizations, and include synchronization information in integration status export, an administrator must enable one or both of the following self-service parameters in **SM Administration**:

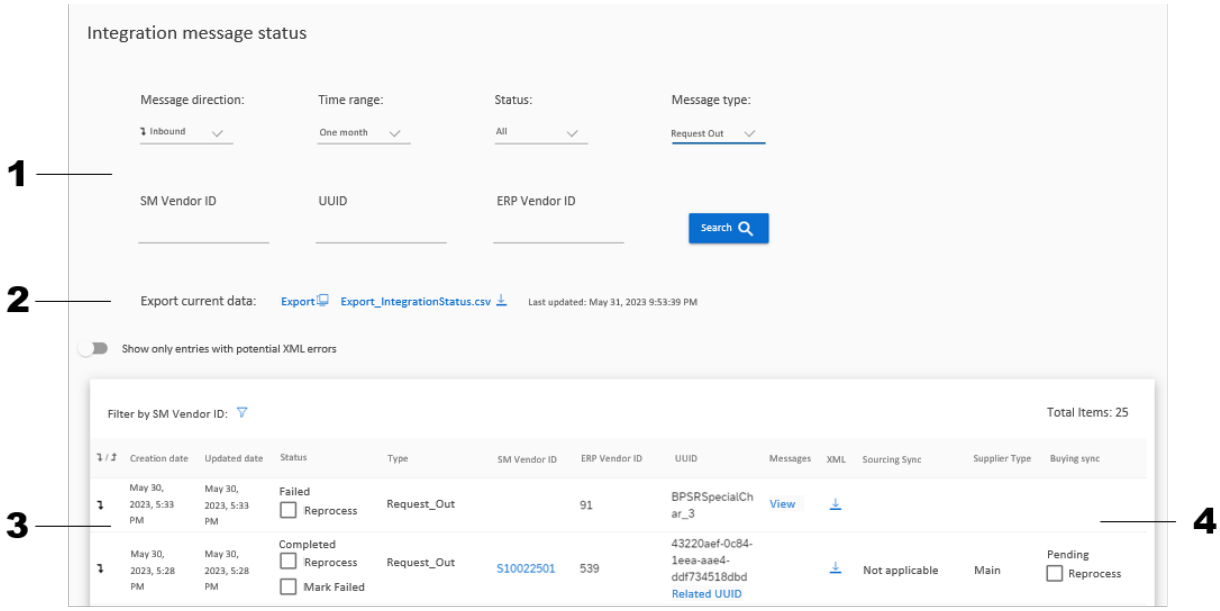
- For sourcing supplier synchronization (**Sourcing Sync** column), **Application.SM.UI.SourcingBPSyncUI**.
- For procurement supplier synchronization (**Supplier Type** and **Buying Sync** columns), **Application.SM.UI.BuyingBPSyncUI**. Information about business partner synchronization to SAP Ariba Procurement solutions such as SAP Ariba Buying, and this related configuration parameter, are only available in sites where the partitioned supplier data feature (SM-30017) is enabled.

Context

If your site is integrated with an SAP ERP system, view and manage inbound and outbound integration messages in the **Integration status** workspace of **SM Administration**. In this context:

- **Inbound** messages are sent from the ERP system to your SAP Ariba site.
- **Outbound** messages are sent from your SAP Ariba site to the ERP system.

The **Integration status** area includes the following information and functionality:



1. Search filters for integration message statuses.
2. Export of up to 10,000 current integration status results. The export link shows after you've selected either **Inbound** or **Outbound** from the **Message direction** dropdown menu. The timestamp of the last status export is based on your local time zone.
3. Integration message statuses and details, including links for downloading integration message XML. Messages with eligible statuses include options for reprocessing or marking them as failed.
   Masked data is never visible in the downloaded integration message XML.
4. Statuses for supplier synchronization to SAP Ariba sourcing and procurement applications, if enabled. Synchronizations with eligible statuses include options for reprocessing.
   Synchronization status information and reprocessing options are only applicable to `BP REQUEST OUT` integration messages. Synchronization status information and reprocessing options for confirmation, key mapping, and `BP REQUEST In` messages either aren't available or aren't applicable.

In both inbound and outbound message queues, SAP Ariba retains **Success**, **Failure**, and **Ignored** messages for 365 days in production sites and 180 days in test sites from the timestamp of message creation in SAP Ariba. Integration messages are automatically deleted after their retention period has elapsed.

When you replicate suppliers from an ERP system to your SAP Ariba site for the first time, the suppliers in the inbound integration messages are synchronized to sourcing, where an ACM ID is generated for them. This synchronization is required to work with the supplier in all SAP Ariba applications. In sites where the partitioned supplier data feature (SM-30017) is enabled, the system also creates the specified supplier objects (common supplier, partitioned supplier, remittance location, supplier location) and synchronizes them to SAP Ariba Procurement solutions such as SAP Ariba Buying. This synchronization is required to work with the supplier for procurement activities such as creating requisitions. Updates from the ERP system can trigger additional synchronizations.

Reprocessing allows you to correct synchronization errors cased by timeouts or other non-data-specific issues without requiring rereplication of the supplier data from the ERP system.

Table 25: Supplier Synchronization Information and Reprocessing Options

Column	Description
Sourcing Sync	The status of the supplier's synchronization to sourcing. When synchronization is complete, this column shows the supplier's automatically generated ACM ID. **Pending** status indicates that the synchronization operation is in progress. **Note** This column shows a status of **Not applicable** in the following cases, which don't trigger a sourcing synchronization: • Inbound create messages for suppliers of type **Partner**. • Inbound update messages with updates to fields other than name and address fields, such as bank or tax fields. For `BP REQUEST OUT` messages with **Completed** status, you can reprocess sourcing synchronizations with a **Pending** or **Completed** status.
Supplier Type	The type of the supplier object synchronized to SAP Ariba Procurement solutions, which can be: • **Main**, for a common supplier • **Partner**, for a supplier location or remittance location
Buying Sync	The status of the supplier's synchronization to SAP Ariba Procurement solutions such as SAP Ariba Buying. When synchronization is completed successfully, this column shows a status of **Completed**. **Pending** status indicates that the supplier data hasn't been sent to SAP Ariba Procurement solutions yet. If synchronization fails at this point, the supplier remains in **Pending** status until resynchronization is initiated or the synchronization is reprocessed. **Processing** status indicates that the data has been sent successfully but that synchronization is still in progress. If synchronization fails at this point, the **Processing** status updates to a **View errors** link. You can use this link to view error details and address them before initiating resynchronization or reprocessing. For `BP REQUEST OUT` messages with **Completed** status, you can reprocess buying synchronizations with a **Pending**, **Completed** or **View Errors** status.

These columns only show synchronization information for messages received after they were enabled. Historical synchronization status information for previously received messages isn't available, and status columns for those messages are blank.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** >.
2. Choose **Integration status**.

   The area shows the most recent integration messages by default, and the **Status** column shows the status of each message in the table.
3. **Optional:** Perform one or more of the following actions to look for specific messages:
   - Filter messages by **Message direction**, **Time range**, **Status**, or **Message type**.
   - Search for messages associated with a specific supplier by SM vendor ID. You can find a supplier's SM vendor ID in their profile or in supplier data exports.
   - Search for a specific message by its UUID.
   - Filter the message list to include only entries with potential XML errors.
   - Reprocess eligible messages or synchronizations.
4. **Optional:** To export up to 10,000 integration messages from the currently filtered search to a CSV file, perform the following actions:
   a. From the **Message direction** dropdown menu, choose either **Inbound** or **Outbound**.
   b. Select any other search filters that you want to use.
   c. Choose **Search**.
   d. Choose **Export**.
   e. Download the export file to the location of your choice.
5. **Optional:** In the **XML** column, download the integration message XML and save it to the location of your choice. Currently, it's not possible to view or download supplier data payloads synchronized to SAP Ariba sourcing and procurement applications.

Results

If you exported search results to a CSV file, the file always includes information about direction, time range, status, and type filters at the beginning of the export file. It also includes filter information for **SM Vendor ID**, **UUID**, or **ERP Vendor ID** if applied. The following example shows both basic filter information and information for all three of these additional filters in a site where both sourcing and procurement synchronization information are enabled:

```
Direction: Inbound
Time Range: 2023-05-02 09:21:46 to 2023-05-02 10:21:46
Status:
ProcessingType: BusinessPartnerSUITEBulkReplicateRequest_OutSM
Vendor Id: S1034562
UUID: 1159a0b2-bfe3-485b-96a1-55f39b77a937
ERP Vendor Id: 123456
direction,creationDate,updatedDate,status,type,smVendorId,erpVendorId,messageUuid,re
latedUuid,sourcingSync,supplierType,buyingSync
```

```
Inbound,2023-05-02
09:41:50,2023-05-02 10:19:17,Completed,Request_Out,S1034562,123456,1159a0b2-
bfe3-485b-96a1-55f39b77a937,5e0a51e0-6ea3-4d2a-89b4-2f40270a7118,Not
applicable,Main,Pending
```

If the current search results include more than 10,000 records, the exported CSV file also includes the total number of results and a message about what's included in the exported file at the beginning, above the filter information.

Related Information

Supplier Data Integration with SAP Systems [page 519]
Managing Schema Validation Errors in Outbound Integration Messages [page 530]
Sensitive Data Masking in Supplier Forms and Questionnaires [page 475]

Managing Schema Validation Errors in Outbound Integration Messages

Use these steps to manage schema validation errors in outbound integration messages by viewing them, troubleshooting them, and ignoring the errors that aren't relevant to your ERP configuration. Schema validation errors can cause supplier synchronization with the ERP system to become blocked.

Prerequisites

To view ERP integration messages and manage schema validation errors, you must be a member of the **SM Ops Administrator** group.

To ignore schema validation errors, the enhanced ERP integration error handling feature must be enabled in your site.

Context

SAP Ariba automatically validates outbound integration messages against the default SAP business partner WSDL before queuing them for synchronization to the integrated SAP ERP or SAP S/4HANA system, and blocks messages with schema validation errors from the queue so that they don't fail XML validation in the ERP and block the synchronization queue.

If the business partner data model in your ERP system differs from the default SAP business partner model, and SAP Ariba identifies a schema validation error that isn't relevant to your ERP system, you can ignore the error. Once you ignore a schema validation error, SAP Ariba marks it as ignored in all subsequent outbound integration messages. Outbound messages that have no schema validation errors or that only have ignored errors are automatically queued for synchronization to the ERP system.

For inbound failure confirmation messages, the error message details page shows all errors generated by the ERP system during schema validation of the integration message XML payload. You can compare the errors that caused integration failures in the ERP to the initial SAP Ariba schema validation to determine which SAP Ariba-identified errors you can ignore.

You can only ignore schema validation errors at the element level and the data type level, but you can't ignore errors at the level of specific violations of maximum field length, minimum field length, and regular expression patterns for an element and data type. For example, if you ignore a maximum length error for the address element `FirstLineName` of data type `LANGUAGEINDEPENDENT_MEDIUM_Name`, SAP Ariba ignores all maximum field length, minimum field length, enumeration, regular expression pattern, and other validation errors for both the element `FirstLineName` and the data type `LANGUAGEINDEPENDENT_MEDIUM_Name`.

If you ignore an SAP Ariba schema validation error, but the error also fails ERP XML validation, you can stop ignoring the error. Once you stop ignoring a schema validation error, SAP Ariba again automatically blocks the outbound integration messages in which it occurs.

For information on configuring bidirectional integration using SAP Ariba cloud integration or SAP Integration Suite, managed gateway for spend management and SAP Business Network, see the integration configuration documentation for those tools.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration**.
2. Click **Integration status**.
3. (Optional) Filter integration messages by performing any of the following actions:
   - Search for messages by type, date, or other criteria.
   - Filter the message list by SM vendor ID.
   - Enable the **Show only entries with potential XML errors** toggle.

   > → Tip
   >
   > To manage outbound schema validation errors, search for outbound messages and show only messages with potential XML errors.
4. In the **Messages** column for the message, click **View**.

   The **Schema validation errors** tab of the error details page shows all errors for the message, including both the active errors that blocked the message from the synchronization queue and any ignored errors. The **Ignored errors** tab shows errors all the errors that are currently ignored in your site.
5. Perform one of the following actions:
   - If the error also causes a corresponding error in the ERP system, correct it in the supplier data.
   - If the error isn't relevant to the ERP system business partner configuration, select it and click **Ignore**. Note that each schema validation error generates two entries on the **Schema validation errors** tab: one for the element and the other for its data type. To successfully ignore a validation error, you must select both entries before clicking **Ignore**.
   - If the error is currently ignored but has caused previous synchronization failures in the ERP system, click the **Ignored errors** tab, select the error, and click **Stop Ignoring**.

Results

Any validation errors that you ignored are also ignored in all subsequent outbound integration messages in which they occur. Any validation errors that you stopped ignoring block all subsequent outbound integration messages in which they occur.

Next Steps

If you corrected or ignored validation errors, you can resynchronize the supplier to the ERP system manually in the **ERP data** detail area of their profile to generate a new outbound integration message.

Related Information

Enabling Email Notifications with Daily Summaries of Integration Failures [page 532]

Enabling Email Notifications with Daily Summaries of Integration Failures

Use these steps to enable daily email notifications that contain summary information for all integration failures that occurred that day. You can use these notifications to identify and troubleshoot integration problems in a timely manner.

Prerequisites

To enable email notifications of integration errors and to receive those notifications, you must be a member of the **SM ERP Administrator** group.

Context

Integration failure email notifications contain the SM vendor ID and name of every supplier associated with a failure confirmation message from the ERP system in the previous 24 hours. The notifications are sent daily at 1am PST. Clicking the link in the notification opens the sign in page for your SAP Ariba site.

Enabling integration failure summary notifications enables them for all members of the **SM ERP Administrator** group. Individual users within that group can disable the notifications in the email preferences in their user accounts.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** .
2. Click **ERP integration**.
3. In the **Notifications setting** area, check **Send daily notifications of synchronization failures**.
4. Click **Save**.

Results

All members of the **SM ERP Administrator** group receive daily integration failure notifications.

Related Information

Managing Schema Validation Errors in Outbound Integration Messages [page 530]

Integration and Exception Monitoring for Supplier Data with SAP Cloud ALM

SAP Ariba Supplier Management solutions integrated with SAP S/4HANA Cloud Public Edition support integration and exception monitoring using the SAP Cloud ALM for Operations (SAP CALM) cloud operation platform.

This integration and exception monitoring uses the Integration Event Monitoring Query API for Procurement. This REST API enables SAP CALM to monitor `BP REQUEST IN` and `BP REQUEST OUT` integration message flows between SAP Ariba Supplier Management solutions and SAP S/4HANA Cloud Public Edition. `CONFIRMATION IN`, `CONFIRMATION OUT`, and key mapping messages aren't sent to or monitored in SAP CALM.

> **Note**
>
> In SAP CALM, integration messages for supplier data are shown within the sourcing services rather than in separate services.

For more information on setting up this API for integration monitoring, see the documentation for this API.

Integration and exception monitoring needs to be set up on SAP CALM. For more information, see the Integration & Exception Monitoring page for SAP Ariba.

When Updates from an Integrated ERP System Are Pushed to External Registration Questionnaires

When an integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system sends updates to your site, the supplier database automatically updates the corresponding fields in the vendor database. The updates are also pushed to mapped questions in external registration questionnaires in certain circumstances.

If a supplier is already synchronized with an integrated ERP system, updates from an integrated ERP system are always committed to the supplier record in the database. SAP Ariba also immediately pushes those updates to mapped questions in any internal questionnaires. SAP Ariba pushes updates from an integrated ERP system to mapped questions in external questionnaires as follows:

Status when ERP update occurs	ERP update pushed to questionnaire?	Update behavior
New questionnaires:		
Registration: **Not Invited**	N/A	The project hasn't been created yet, and therefore there's no questionnaire to update.
Registration: **Invited**	Yes	Questionnaires are prepopulated with data from the ERP system, and those answers show to the supplier when they first open the questionnaire.
Registration: **In Registration**	Yes	If the supplier has saved current answers and reopens the questionnaire, it automatically shows the updates from the ERP system and a message lets them know that some answers have changed. If a supplier is currently editing the questionnaire when SAP Ariba pushes the update, when they attempt to save or submit the questionnaire, the questionnaire refreshes with the updates from the ERP system and a message lets them know that some answers have changed. The updates don't show until the supplier saves or submits the questionnaire.
Registration: **Pending Approval**	No	Approvers see and approve or deny the answers submitted by the supplier, even if updates received from the ERP system during approval conflict with those answers.

Status when ERP update occurs	ERP update pushed to questionnaire?	Update behavior
Registration: **Pending Resubmit**	No	**In the supplier view of the questionnaire**: If the supplier has saved current answers and reopens the questionnaire, it automatically shows the updates from the ERP system and a message lets them know that some answers have changed. If a supplier is currently editing the questionnaire when SAP Ariba pushes the update, when they attempt to save or submit the questionnaire, the questionnaire refreshes with the updates from the ERP system and a message lets them know that some answers have changed. The updates don't show until the supplier saves or submits the questionnaire. **In the buyer view of the questionnaire**: Since the approval task on the questionnaire is already in progress, and it's possible that one or more approvers has already approved previous answers, SAP Ariba doesn't push updates to the buyer view of the questionnaire. Once the supplier resubmits answers, any ERP updates pushed to their view of the questionnaire are included in the resubmission. ERP updates do show immediately in the **ERP data** area of the supplier profile, not in the questionnaire.
Registration: **Registered**	Yes	When a supplier views their approved questionnaire, it shows any updates from the ERP system that occurred after approval. A message lets them know that some answers have changed.
Registration: **Registration Denied**	No	The denied questionnaire captures the supplier-submitted answers that resulted in denial. SAP Ariba doesn't push any updates from the ERP system to it. In the new questionnaire phase, a denied questionnaire doesn't reopen for further updates.
Questionnaire updates:		

Status when ERP update occurs	ERP update pushed to questionnaire?	Update behavior
Registration: **Registered**	Yes	If the supplier has saved current answers and reopens the questionnaire, it automatically shows the updates from the ERP system and a message lets them know that some answers have changed. If a supplier is currently editing the questionnaire when SAP Ariba pushes the update, when they attempt to save or submit the questionnaire, the questionnaire refreshes with the updates from the ERP system and a message lets them know that some answers have changed. The updates don't show until the supplier saves or submits the questionnaire
Registration update: **Pending Approval**	No	Approvers see and approve or deny the answers submitted by the supplier, even if updates received from the ERP system in the meantime conflict with those answers.

Status when ERP update occurs	ERP update pushed to questionnaire?	Update behavior
Registration update: **Pending Resubmit**	No	**In the supplier view of the questionnaire**: If the supplier has saved current answers and reopens the questionnaire, it automatically shows the updates from the ERP system and a message lets them know that some answers have changed. If a supplier is currently editing the questionnaire when SAP Ariba pushes the update, when they attempt to save or submit the questionnaire, the questionnaire refreshes with the updates from the ERP system and a message lets them know that some answers have changed. The updates don't show until the supplier saves or submits the questionnaire. **In the buyer view of the questionnaire**: Since the approval task on the questionnaire is already in progress, and it's possible that one or more approvers has already approved previous answers, SAP Ariba doesn't push updates to the buyer view of the questionnaire. Once the supplier resubmits answers, any ERP updates pushed to their view of the questionnaire are included in the resubmission. ERP updates do show immediately in the **ERP data** area of the supplier profile, not in the questionnaire.
Registration update: **Approved**	Yes	When a supplier views their approved questionnaire, it shows any updates from the ERP system that occurred after approval. A message lets them know that some answers have changed.
Registration update: **Denied**	No	The denied questionnaire captures the supplier-submitted answers that resulted in denial. SAP Ariba doesn't push any updates from the ERP system to it until the supplier reopens it to revise responses.

Note

- These update scenarios apply only to data received from an integrated ERP system. They don't apply to data imported in **SM Administration**.
- SAP Ariba doesn't push updates from the ERP system to external registration questionnaires that are in approval. If there's a discrepancy between data received from the ERP while the questionnaire is in approval and the current answers in the questionnaire, approval of the questionnaire overwrites the ERP data.

- In SAP Ariba, updates that don't change answers but are pushed to mapped questions in registration questionnaires create new versions of the questionnaires. This depends on the parameter setting.

Management of Leading Zeros in ERP Vendor IDs

SAP Ariba provides two configuration options for managing leading zeros in supplier ERP vendor IDs in outbound integration messages. Your use of these options, as well as the data sent from the ERP system, affects the ERP vendor IDs in the supplier management user interface, on SAP Business Network, and in integration messages sent back to the ERP system.

These two configuration options determine whether leading zeros are included in ERP vendor IDs:

- **Use Internal Format for ERP Vendor Id**: this feature, which is enabled by default and is enabled or disabled by SAP Ariba Support, includes leading zeros for supplier ERP IDs in business partner and partner function `ReceiverInternalID` fields in integration messages sent to the ERP system. It also includes leading zeros in ERP vendor IDs added to suppliers when you establish a sourcing relationship with them on SAP Business Network through supplier registration.
- **Application.SM.ERP.BusinessPartnerIdConversionEnabled**: this parameter, which is enabled by default and an administrator manages in **SM Administration** > **Configuration Parameters** > , also adds leading zeros to partner function bpids in outbound integration messages.

SAP Ariba strongly recommends enabling or disabling these two options together to prevent mismatches in the handling of leading zeros in integration messages and creation of duplicate suppliers on SAP Business Network. When managing these settings, keep the following two considerations in mind:

- Whether integration messages from the integrated ERP system to SAP Ariba (**Request_Out**) include leading zeros in ERP vendor IDs and bpids. Your settings must ensure that integration messages from SAP Ariba to the ERP system handle leading zeros the same way.
- Whether your organization uses quick enablement to send purchase orders on SAP Business Network, and if those purchase orders include leading zeros for supplier ERP vendor IDs. A mismatch in leading zero handling can result in your organization establishing a fulfillment relationship with one supplier SAP Business Network account based on the ERP vendor ID used on the purchase order, and a sourcing relationship with a different supplier SAP Business Network account based on the ERP vendor ID used for supplier registration.

> ### Note
>
> If you plan to use the partitioned supplier feature (SM-30017), make sure that you have the desired configuration for both the **Use Internal Format for ERP Vendor Id** feature and the **Application.SM.ERP.BusinessPartnerIdConversionEnabled** parameter before enabling the partitioned supplier feature in your site. Changing either configuration after enabling the partitioned supplier feature can result in unexpected effects on partitioned supplier data.

The following table describes how these feature and parameter settings can affect leading zeros in ERP Vendor IDs across SAP Ariba and SAP Business Network:

Setup and Data Input		Data Output and Results				
Use Internal Format for ERP Vendor Id Feature	Application.SM.ERP.BusinessPartnerIdConversionEnabled Parameter	Request_Out from ERP system	Request_In to ERP System (`BusinessPartner ReceiverInternalID`)	Request_In to ERP system (`Supplier ReceiverInternalID`)	SAP Business Network Supplier	Supplier Management User Interface
Enabled	Enabled	`0000310122`	`0000310122`	`310122`	`0000310122`	`0000310122`
		`310171`	`310171`	`310171`	`0000310171`	`0000310171`
Disabled	Disabled	`310196`	`310196`	`310196`	`310196`	`310196`
		`0000310158`	`310158`	`310158`	`0000310158`	`0000310158`

Related Information

Sourcing and Fulfillment (Trading) Relationships with Suppliers

Setting up Integration of Qualification Status to ERP

Integration of Process and Legacy Qualification Status

Workflow: Support for Process Qualification Status Integration with SAP ERP Systems

- `GenericCustomField` property has name-value generated which is sent in the Outbound Business Partner XML fromSAP Ariba Supplier Lifecycle and Performance to the ERP system.
- For every matrix combination (category, department, and region), one `GenericCustomField` name-value will be generated and sent in the BP message.
- The **Integration status** area of **SM Administration** displays the Business Partner messages. For more information, see Viewing and Managing Supplier Data Integration Messages [page 526].
- You can review the status in `${smprocess.uniquestatus}_${smprocess.aribalifecyclestatus}` in order to take a further decision.

> ### Note
>
> - Use of custom fields isn't a best-practice, verified scenario for integrations. If you map a question to a custom field in the `vendor.businessPartnerGenericCustomField` or `vendor.supplierGenericCustomField` class, that field is automatically created in the SAP Ariba supplier database. Replicating a supplier from an integrated ERP system with data in custom fields in those classes also creates those fields in the SAP Ariba supplier database. However, this scenario is a work-around that requires thorough testing in your landscape based on your specific requirements.
> - Initial supplier synchronization to the ERP system must be automatic when a supplier achieves Qualified status. For details see, Setting Up Initial Supplier Data Synchronization to the ERP System

Configuration

- For Legacy Qualification, set the `vendor.supplierGenericCustomField.qualification.status.category.${matrix.category}.region.${matrix.region}.department.${matrix.department}` with a default of `${qualification.status}` in `default_properties.csv`.
- For Process Qualification, set the `vendor.supplierGenericCustomField.smprocess.status.type.${smprocess.type}.aribalifecycle.${smprocess.aribalifecycle}.relatedtype.${smprocess.relatedtype}.category.${matrix.category}.region.${matrix.region}.department.${matrix.department}` with a default of`${smprocess.uniquestatus}_${smprocess.aribalifecyclestatus}` in `default_properties.csv`.

The table provides a description of various parameters used in generating `GenericCustomField` name-value pairs within a process qualification or disqualification context. Each parameter is associated with a specific token that is replaced by relevant information during the generation process.

Parameters	Description
smprocess.type	When the `GenericCustomField` name-value pair is generated, the token `smprocess.type` will be replaced by the process type of the process qualification.
smprocess.aribalifecycle	When the `GenericCustomField` name-value pair is generated, the token `smprocess.aribalifecycle` will be replaced by the ariba life cycle of the process qualification.
smprocess.relatedtype	When the `GenericCustomField` name-value pair is generated, the token `smprocess.relatedtype` will be replaced by the related process type of the process disqualification. This is applicable only for process disqualification.
matrix.category	When the `GenericCustomField` name-value pair is generated, the token `matrix.category` will be replaced by the category code of the process qualification.
matrix.region	When the `GenericCustomField` name-value pair is generated, the token `matrix.department` will be replaced by the region code of the process qualification.
matrix.department	When the `GenericCustomField` name-value pair is generated, the token `matrix.department` will be replaced by the department code of the process qualification.

Related Information

Process Type Data Import [page 91]

Setting Up Mutual TLS Authentication for Adapter-Based Cloud Integrations of Supplier Data That Use the Polling Client

If you have an existing, adapter-based cloud integration for supplier data using the polling client, you can use mutual TLS authentication as an alternative to shared secret authentication.

Prerequisites

To manage configuration parameters in **SM Administration**, you must be a member of the **SM Ops Administrator** group.

To create and manage mutual TLS authentication certificate configurations in your SAP Ariba application, you must be a member of the **Integration Manager** group.

In the SAP Process Integration Keystore, you must have a `KeyStore` view with the required keys and signed TLS 1.2 client certificate.

Context

Procedure

1. In your SAP Ariba application, enable mutual TLS authentication by performing the following steps:
   a. Choose **Manage** > **SM Administration** > **Configuration Parameters**.
   b. Set **Application.SM.Vendor.PollingClientMtlsEnabled** to **True**.
2. In your SAP Ariba application, follow the steps for setting up a mutual TLS authentication certification, choosing **SM** as the application name and adding the client certificate.
3. Depending on your connectivity method, perform one of the following steps in Ariba Network adapter for SAP NetWeaver:
   - **For mediated connectivity**, perform the following steps:
     1. Open the Configuration Integration Builder from the main SAP Process Integration page.
     2. In the **Objects** tab of the Integration Builder, click **Communication Channel**.
     3. Click **Edit** button that corresponds to the **Communication Channel**, and click **Configure User Authentication**.
     4. In the **Target URL** field, specify the URL of your SAP Ariba Supplier Management solutions site, prepending `cert` and appending `?realm=<your site name>` . For example:
        - `http://cert<SAP Ariba Supplier Management solutions system URL>/SM/soap/PollingService?realm=<your site name>` for inbound integration

- `http://cert<SAP Ariba Supplier Management solutions system URL>/SM/soap/BPIntegrationServiceIn?realm=<your site name>` for outbound integration
- `http://cert<SAP Ariba Supplier Management solutions system URL>/SM/soap/BPIntegrationServiceInConf?realm=<your site name>` for confirmation out

5. Choose **Configure Certificate Authentication** and enter the name of your SAP Netweaver Process Integration `KeyStore View` for the **KeyStore View** parameter.

- **For direct connectivity**, perform the following steps:
  1. Go to transaction code **SOAMANAGER**.
  2. In the **Service Administration** tab, click **Web Service Configuration**.
  3. Specify the following **Search Criteria**:
     - In the **Search By** dropdown, select `Consumer Proxy`.
     - Select **Contains** from the options.
     - Enter the first few characters of the proxy name that you want to search for and click **Search**.

     The **Proxy Class** page appears.
  4. From the list of proxies, click the name of the proxy that you want to configure.
     The **Details of Consumer Proxy: <proxy name>** page appears.
  5. From the **Configuration** tab, click **Create Logical Port.** and select **Manual Configuration**.
  6. Under **General Configuration**, specify the following:
     - **Logical Port** name.
     - **Description**
     - Check the **Logical Port is Default** check box.
  7. Click **Next**.
     The **New Manual Configuration of Logical Port for Consumer Proxy <proxy name>** page appears.
  8. From the **Authentication Settings**, select **X 509 SSL Client Certificate**, then choose **X.509 SSL Client Certificate**.
  9. Enter your SSL client identity in the **SSL Client PSE of transaction STRUST** text box and choose **Next**.
     The **Transport Bindings** page appears.
  10. In the **Transport Bindings** page, specify the following:
      - **URL Access Path**. Realm name in the URL access path should be the same name that you maintain in the `AUTH_PARAM` table.
      - **Computer Name of Access URL**: Specify the path to your Ariba application.
        For example, `s1-integration.ariba.com`.
        If you are using client certificate-based authentication, enter `certs1-integration.ariba.com`.
      - **Port Number of Access URL**: 443
      - **URL Protocol Information**: HTTPS
  11. Save your changes.

Next Steps

When you update a certificate in the supplier management application, update the certificate in the cloud integration adapter within 24 hours. The supplier management application caches the previous certificate for 24 hours to provide a one-day grace period for updates.

Notifications for Supplier Management Projects

Various activities in supplier management projects generate notifications to interested parties. You can customize these notifications to match your organization's terminology and business processes.

Notification Customization for Supplier Management Projects [page 543]

Reference of Supplier Management Notification Templates [page 551]

Notification Customization for Supplier Management Projects

Email notification templates define the content of notifications for various activities in supplier management projects. You can customize these notifications.

There are two different types of notifications for supplier management projects:

- **Project-level notifications**, which you manage in the **Project Manager** > **Project Email Templates** task in Ariba Administrator. These notifications are sent to stakeholders when a user creates a supplier management project, needs to complete a To Do or approval task, and when other project-related activities occur.
- **Questionnaire invitations to suppliers**, which you manage in the **Event Manager** > **Messaging Templates** task in Ariba Administrator. (External supplier management questionnaires share some basic infrastructure with sourcing events.) These notifications are sent to suppliers and invite them to respond to your questionnaire. Registration questionnaires also include a reminder notification.

> **Note**
>
> Supplier management projects only support event messages that are specific to the supplier management project: invitations to registration, qualification, and modular questionnaires and, for registration projects only, a reminder to complete the external registration questionnaire. They don't support any general event messages, including event end date reminders.

The **Project Email Templates** task includes a specific set of project-level notification templates that are tailored to supplier management workflows. There are also standard, generic notifications for projects and tasks that you can apply to supplier management projects. This section describes the notifications that are specific to supplier management projects. For details on generic project-level notifications, see Managing Project Email Notifications.

> **→ Tip**
>
> Supplier management questionnaire approval tasks use the specific approval task notification templates for each supplier management project type in addition to the generic notifications for all approval tasks. For example, there are specific notifications for approval tasks for supplier registration questionnaires. You can customize these generic notifications or disable them altogether.

You can customize email notifications by:

- Modifying the subject and body of the email notification messages.
- Formatting text in the body of the message. The email template editor includes a rich-text editor that enables you to add formatting effects, including:
  - Font changes
  - Bold, italic, and underlined text
  - Bullet and numbered lists
  - Background and font color changes
- Creating different versions of email templates according to the project type. For example, you can create one version of the email template for overdue tasks for supplier registrations and another version for supplier qualifications.
  The system is preconfigured with email notification templates that are applicable to all project types, labeled **All Applicable Types**. You can't delete these templates. If there's no template version defined for a given project type, the system uses the **All Applicable Types** version of the template for an event.
- Adding email template tokens to the email subject or text. Email template tokens are references or placeholders for information that is provided by the system when the email generated from the template is sent. The information can come from project field values, information about a task or phase, or be generated by the system for the email message itself, such as the recipient's email address.
- Providing translated text for the email subject or text.

→ Tip

- By default, notifications for approval tasks don't include any comments that approvers add during the approval process. You can add those comments to approval task notifications using the `[TASK_COMMENT_TEXT]` email token.
- Notifications sent to suppliers must always clearly identify your company as the sender. You can use the `[SYSTEM_CORPORATE_NAME]` email token (in project-level email templates) or the `[SPONSOR_CORPORATE_NAME]` email token (in questionnaire invitations) to automatically insert your company's name into the notification.

Related Information

Customizing Project-Level Email Templates [page 545]
Customizing Questionnaire Invitations and Reminders [page 547]
Adding Email Template Tokens [page 549]
Adding Translated Text to Email Notification Templates [page 550]

Customizing Project-Level Email Templates

You customize project-level email templates using the **Project Manager** > **Project Email Templates** task in Ariba Administrator.

Prerequisites

You must be a member of one of the following groups:

- **Project Email Templates Administrator**
- **Contract Administrator**
- **Project Administrator**
- **Customer Administrator**
- A group with the **Project Email Templates Administrator** role

You must be a member of the **Template Creator** or **Customer Administrator** group to edit email templates in survey documents in project templates.

You must be the project owner to edit email templates in survey documents in individual projects, and the event owner to edit email templates in individual sourcing events.

Context

- Note

  Notifications sent to suppliers or other third parties must always clearly identify your company as the sender. You can use the `[SYSTEM_CORPORATE_NAME]` email template token (in project-level email templates) or the `[SPONSOR_CORPORATE_NAME]` email template token (in assessment invitations) to automatically insert your company's name into the notification.

- Note

  For external reviewers to be able to directly reply to the task owners in Contract Workspace negotiation or review task emails, select the email template "**Task: Sent to task owner when a reviewer/approver is assigned, or when a user is assigned as the owner of a To Do task**". Then add the template token [**TASK_OWNER_EMAIL_ADDRESS**] in the content of the email template.

Procedure

1. Click **Manage** > **Administration**.
2. Choose **Project Manager** > **Project Email Templates** > **Project Manager**.

3. Select the template you want to edit and click **Edit**.
4. If you are editing a notification in the **All Applicable Types** section in order to create a notification for a specific project type (such as a sourcing project), select the type from the **Project Type** dropdown menu.

   → Tip

   - If you are editing a notification that is already associated with a specific project type, this option is not available.
   - Selecting a specific project type makes it easier to add email template tokens that are specific to that project type. If you create or modify a template for **All Applicable Types**, the email token chooser displays only the subset of email template tokens that apply to all project types.
   - If you select a project type and a template already exists for that type, the system asks if you want to open and load the existing template for that project type.
   - If you click **Cancel**, the text from the current template remains loaded in the editor but the system changes the project type to the type you selected. This operation enables you to copy a template for one project type (the project type of the template you originally opened) for use with another project type (the project type you selected after opening the template).
   - If you click **OK**, the system loads the existing template for the selected project type and discards any changes you made in the current template.
5. Make changes or additions to the text and add formatting to meet your needs.
6. (Optional) Add or remove email template tokens. To remove email template tokens, delete the text and the square brackets.
7. (Optional) Add any translations.
8. Click **Save** to save the edited template.
9. Click **Done** to exit the email template editor.

Deleting Customized Project-Level Email Templates

You can delete a customized email template for a specific project type and revert to the default email template.

Prerequisites

You must be a member of one of the following groups:

- **Project Email Templates Administrator**
- **Contract Administrator**
- **Project Administrator**
- **Customer Administrator**
- A group with the **Project Email Templates Administrator** role

Context

You can delete customized email templates for a specific project type. You cannot delete default email templates for specific project types, or customized email templates used for all applicable project types. If you delete an email template for a specific project type, the system immediately reverts to the email template used for all applicable project types for that event.

Procedure

1. Choose the template you want to delete.
2. Click **Delete** to open the **Delete Email Template Confirmation** window.
3. Click **OK**.

Customizing Questionnaire Invitations and Reminders

Use these steps to customize the questionnaire invitations and, in some cases, reminders sent to external questionnaire recipients by editing the event messages associated with the questionnaire survey document.

Prerequisites

You must be a member of the **Customer Administrator** group to customize event messages.

To include your company's logo in registration questionnaire invitations, an administrator in your organization must enable the self-service site configuration parameter **Use custom logo and footer for emails sent to suppliers** (`Application.EnableCustomEmailLogoAndFooter`) and upload the logo on the **Custom Email** tab of the **Customization Manager** > **Branding Settings** task in Ariba Administrator. Refer to the Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions for details.

Context

Supplier management questionnaires share some underlying infrastructure with sourcing events, including email notifications that are associated with a questionnaire survey document rather than a project (event messages). Event messages include external questionnaire invitations and, for external registration questionnaires, reminders. Customize these notifications using the **Event Manager** > **Messaging Templates** task in Ariba Administrator. Although you can also customize event messages in individual template survey documents for external questionnaires, SAP Ariba recommends using the **Messaging Templates** task. You can use this task to customize supplier invitations for external registration, qualification, and modular questionnaires.

Suppliers answer questionnaires by signing into Ariba Network for Suppliers, filling out the questionnaire, and submitting their answers. If the supplier doesn't already have an Ariba Network for Suppliers account, they must create one at this time.

The external questionnaires in supplier management projects use the following two email notification templates for supplier invitations:

- **Publish Event; Invitation for participants**, which is sent to suppliers who have already registered with Ariba Network for Suppliers.t
- **Invitation for participants who have not used Ariba before**, which is sent to suppliers who haven't registered with Ariba Network for Suppliers, and includes information about the registration requirement.

Registration questionnaires also include a template for reminders if the supplier hasn't responded to a registration invitation in a certain amount of time.

> ⓘ Note
>
> These questionnaire invitations and the registration reminder are specific to supplier management and are the only event messages supported in supplier management projects. General event messages, including end date reminders, aren't supported.

In sites created after the SAP Ariba April 2018 release, registration invitation templates automatically include the following three tokens:

- `SUPPLIER_REG_DEADLINE`, which displays the deadline by which the supplier must respond to the invitation before the temporary password generated by the invitation expires.
- `RECIPIENT_NAME`, which specifies the name of the invited recipient.
- `PASSWORD_URL`, which automatically renders as a link that the invited contact can click to create a new Ariba Network for Suppliers account.

The `SUPPLIER_REG_DEADLINE` and `RECIPIENT_NAME` tokens aren't available in sites created before the SAP Ariba April 2018 release.

> → Tip
>
> Make sure that when you complete your customized invitations, the invitation for existing suppliers still includes the `[SITE_URL]` email token, which is automatically rendered as a link that the invited supplier contact can click to sign into their existing Ariba Network for Suppliers account, and that the invitation for new suppliers still includes the `[PASSWORD_URL]` email token. The supplier contact must use one of these links to access your questionnaire.

Procedure

1. On the dashboard, choose **Manage** > **Administration**.
2. Choose **Event Manager** > **Messaging Templates**.
3. Select one of the two supplier invitation templates and choose **Edit**.
4. Make changes or additions to the text and add formatting to meet your needs.
5. **Optional:** Add or remove email template tokens. To remove email template tokens, delete the text and the square brackets.

6. **Optional:** Add any translations.
7. Choose **Save**.

Related Information

Adding Email Template Tokens [page 549]
Adding Translated Text to Email Notification Templates [page 550]
Notification Customization for Supplier Management Projects [page 543]
Notifications Related to Supplier Registration Projects [page 552]
Notifications Related to Supplier Qualification Projects [page 557]
Notifications Related to Modular Questionnaires [page 560]

Adding Email Template Tokens

Email template tokens are placeholders for information provided by the system when the email generated from the template is sent. Information can come from project field values, information about a task or phase, or be generated by the system for the email message itself, such as the recipient's email address.

Prerequisites

You must be a member of one of the following groups:

- **Project Email Templates Administrator**
- **Contract Administrator**
- **Project Administrator**
- **Customer Administrator**
- A group with the **Project Email Templates Administrator** role

You must be a member of the **Template Creator** or **Customer Administrator** group to edit email templates in survey documents in project templates.

You must be the project owner to edit email templates in survey documents in individual projects, and the event owner to edit email templates in individual sourcing events.

Context

Email template tokens are delimited by square brackets (`[ ]`). For example, the text `[Workspace.Title]` is an email template token that the system replaces with the workspace or project title (name) when it sends an email message generated from the email template.

> **Note**
>
> Notifications sent to suppliers or other third parties must always clearly identify your company as the sender. You can use the `[SYSTEM_CORPORATE_NAME]` email template token (in project-level email templates) or the `[SPONSOR_CORPORATE_NAME]` email template token (in assessment invitations) to automatically insert your company's name into the notification.

Procedure

1. Open the appropriate email template for editing.
2. (Optional) To add the email token to a specific location in the email contents or subject line, add an empty set of square brackets (`[ ]`) to the appropriate location.

   When you add an email template token in the next step, the system inserts the email template token in the first set of empty square brackets. If there are no empty square brackets, the system places the email template token at the end of the **Content** or **Subject** field; you can cut and paste the token to another area after it is inserted.
3. Perform one of the following actions:

   - To add an email template token to the subject line, to the right of the **Subject** field, click **Add Email Template Token**.
   - To add an email template token to the body of the email, below the **Content** field, click **Add Email Template Token**.

   The system opens a **Choose an Email Template for the Content** or **Choose an Email Template for the Subject** window with folders that contain the email template tokens available for the specific message and area (subject or content).
4. Perform the following actions:

   - Click the expand arrows next to a folder name to display the email template tokens.
   - Click the cue tip next to the email template token to display more information.
   - Click **Select** to add the selected email template token.
5. Click **OK**.

Adding Translated Text to Email Notification Templates

The translated text added to email notification templates is linked to locales and the system substitutes the translated text when sending email notifications to users in the given locale.

Prerequisites

You must be a member of the **Translator** or **Customer Administrator** groups to add translated text to email templates

Procedure

1. Open the appropriate email template for editing.
2. Perform one of the following actions:
   - To provide translations of the email subject, below the **Subject** field, click **Translations**.
   - To provide translations for the email body content, below the **Content** field, click **Translations**.

   The system opens a page that contains translation fields for each locale available in SAP Ariba solutions.
3. Enter your translated text in the field that corresponds to its language..
4. Click **OK**.

Reference of Supplier Management Notification Templates

Supplier management projects include both project-level email notification templates and event message templates for questionnaire invitations. These templates provide default notification content, which you can customize.

Notifications Related to Supplier Requests [page 551]

Notifications Related to Supplier Registration Projects [page 552]

Notifications Related to Supplier Management Process Projects [page 555]

Notifications Related to Supplier Qualification Projects [page 557]

Notifications Related to Preferred Supplier Status Changes [page 559]

Notifications Related to Supplier Disqualification Projects [page 559]

Notifications Related to Modular Questionnaires [page 560]

Notifications Related to Modular Supplier Management Questionnaires in Sites That Use Process Projects [page 561]

Notifications Related to Certificate Questions in Modular Supplier Management Questionnaires [page 563]

Notifications Related to Supplier Management Project Template Upgrades [page 564]

Supplier Management-Specific Notifications Related to Tasks [page 565]

Other Supplier Management Notifications [page 565]

Notifications Related to Supplier Requests

SAP Ariba sends notifications for various activities related to supplier requests.

- **Submitted: Your request to add** <supplier name> **as a supplier**
  Sent to the user who submitted the internal supplier request.

- <Buyer name> **is reviewing your registration request**
  Sent to the supplier who submitted the external supplier request.
- **Action needed: Approve request to add** <supplier name> **as a supplier**
  Sent to the users in the supplier request approval flow once it is their turn to approve the supplier request.
- **Approved: Your request to add** <supplier name>
  Sent to the user who submitted the supplier request once the request is finally approved. This notification isn't sent if the feature for validation of supplier creation in SAP Master Data Governance (MDG) is enabled.
- **Denied: Your request to add** <supplier name>
  Sent to the user who submitted the internal supplier request if the request is finally denied, and includes any comments the approver made to explain the denial.
- **Declined: your request to add** <supplier name>
  Sent to the requester and all active team members of the supplier request project, including approvers, when SAP MDG finds an existing duplicate supplier for the current supplier request and the newly requested supplier is therefore marked as an inactive duplicate. The notification includes a link to profile of the existing supplier that MDG has matched to the duplicate request. This notification is only sent when the supplier request is configured for manual approval.
- <Buyer name> **declined your registration request**
  Sent to the supplier who submitted the external supplier request if the request is finally denied, and includes any comments the approver made to explain the denial.

Related Information

Notifications Related to Supplier Registration Projects [page 552]
Notifications Related to Supplier Qualification Projects [page 557]
Notifications Related to Supplier Disqualification Projects [page 559]
Notifications Related to Preferred Supplier Status Changes [page 559]
Notifications Related to Modular Questionnaires [page 560]
Notifications Related to Certificate Questions in Modular Supplier Management Questionnaires [page 563]
Supplier Management-Specific Notifications Related to Tasks [page 565]
Notifications Related to Supplier Management Project Template Upgrades [page 564]
Notifications Related to Tasks and Phases

Notifications Related to Supplier Registration Projects

SAP Ariba sends notifications for various activities related to supplier registration projects.

The following notifications are defined by project email notification templates:

- **Fyi:** <supplier name> **has started the registration process with** <buyer name>
  Sent to the internal user who submitted the request for the supplier who is now in registration.
- **Fyi**: <supplier name> **has submitted registration info with** <buyer name>
  Sent to the registration project's team members.
- **Confirmation: registration submitted for approval**
  Sent to the supplier who submitted the registration questionnaires.

- **Action needed: Approve supplier registration with** <buyer name>
  Sent to the users in the registration questionnaire approval flow once it's their turn to approve the questionnaire.
- **Approved: Supplier registration with** <buyer name>
  Sent to the supplier who submitted the registration questionnaires.
- **Declined: Supplier registration with** <buyer name>
  Sent to the supplier who submitted the registration questionnaires if the registration is finally denied, and includes contact information for the user who submitted the supplier request.
- **Action needed: Provide additional registration information to** <buyer name>
  Sent to the supplier who submitted the registration questionnaires if an approver has denied the questionnaire but allowed the supplier to resubmit answers, and includes any comments the approver made to explain the denial.
- **Action needed: Please update** <questionnaire name> **for** <buyer name>
  Sent to suppliers who have completed registrations to remind them to update an external registration questionnaire at the intervals specified in questionnaire update reminder settings in the supplier registration project template. Suppliers receive a separate instance of this notification for each external questionnaire in their completed registration that has been set up to issue update reminders.
- **Action needed: Approve an update to** <questionnaire name> **for** <supplier name>
  Sent to all active team members when a supplier submits an update to an external registration questionnaire.
- **Action needed:** <buyer name> **requires additional information for** <questionnaire name>
  Sent to the supplier who submitted a registration questionnaire update when an approver requests additional information.
- **Approved: Updates to** <questionnaire name>
  Sent to the supplier or internal recipient who submitted a registration questionnaire update when approvers have finally approved it.
- **Declined: Updates to** <questionnaire name>
  Sent to the supplier or internal recipient who submitted a registration questionnaire update when approvers have denied it.
- **For your information: Registration for** <supplier name> **has been canceled**
  Sent to all members of the **Supplier Registration Manager** group when a user has canceled an in-progress registration, and includes the required comments about the cancellation.

The following notifications are defined by event messaging templates in **Event Manager** > **Messaging Templates** and in individual questionnaire survey documents in the supplier registration project template:

- For registrations that invite the supplier to fill out external questionnaires:
  - **Invitation: Register to become a supplier with** <buyer name>
    Sent to the person specified as the supplier's business contact in the supplier request or the supplier self-registration (for automatic invitations) or the supplier contact invited to register (for manual invitations). Suppliers receive a separate instance of this notification for each external questionnaire in their registration. This notification is sent both for new registrations where the supplier is invited to register and for existing internal registrations to which the supplier is invited to participate.
  - **Action needed: Complete your registration for** <buyer name>
    Sent to suppliers who haven't yet submitted an external registration questionnaire that has been set up to issue reminders at the times specified in its due date reminder settings in the template survey document. Suppliers receive a separate instance of this notification for each external questionnaire in their registration that they have not yet submitted and that has been set up to issue reminders.

There are two templates for both these notifications: one for suppliers who are new to SAP Ariba, which contains a link for registering on SAP Business Network before opening the questionnaire, and one for suppliers who already have SAP Business Network accounts, which contains a link for signing into their account and opening the questionnaire.

> → Tip
>
> If the self-service configuration parameter **Enable configurable default sender for supplier invitations** is enabled in your site, you can use the `[CUSTOM_SENDER_NAME]` email template token to insert the custom sender name or, if the feature for specifying a requester during registration invitations (SM-20904) is also enabled in your site, registration requester into both of these notifications.

- For internal registrations, where internal users complete registration questionnaires on behalf of the supplier:
  - **Action needed: Submit a registration questionnaire for** <supplier name>
    Sent to the internal user who has been specified as the recipient of an external registration questionnaire in an internal supplier registration.

These are the only event messages supported for supplier registration projects.

Related Information

Notifications Related to Supplier Requests [page 551]
Notifications Related to Supplier Qualification Projects [page 557]
Notifications Related to Supplier Disqualification Projects [page 559]
Notifications Related to Preferred Supplier Status Changes [page 559]
Notifications Related to Modular Questionnaires [page 560]
Notifications Related to Certificate Questions in Modular Supplier Management Questionnaires [page 563]
Notifications Related to Supplier Management Project Template Upgrades [page 564]
Supplier Management-Specific Notifications Related to Tasks [page 565]
Using a Custom Sender Name for Registration Invitations [page 265]
Notifications Related to Tasks and Phases

Notifications Related to Supplier Management Process Projects

SAP Ariba sends email notifications for various activities related to supplier management process projects.

Notification	Default Subject Line	Description	User Notification Preference
Process: Sent to supplier primary user when a process requires suppliers to update one or more modular questionnaires.	<process initiator> **from** <buyer name> **invites you to participate in this process:** <process project name>	Sent to the primary supplier contact when a new process project or process renewal includes one or more external modular questionnaires that supplier recipients must fill out or update. The notification includes a list of the applicable modular questionnaires, an overview of the process project, and the message that the process owner entered when creating the process project.	N/A
Process: Sent to internal user when a process requires a user to update one or more modular questionnaires.	<process initiator> **invites you to participate in this process:** <process project name>	Sent to each recipient of an internal modular questionnaire in a process project when they must fill out or update a questionnaire. The notification includes a list of the applicable modular questionnaires, an overview of the process project, and the message that the process owner entered when creating the process project.	**I have been asked to update one or more modular questionnaires in a process project.**
Process: Sent to all decision makers when a process is pending decision.	**Action needed: Provide decision for this process completed for** <supplier name>**:** <process project name>	Sent to the members of the process project's project groups with the **Decision Maker** role when a process project has been completed and requires a final status decision.	**A process project for which I am a decision maker requires a decision.**
Process: Sent to process owner when a process is pending decision.	**Reminder: Decision maker has to provide decision for the** <process project name> **process completed for** <supplier name>	Sent to the process project owner when a process project has been completed and requires a final status decision.	**A process project I own requires a decision.**

Notification	Default Subject Line	Description	User Notification Preference
Process: Sent to decision makers when a decision is made or updated.	**Process update:** <name of decision-maker who last updated process status> **changed the decision for this process completed for** <supplier name>**:** <process project name>	Sent to the members of the process project's project groups with the **Decision Maker** role when a decision-maker has updated the process status decision.	**A decision for a process project for which I am a decision maker has been made or updated.**
Process: Sent to invited suppliers when a decision is made or updated.	**Process update:** <buyer name> **changed the status for** <process project name>	Sent to the supplier primary contact when a decision-maker has set or changed the status of their process project.	N/A
Process: Sent to the process owner and decision maker when a questionnaire is expiring or has expired.	**Reminder:** <expiring or expired status> **questionnaire** <expiring modular questionnaire project name> **for** <supplier name>	Sent to the members of the process project's project groups with the **Process Owner** and **Decision Maker** role when one of the modular supplier management questionnaires in a process is expiring or has expired.	N/A
Process: Sent to the process owner and decision maker when a questionnaire is expiring or has expired. A modular questionnaire in a process for which I am an owner or decision maker is expiring or has expired.	**Your** <process project name> **with** <process project owner> **expires on** <future expiration date>.	Sent to the **Process Owner** and **Decision Maker** when a process has reached its scheduled expiration reminder date.	N/A
Process: Sent to the process initiator when the bulk process creation is completed.	**For your information: process has been created: [Workspace.Title] for supplier(s).**	Sent to the **Process Owner** when the background job for process creation for multiple suppliers is completed.	N/A
Process: Sent to process owner when a process is expiring.	<process project name> **for** <supplier name> **expires on** <future expiration date>	Sent to process project owners and members of the project's project groups with the **Process Owner** role when a process has reached its scheduled expiration reminder date.	**A process project I own** is expiring.
Process: Sent to suppliers when process is expiring.	<process project name> **for** <supplier name> **expires on** <future expiration date>	Sent to the primary supplier contact when a process has reached its expiration date.	N/A

Notification	Default Subject Line	Description	User Notification Preference
Process: Sent to suppliers when a process has expired.	**Your** <process project name> **with** <process project owner> **expired today**	Sent to the primary supplier contact when a process has reached its expiration date.	N/A
Process: Sent to process owner and decision maker when process has expired.	**Your** <process project owner name> **with** <process project owner> **expired today**	Sent to the **Process Owner** and **Decision Maker** when a process has reached its expiration date.	N/A
Process: Sent to internal users when a process has been cancelled.	**FYI: This process for** <supplier name> **has been cancelled:** <process project name>	Sent to the process project owner when a process project has been cancelled after modular questionnaires were sent. If all associated modular questionnaires are approved and the process project is pending a decision, this notification is also sent to members of the project's project groups with the **Decision Maker** role.	**A process project I own has been cancelled.**
Process: Sent to supplier users when a process has been cancelled.	**Process update:** <buyer name> **has cancelled this process:** <process project name>	Sent to the primary supplier contact when a process has been cancelled after modular questionnaires were sent.	N/A

Related Information

Notifications Related to Modular Supplier Management Questionnaires in Sites That Use Process Projects [page 561]

Notifications Related to Supplier Qualification Projects

SAP Ariba sends notifications for various activities related to supplier qualification projects.

The following notifications are defined by project email notification templates:

- **Action needed: Fill out qualification questionnaire to become a qualified supplier with** <buyer name>
  Sent to the supplier's main contact once a category or supplier manager has launched a new qualification.
- **Fyi:** <supplier name> **has submitted qualification info with** <buyer name>
  Sent to the user who submitted the request for the supplier who is now in qualification.
- **Fyi:** <supplier name> **has started a qualification process with** <buyer name>
  Sent to the qualification project's team members.
- **Action needed: Review qualification for** <supplier name>

Sent to the users in the qualification questionnaire approval flow once it's their turn to approve the supplier qualification.

- **Approved: Supplier qualification request with** <buyer name>
  Sent to the supplier who submitted the qualification questionnaire.
- **Declined: Supplier qualification with** <buyer name>
  Sent to the supplier who submitted the qualification questionnaire if the qualification is finally denied.
- **Action needed: Provide additional qualification information to** <buyer name>
  Sent to the supplier who submitted the qualification questionnaire if an approver has denied the questionnaire but allowed the supplier to resubmit answers, and includes any comments the approver made to explain the denial.
- **Action needed: Qualification for** <supplier name> **is expired**
  Sent to the qualification project's team members on the qualification's expiration date if it has one.
- **Notification:** <supplier name> **is eligible for requalification with** <buyer name>
  Sent to the qualification project's team members on the date specified as the end of the requalification period, if the qualification has one.

The following notification is defined by event messaging templates in **Event Manager** > **Messaging Templates** and in the survey document in the supplier qualification project template:

- **Action needed: Fill out qualification questionnaire to become a qualified supplier with** <buyer name>
  Sent to the supplier contact invited or reinvited to the qualification.

There are two templates for this notification: one for suppliers who are new to SAP Ariba, which contains a link for registering on SAP Business Network before opening the questionnaire, and one for suppliers who already have SAP Business Network accounts, which contains a link for signing into their account and opening the questionnaire.

These are the only event messages supported for supplier qualification projects.

Related Information

Notifications Related to Supplier Requests [page 551]
Notifications Related to Supplier Registration Projects [page 552]
Notifications Related to Supplier Disqualification Projects [page 559]
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Notifications Related to Modular Questionnaires [page 560]
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Notifications Related to Preferred Supplier Status Changes

SAP Ariba sends notifications for various activities related to preferred supplier management projects.

- **Action needed: Approve new category status for** <supplier name> **in** <category>
  Sent to the users in the preferred supplier category status change request approval flow once it is their turn to approve the status change.
- **Approved: The status change made for** <supplier name> **in** <category>
  Sent to the internal user who requested the category status change.
- **Denied: The status change made for** <supplier name> **in** <category>
  Sent to the internal user who requested the category status change, and includes the name of the approver who denied the request.
- **Fyi: The status of** <supplier name> **for** <category> **has changed to** <status>
  Sent to the category or supplier managers who manage the supplier.

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Notifications Related to Tasks and Phases

Notifications Related to Supplier Disqualification Projects

SAP Ariba sends notifications for various activities related to supplier disqualification projects.

- **Action needed: Review disqualification for** <supplier name>
  Sent to the users in the disqualification questionnaire approval flow once it is their turn to approve the supplier disqualification.
- **Approved: The disqualification request for** <supplier name> **in** <commodity category>
  Sent to the user who submitted the request to disqualify the supplier once the disqualification is finally approved in cases where the disqualification is immediate and does not include an intermediary restriction.
- **Approved: the disqualificaton request for** <supplier name> **in** <commodity category>
  Sent to the user who submitted the request to disqualify the supplier once the disqualification restriction is finally approved.
- **Fyi: The status for** <supplier name> **in** <commodity category> **has changed to Disqualified**
  Sent to the user who submitted the request to disqualify the supplier in cases where the disqualification date on the approved disqualification restriction has been reached and the supplier's status changes from **Restricted** to **Disqualified**.

Related Information

Notifications Related to Supplier Requests [page 551]
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Notifications Related to Supplier Management Project Template Upgrades [page 564]

Notifications Related to Modular Questionnaires

SAP Ariba sends notifications for various activities related to modular supplier management questionnaires.

> **Note**
>
> The notifications described in this topic are general modular questionnaire notifications. Enabling the process project feature (SM-16798) adds a parallel set of notification templates [page 561] and, when there's a process-related notification, deactivates the general template for the same notification. Whether or not a modular questionnaire is included in a process project, it uses these process-related notification templates where they're available, and the general notifications where there's no parallel process-related notification. Process-related notifications include information about the associated process project if applicable.

The following notifications are defined by project email notification templates:

- **Action needed: Provide additional information to** <buyer name>
  Sent to the supplier contact when an approver has denied the questionnaire but allowed the supplier to resubmit answers, and includes any comments the approver made to explain the denial.
- **Approved:** <questionnaire title> **submitted to** <buyer name>
  Sent to the supplier contact when the questionnaire is finally approved.
- **Declined:** <questionnaire title> **submitted to** <buyer name>
  Sent to the supplier contact when the questionnaire is finally denied.
- **Your** <questionnaire title> **with** <buyer name> **expires on** <project expiration date>
  Sent to the supplier contact before the questionnaire's expiration date. This notification isn't automatic. It's only sent if a template creator in your site has specified that the questionnaire expires in the template survey document's **Supplier Management** rules. The template creator also specifies the expiration schedule and the amount of time before the expiration date this notification is sent there.
- **Your** <questionnaire title> <questionnaire project name> **with** <buyer name> **has expired**
  <Sent to the supplier contact when the questionnaire's expiration date has elapsed and the supplier hasn't edited and resubmitted the questionnaire. This notification isn't automatic. It's only sent if a template creator in your site has specified that the questionnaire expires in the questionnaire template survey document's **Supplier Management** rules. The template creator also specifies the expiration schedule there.
- **of** <supplier name> **expires on** <expiration date>
  Sent to the internal user who sent the questionnaire before the questionnaire's expiration date. This notification is only sent if a template creator in your site has specified that the questionnaire expires in the

template survey document's **Supplier Management** rules. By default, notifications for modular questionnaire expiration are sent to all project team members. The template creator also specifies the expiration schedule and the amount of time before the expiration date this notification is sent, and can specify that this notification is also sent to the primary supplier manager and/or members of the **Project Owner** group as well as the user who sent the questionnaire.

- <questionnaire project name> **of** <supplier name> **has expired**
  Sent to internal users when the questionnaire's expiration date has elapsed and the supplier hasn't edited and resubmitted the questionnaire. This notification is only sent if a template creator in your site has specified that the questionnaire expires and set an expiration schedule in the template survey document's **Supplier Management** rules. The template creator can specify that this notification also be sent to the primary supplier manager and users who are direct members of the **Project Owner** group or have **Project Owner** capabilities, as well as the user who sent the questionnaire.
- **Action needed:** <task title>
  Sent to internal users when the approval node to which they're assigned becomes active in the approval flow.

The following notifications are defined by event messaging templates in **Event Manager** > **Messaging Templates** and in the survey document for the key questionnaire in modular questionnaire project templates:

- **Action needed: Complete questionnaire from** <buyer name>
  Sent to recipients when they're invited or reinvited to the questionnaire, or when the recipient is changed.

There are two templates this notification: one for suppliers who are new to SAP Ariba, which contains a link for registering on SAP Business Network before opening the questionnaire, and one for suppliers who already have SAP Business Network accounts, which contains a link for signing into their account and opening the questionnaire.

These are the only event messages supported for modular questionnaire projects.

Notifications Related to Modular Supplier Management Questionnaires in Sites That Use Process Projects

SAP Ariba sends email notifications for various activities related to modular questionnaires. In sites where the process project feature (SM-16798) is enabled, these notifications can include information about process projects associated with a modular questionnaire.

> **Note**
>
> Modular questionnaires include a set of general email notification templates [page 560]. Enabling the process project feature (SM-16798) adds this parallel set of notification templates and, when there is a process-related notification, deactivates the general template for the same notification. Whether or not a modular questionnaire is included in a process project, it uses these process-related notification templates where they are available, and the general notifications where there is no parallel process-related notification. Process-related notifications include information about the associated process project if applicable.

Notification	Default Subject Line	Description	User Notification Preference
SM Questionnaire - Sent to approver when internal modular questionnaire has been submitted and process projects are enabled.	**Action needed:** <task name>	Sent to internal users when the approval node to which they have been assigned for an internal modular questionnaire becomes active.	**An approval task for an internal modular questionnaire is assigned to me and process projects are enabled.**
SM Questionnaire - Sent to approver when an external modular questionnaire has been submitted and process projects are enabled.	**Action needed:** <task name>	Sent to internal users when the approval node to which they have been assigned for an external modular questionnaire becomes active.	**An approval task for an external modular questionnaire is assigned to me and process projects are enabled.**
SM Questionnaire: Sent to approvers when a questionnaire is cancelled as part of a process cancellation.	**FYI: Action no longer needed for** <task name>	Sent to internal users when a process cancelation results in the cancelation of a modular questionnaire for which they're an approver.	**A modular questionnaire for which I am an approver was cancelled when its process project was cancelled.**
SM Questionnaire - Sent to internal or external recipients to remind them to complete a questionnaire and process projects are enabled.	**Reminder: complete questionnaire from** <buyer name> **by** <questionnaire due date>	Sent to internal and external questionnaire recipients who haven't yet submitted a questionnaire. **Note** If the modular questionnaire is set to **Always open**, once the new questionnaire is approved, the questionnaire reopens for updates. The due date here is the date on which the reminder schedule restarts if the recipient doesn't submit an update by that time.	**A questionnaire to which I have been assigned is due and process projects are enabled.**
SM Questionnaire - Sent to internal or external recipients when they need to resubmit questionnaire information and process projects are enabled.	**Action needed: Provide additional information to** <buyer name>	Sent to internal and external questionnaire recipients when an approver has requested additional information about a questionnaire during approval.	**An approver has requested more information about a questionnaire I submitted and process projects are enabled.**
SM Questionnaire - Sent to internal and external recipients when a questionnaire has been approved and process projects are enabled.	**Approved:** <questionnaire name> **submitted to** <buyer name> **on** <questionnaire submission date>	Sent to internal and external questionnaire recipients when a questionnaire has been finally approved.	**A questionnaire to which I have been assigned is due and process projects are enabled.**

Notification	Default Subject Line	Description	User Notification Preference
SM Questionnaire - Sent to internal or external recipients when a questionnaire is expiring and process projects are enabled.	**Your** <questionnaire name> **with** <buyer name> **expires on** <scheduled expiration date>	Sent to internal and external questionnaire recipients when a questionnaire is expiring.	**A modular questionnaire I submitted is expiring and process projects are enabled.**
SM Questionnaire - Sent to internal or external recipients when a questionnaire has expired and process projects are enabled.	**Your** <questionnaire name> **with** <buyer name> **has expired**	Sent to internal and external questionnaire recipients when a questionnaire has expired.	**A modular questionnaire I submitted has expired and process projects are enabled.**

Notifications Related to Certificate Questions in Modular Supplier Management Questionnaires

SAP Ariba sends notifications for various activities related to individual certificate questions in modular supplier management questionnaires.

- **Your** <certificate type> **with** <buyer name> **expires on** <certificate expiration date>
  Sent to the supplier contact before the certificate's expiration date. The supplier specifies the expiration date in the answer to the certificate question, and a template creator in your site specifies the amount of time before the expiration date this notification is sent in the settings for the certificate question.
- **Your** <certificate type> **with** <buyer name> **has expired**
  Sent to the supplier contact when the certificate expiration date they provided has passed.
- <certificate type> **of** <supplier name> **in** <modular questionnaire project template title> **expires on** <expiration date>
  Sent to the internal user who sent the questionnaire that includes the certificate before the certificate's expiration date. A template creator in your site can specify that this notification also be sent to the primary supplier manager and members of the **Project Owner** group in the settings for the certificate question; the template creator also specifies the amount of time before the expiration date this notification is sent. The supplier specifies the expiration date in the answer to the certificate question.
- <certificate type> **of** <supplier name> **in** <modular questionnaire project template title> **expired on** <expiration date>
  Sent to the internal user who sent the questionnaire that includes the certificate question when the certificate's expiration date has passed and the supplier has not updated and resubmitted the certificate with a later expiration date. A template creator in your site can specify that this notification also be sent to the primary supplier manager and members of the **Project Owner** group in the settings for the certificate question. The supplier specifies the expiration date in the answer to the certificate question.

Related Information

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Notifications Related to Supplier Management Project Template Upgrades

SAP Ariba sends the following notifications related to supplier management project template upgrades.

- <buyer name> **has updated a questionnaire and requires your attention**
  Sent to the supplier's primary supplier contact when a customer administrator upgrades their existing supplier registration project to the latest published version of the template and includes the notification option in the upgrade. The body of the notification email includes the questionnaire name and a details with the message the administrator specified during upgrade to describing the nature of the changes. A separate instance of this notification is sent for each of the supplier's registration questionnaires regardless of whether or not they were modified in the upgrade.
- **Project state update:** <supplier registration project ID > - Supplier Registration for <supplier name>
  Sent to the project owner when a customer administrator upgrades a supplier registration project they created to the latest published version of the template to notify them that the previous version of the project (the one that used the previous template version) has been archived.

  > ### Note
  >
  > Project owners of supplier registration projects can be category or supplier managers who are otherwise unfamiliar with underlying project architecture and versioning. The default text in this notification assumes familiarity with project architecture and versioning. SAP Ariba recommends customizing that text to make sure that the recipients understand why it was sent and making the customization specific to supplier registration projects.

Related Information

Notification Customization for Supplier Management Projects [page 543]

Supplier Management-Specific Notifications Related to Tasks

SAP Ariba sends supplier management-specific notifications for some project tasks.

The following task notification is sent only for approval tasks in supplier request, registration, qualification, disqualification, preferred supplier management, and modular questionnaire projects:

- **One or more tasks in** <supplier management project name> **are missing approvers**
  Sent to the person who created the project when one or more approval nodes in one or more approval tasks in the project is missing an approver. The project can't proceed until the project owner or another user with the appropriate permissions adds approvers to those nodes.

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Other Supplier Management Notifications

SAP Ariba sends the following other notifications related to supplier management activities.

- **Action needed: Integration confirmation failure messages for supplier data on** <date>
  Sent to members of the **SM ERP Administrator** group at approximately 1am PST every day with a list of the SM vendor IDs and names of every supplier associated with a confirmation failure message received from an integrated ERP system in the previous 24 hours.
- **For your information:** <duplicate supplier name> **has been inactivated as a duplicate supplier**
  Sent to supplier managers in sites integrated with SAP MDG-S when, after a registration or qualification activity that triggers initial replication of the supplier to MDG-S occurs, MDG-S identifies that supplier as a duplicate, at which point SAP Ariba automatically inactivates the duplicate supplier. The registration or qualification status that triggers initial replication to MDG-S is determined by the site's integration settings. If the replication occurs after a registration status change, the recipients of this notification are the supplier's primary supplier manager and the registration project owner. If the replication occurs after a qualification status change, the recipient of this notification is the supplier's primary supplier manager.
  This notification is only applicable in sites where validation of supplier requests in MDG-S is not enabled. When request validation in MDG-S is enabled, replication occurs during the supplier request approval process instead, and matching to duplicate suppliers in MDG-S generates a separate notification that is specific to the supplier request [page 551].

- **Added Contact details of [RECIPIENT_NAME] for [SUPPLIER_NAME]**
  Sent to supplier contacts when they're added to the relevant SAP Ariba buyer applications.
  An email template is created for sending such external email communication. The template contains a default message stating that the supplier contact's details such as first and last names, email addresses, and other information can now be processed by your organisation. You can customize this template to include your own content. Only newly created supplier contacts receive email notifications. However, the system doesn't verify if the communication was successfully delivered.
  Email content: Hello [RECIPIENT_NAME], You have been added as a contact for [SUPPLIER_NAME] in the buyer organisation [REALM_NAME]. Your details such as first and last names, email addresses, and other information are processed by the buyer organisation. Please contact [REQUESTOR_NAME] for further information.

Mass Registration Invitations for Suppliers

Mass registration invitations automatically invite all specified suppliers to register with your organization in one operation. They provide a convenient way to onboard sets of suppliers without requiring individual manual invitations.

Mass invitations are a useful tool for onboarding large numbers of suppliers to SAP Ariba. You define separate waves or groups of suppliers and upload a list of suppliers to include in each wave. You can then monitor the waves to see how many suppliers have responded to the invitation and submitted registration questionnaires, and follow up where necessary.

> **Note**
>
> Mass registrations invitations always start external registrations and send invitations to supplier contacts. Mass registration invitations aren't supported for internal registrations.

You can choose to establish a fulfillment relationship in addition to a sourcing relationship with suppliers that you invite to register using a mass invitation. The presence of a value in the `setTransactionRelationship` column of the `MassInvite.csv` flags the supplier for automatic establishment of both relationships simultaneously once they meet all prerequisites.

Supplier registration projects include an **Is Legacy** field. If a supplier is invited to register using a mass invitation, they're flagged as a legacy supplier. You can use this setting to create different registration processes for legacy and nonlegacy suppliers.

Integration settings also allow you to control how the registration data generated by mass invitation waves is synchronized with an integrated ERP system. For more information, refer to Controlling the Ongoing Synchronization of Data from Suppliers in Mass Registration Waves.

Issuing Mass Registration Invitations to Suppliers [page 568]

Monitoring the Progress of Mass Registration Invitations [page 570]

Mass Registration Data File Format [page 571]

Related Information

Downloading the Vendor Onboarding Report [page 587]

Sourcing and Fulfillment (Trading) Relationships with Suppliers

Conditional Workflows for Manual and Mass Invited Registrations [page 272]

Issuing Mass Registration Invitations to Suppliers

Supplier mass registration invitations allow you to automatically send registration invitations to multiple suppliers in one operation so that you can quickly get them registered and on board.

Prerequisites

You must be a member of the **SM Ops Admin** group to issue mass registration invitations.

Every supplier in the mass registration wave must meet the following requirements:

- Have at least one supplier contact.
- If the supplier has a primary supplier manager assigned, that primary supplier manager must be a member of either the **Supplier Registration Manager** or **SM Ops Administrator** group.
- Have a registration status of **Not Invited**. A supplier can't be included in a mass registration wave if:
  - An internal or external registration project has been started for them.
  - Their registration status has been set to **Registered** using the **Set Registered** option or the internal supplier registration data import.

The supplier registration project template in your site must be set up and published.

> ⚠ Caution
>
> Sending registration invitations for a mass invitation wave creates a supplier registration project for every supplier in that wave. Before you start sending mass invitations, make sure that your organization's supplier registration project template is finalized and published. While you can upgrade existing supplier registration projects to the latest version of the template, it can take multiple days to upgrade a large number of projects on the same template version. Starting mass invitation waves using a finalized project template means that the registration projects for mass-invited suppliers include your organization's complete current questionnaires and workflow from the start, and you only need to perform template upgrades for subsequent changes.

To specify the list of suppliers to include in a mass registration invitation wave, you must add their ERP vendor IDs to a CSV data import file for mass registration. These suppliers must already exist in your site.

Context

Suppliers created individually through approved supplier requests can be invited to register individually, either automatically or manually depending on your site's configuration. However, when you're getting started with SAP Ariba Supplier Management solutions, or whenever you create a large number of suppliers using data import or ERP synchronization, supplier mass registration allows you to automatically send invitations to a specified list of suppliers.

Importing supplier data creates the suppliers in the database with **Not Invited** status. When you import supplier preferred or qualification data, the suppliers are associated with specific commodities and regions and have a preferred or qualified status, but still have the **Not Invited** status because they haven't completed the registration process. When a requester in your organization creates a supplier request and it's approved, the supplier is created

in the database with **Not Invited** status. Any supplier with **Not Invited** status can be included in a mass registration invitation.

You can create distinct waves of invitations to onboard suppliers in a controlled way. For example, you can invite the suppliers from one region in the first wave, another region in the second wave, and so forth. Waves have end dates, but they're for informational purposes only. The invitations are all sent after you import the list of suppliers and click **Send Invite**, and invited suppliers can fill out the registration questionnaire as long as it's still open, regardless of the wave end date. You can't schedule waves in advance.

If your site uses multiple external registration questionnaires, you can choose which questionnaire to use for the wave. You can only send one external questionnaire in a registration mass invitation. Once a registration project is created, you can only add more external questionnaires to it if additional external questionnaires are added in later versions of the registration project template. In that case, upgrading an existing project created through mass registration to the latest template version offers the option of including questionnaires added in subsequent versions of the template. Template upgrade doesn't add additional external questionnaires that were included in the template when the project was created.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** .
2. Choose **Mass invite**.
3. Perform one of the following actions:
   - To create a new invitation wave, select **Create new wave** from the **Choose a wave** dropdown menu and enter a name for the wave.
   - To use an existing wave, select it from the **Choose a wave** dropdown menu
4. Specify an end date for the wave by choosing the calender icon (*calender icon*) and selecting a date.
5. Choose **Browse file** and navigate to the CSV file that contains the list of suppliers you want to include in the current mass registration invitation wave.
6. Choose **Upload spreadsheet**

   The **Summary** area shows the results of your upload. If your file contained errors, it shows you the number of suppliers with missing contacts, invalid vendor IDs, and the number of suppliers that are already registered. Choose **Download all errors** to download a list of all errors in the file.
7. If your file contained errors, correct them and then choose **Re-upload** to upload the corrected file from the same location.
8. **Optional:** If your site uses multiple external registration questionnaires, select a questionnaire from the **Choose the questionnaire to send** dropdown menu.
9. Choose **Send invitation**.

Results

The registration invitation is sent to all suppliers in the current wave.

Next Steps

Use the **Track history** tab to monitor the progress of mass registration invitation waves. Once the current wave has achieved the results you want, you can create additional waves of mass registration invitations as needed.

Related Information

Monitoring the Progress of Mass Registration Invitations [page 570]
Sourcing and Fulfillment (Trading) Relationships with Suppliers
Supplier Contact Data File Format [page 137]
Primary Supplier Manager Data File Format [page 157]
Mass Registration Data File Format [page 571]
Setting a Supplier as Registered Using the Set Registered Option
Internal Supplier Registration Data File Format [page 168]

Monitoring the Progress of Mass Registration Invitations

Once you've sent a wave of mass registration invitations, you can monitor the number of suppliers that have responded and completed their registrations.

Prerequisites

You must be a member of the **SM Ops Admin** group to monitor the progress of mass registration invitations in **SM Administration**.

Context

The **Track history** tab displays the name of the invitation wave, the number of suppliers invited in the wave, the date the invitation was issued, and the number of suppliers in the wave with approved registrations.

From there, you can download a CSV file that contains your history of mass registration invitations. The CSV file includes important additional information: a list of all of the suppliers invited in each wave, including their ERP vendor IDs, and their current registration status. This file shows the suppliers in the wave who have been invited or successfully registered, who are in the process of registering, or who have had their registrations denied. You can provide this file to interested parties in your company, such as category or supplier managers who can't access **SM Administration**, so that they can follow up on stalled registrations and perform other necessary actions.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration**.
2. Choose **Mass invite**.
3. Choose the **Track history** tab.
4. **Optional:** Perform one of the following actions:
   - To update the data on the tab (for example, to show a newly created wave or the most recent number of registered suppliers), choose **Refresh**.
   - To download your history of mass invitation registrations as a CSV file, choose **Download** and save the file to the location of your choice.

Related Information

Issuing Mass Registration Invitations to Suppliers [page 568]

Mass Registration Data File Format

Mass registration uses a CSV file import to specify the list of suppliers you want to invite to register automatically in the current wave.

If you want to assign primary and alternate supplier managers to the suppliers in an invitation wave, you must import the data file that defines managers for those suppliers before importing the mass invitation data. Primary supplier managers are for information only. If any suppliers in the invitation wave don't have a primary or alternate supplier manager, the administrator who sends the mass invitation is assigned as the primary supplier manager.

The mass registration data import task reads from a CSV file that contains the following fields:

Field	Definition	Required
`erpVendorId`	The supplier's ERP vendor ID. You can obtain supplier ERP vendor IDs by exporting the supplier data in your site using the **Data import and export** > **Suppliers** data export task.	Yes
`setTransactionRelationship`	Determines whether a fulfillment relationship is established for the supplier's **ERP Vendor ID**, in addition to the sourcing relationship.	No

Related Information

Primary Supplier Manager Data File Format [page 157]
Mass Registration Invitations for Suppliers [page 567]
Issuing Mass Registration Invitations to Suppliers [page 568]

Mass Modular Questionnaire Invitations for Suppliers

Mass modular questionnaire invitations automatically invite all specified suppliers to respond to a modular questionnaire in one operation. They provide a convenient way to allow sets of suppliers to respond to modular questionnaires without requiring individual manual invitations.

You can invite a large number of suppliers to respond to a modular questionnaire by defining separate waves or groups of suppliers and uploading a list of suppliers to include in each wave. You achieve this by uploading a CSV file that contains the list of suppliers you want to include in the current mass modular questionnaire invitation wave. You can also monitor the progress of these mass invitations.

You create distinct waves of invitations to send modular questionnaires to several suppliers in a controlled manner. For example, you can invite suppliers from one region in the first wave, another region in the second wave, and so forth. Waves have end dates, but they're for informational purposes only. The invited suppliers can fill out the modular questionnaire as long as it's still open, regardless of the end date of the wave. You can't schedule waves in advance.

Issuing Mass Modular Questionnaire Invitations to Suppliers

Supplier mass modular questionnaire invitations allow you to send modular questionnaire invitations to multiple suppliers in one operation.

Prerequisites

You must be a member of the **SM Ops Admin** group to issue mass modular questionnaire invitations.

Every supplier in the mass modular questionnaire wave must have at least one supplier contact. For all of the suppliers in the mass modular questionnaire wave that have primary supplier managers, the primary supplier managers must all be members of the **SM Ops Administrator** group.

The modular questionnaire project template in your site must be set up and published.

> ⚠ Caution
>
> Sending modular questionnaire invitations for a mass invitation wave creates a modular questionnaire project for every supplier in that wave. Before you start sending mass invitations, make sure that your modular questionnaire project template is finalized and published.

To specify the list of suppliers to include in a mass modular questionnaire invitation wave, you must add their ERP vendor IDs to a CSV data import file. These suppliers must already exist in your site.

Context

In addition to inviting supplier contacts to fill out stand-alone modular questionnaires by navigating to **Manage** > **SM Modular Questionnaires**, you can now send a single modular questionnaire to at most 10000 supplier contacts by uploading a CSV file in **Manage** > **SM Administration** > **Mass Invite**.

You can create distinct waves of invitations to send modular questionnaires to several suppliers in a controlled way. For example, you can invite the suppliers from one region in the first wave, another region in the second wave, and so forth. Waves have end dates, but they're for informational purposes only. The invitations are all sent after you upload a CSV file with the list of suppliers and click **Send Invite**. The invited suppliers can fill out the modular questionnaire as long as it's still open, regardless of the wave end date. You can't schedule waves in advance.

To send a single stand-alone modular questionnaire to several suppliers at a time:

Procedure

1. On the dashboard, choose **Manage** > **SM Administration**.
2. Choose **Mass Invite**.
3. Choose **Modular Questionnaire** in **Mass invite For:**
4. Perform one of the following actions:
   - To create a new invitation wave, select **New wave** from the **Choose a wave** dropdown menu and enter a name for the wave.
   - To use an existing wave, select it from the **Choose a wave** dropdown menu
5. Specify an end date for the wave by choosing the calender icon (*calender icon*) and selecting a date.
6. Choose **Choose file** and navigate to the CSV file that contains the list of suppliers you want to include in the current mass invitation wave.
7. Choose **Upload spreadsheet**.

   The **Summary** area shows the results of your upload. If your file contained errors, it shows you the number of suppliers with missing contacts, invalid vendor IDs, and so on. Choose **Download all errors** to download a list of all errors in the file.
8. If your file contained errors, correct them and then choose **Re-upload spreadsheet** to upload the corrected file from the same location.
9. If your site uses multiple external questionnaires, select a questionnaire from the **Choose the questionnaire to send** filter popup.
10. Choose **Send invitation**.

Results

The modular questionnaire invitation is sent to all suppliers in the current wave.

Next Steps

Use the **Track history** tab to monitor the progress of mass modular questionnaire invitation waves. Once the current wave has achieved the results you want, you can create additional waves of mass invitations as needed.

Monitoring the Progress of Mass Modular Questionnaire Invitations

Once you've sent a wave of mass modular questionnaire invitations, you can monitor the number of suppliers that have responded to the modular questionnaire.

Prerequisites

You must be a member of the **SM Ops Admin** group to monitor the progress of mass modular questionnaire invitations in **SM Administration**.

Context

The **Track history** tab displays the name of the invitation wave, the number of suppliers invited in the wave, the date the invitation was issued, and information on "Integration Blocked Until" date.

From there, you can download a CSV file that contains your history of mass modular questionnaire invitations. The CSV file includes important additional information: a list of all of the suppliers invited in each wave, including their ERP vendor IDs, and their current registration status. This file shows the suppliers in the wave who have been invited to respond to the modular questionnaire. You can provide this file to interested parties in your company, such as category or supplier managers who can't access **SM Administration**, so that they can follow up on modular questionnaire projects if required, and perform other necessary actions.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration**.
2. Choose **Mass invite**.
3. In the field **Mass Invite For**, choose **Modular Questionnaire**.
4. Choose the **Track history** tab.
5. **Optional:** Perform one of the following actions:
    - To update the data on the tab (for example, to show a newly created wave), choose **Refresh**.

- To download your history of mass modular questionnaire invitation as a CSV file, choose **Download** and save the file to the location of your choice.

Related Information

Issuing Mass Modular Questionnaire Invitations to Suppliers [page 573]

Mass Modular Questionnaire Invitation Data File Format

A mass modular questionnaire invitation to suppliers uses a CSV file import to specify the list of suppliers you want to invite to respond to modular questionnaires in the current wave.

If you want to assign primary and alternative supplier managers to the suppliers in an invitation wave, you must import the data file that defines managers for those suppliers before importing the mass invitation data. Primary supplier managers are for information only; if any suppliers in the invitation wave don't have a primary or alternative supplier manager, the user who sends the mass invitation is assigned as the primary supplier manager.

The mass modular questionnaire data import task reads from a CSV file that contains the following fields:

Field	Definition	Required
`erpVendorId`	For existing SAP Ariba suppliers, if the `SupplierOrganizationOrganizationIdPart_Export.csv` file contains a `Domain` and `Value` entry for the supplier, use the `Value` in this field. If not, use the `Parent.SystemID`. For suppliers imported from outside SAP Ariba, use the `erpVendorId` specified in `Supplier.csv`.	Yes
`recipientEmail`	The email address of the primary supplier contact.	Yes

Related Information

Primary Supplier Manager Data File Format [page 157]
Issuing Mass Modular Questionnaire Invitations to Suppliers [page 573]

Administrative Tasks for Supplier Management

Administrators can perform a variety of tasks to manage suppliers, such as inactivating or reactivating them, importing registration questionnaires, and canceling qualification projects.

Importing Supplier Registration Questionnaires [page 581]

Downloading the Vendor Onboarding Report [page 587]

Canceling an In-Progress Supplier Qualification Project [page 589]

Managing Access to the Advanced View of Supplier Management Projects [page 591]

Correcting Questionnaire, Task, and Registration Status Synchronization Errors [page 592]

Mass Inactivating Older Questionnaire Data for Multiple Suppliers at a Time [page 595]

Supplier Inactivation, Reactivation, and Expiration

Supplier Inactivation and Reactivation

Once you inactivate a supplier, no further transactions can be created with them. Typically, you inactivate your suppliers when you're sure that you don't want to work with them anymore.

Inactivation doesn't hard delete suppliers. Inactivation is a more permanent action than a block, but is reversible. Inactive suppliers:

- Are no longer visible in supplier search results, including searches for available participants for sourcing events and available suppliers for contract creation.
- Can't be edited or worked with. Supplier profiles for inactive suppliers become read-only, and users can no longer edit internal registration questionnaires or initiate processes such as registration, qualification, or preferred supplier management. Users also can't edit existing preferred levels. Tasks associated with those projects also become read-only and task owners or approvers can no longer complete them.

You can reactivate an inactive supplier. Reactivating the supplier restores all of their data and makes them available for transactions again.

Supplier inactivation and reactivation can occur in several different ways in SAP Ariba:

- An administrator can use the **Suppliers** data import/export task to import a supplier data in a CSV file with the `active` column set to `TRUE` (active) or `FALSE` (deactivated). Blank values in this column are assumed to be `TRUE`.

  > **Note**
  >
  > Before inactivating a supplier using data import, inactivate their contacts using the same `active` flag using the **Supplier contacts** data import/export task.

- If a supplier is marked with a delete indicator in an integrated SAP ERP system, and the supplier has already been synchronized with the ERP, the supplier is automatically inactivated. If the delete indicator is removed in the integrated ERP system, the supplier is automatically reactivated.
- If a supplier is inactivated, an administrator can manually reactivate them.

> **Note**
>
> If your site is integrated with an SAP ERP system, your integration synchronization settings determine when a new supplier in SAP Ariba is initially synchronized with SAP ERP. Until that initial synchronization occurs, SAP Ariba can't receive or send the delete indicators that inactivate or reactivate a supplier.

To permanently obfuscate a supplier and all their related data in your site, and and make them eligible for data purge, you can expire them after inativating them.

Related Information

Exporting Inactive Suppliers [page 132]
Supplier Data File Format [page 132]
Supplier Contact Data File Format [page 137]
Supplier Expiration and Supplier Data Obfuscation
Marking a Supplier Managed in SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (New Architecture) for Expiration [page 579]
Viewing and Manually Reactivating Inactive Suppliers [page 578]
Mass Inactivating Older Questionnaire Data for Multiple Suppliers at a Time [page 595]

Viewing and Manually Reactivating Inactive Suppliers

Use these steps to view or manually reactivate suppliers.

Prerequisites

You must be a member of the **SM Ops Administrator**, **SM ERP Administrator**, or **Customer Administrator** group.

Context

Typically, companies make suppliers inactive when they no longer want to do business with them for one reason or another. Users can't add inactive suppliers to sourcing events or contracts, and can't initiate processes for qualification and preferred designation for them. However, inactive suppliers remain in the database and retain existing registration information, unexpired qualifications, and preferred supplier designations. If your company decides to start doing business with a supplier again, you can reactivate them.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** .
2. Choose **Inactive Suppliers**.
3. To locate one or more specific suppliers, perform one of the following actions:
   - Choose a column head to sort the supplier list by that column.
   - Choose the filter icon ( ), enter a partial or full ID in the search field, and select one or more IDs to filter the supplier list by specific SM vendor IDs or ERP vendor IDs.
4. Perform one of the following actions:
   - To view the inactive supplier's profile, choose its SM vendor ID.
   - To reactivate the supplier, choose **Reactivate**.

Results

Reactivated suppliers show up once more in search results, and users can edit them, add them to sourcing events and contracts, and initiate qualifications and preferred supplier designation processes for them.

Related Information

Supplier Inactivation and Reactivation [page 577]

Marking a Supplier Managed in SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (New Architecture) for Expiration

Expiring a supplier permanently obfuscates them in your site's database. You can expire a supplier either for business reasons or because the supplier has requested removal.

Prerequisites

To expire a supplier, you must be a member of the **Data Protection Officer** group.

All contacts associated with the supplier must be inactivated. To inactivate supplier contacts, import their data using the **Supplier contacts** data import in **SM Administration** with the `active` field set to FALSE.

The supplier must be currently inactivated [page 577].

Context

In sites that include SAP Ariba Buying or SAP Ariba Buying and Invoicing, this topic is only applicable if the support for partitioned supplier feature (SM-30017) is enabled and you manage supplier data in **SM Administration**. If you manage your procurement supplier data separately, expiring a supplier in **SM Administration** doesn't remove them from your procurement supplier data.

> ⚠ Caution
>
> Expiring a supplier is a permanent operation. You can reactivate an inactive supplier, but there's no way to restore an expired supplier.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** .
2. Choose **Inactive suppliers**.
3. Locate the supplier that you want to expire in the list of inactive suppliers and choose **Expire**.
4. Choose **Expire** to confirm that you want to expire the supplier.

Results

After the suppliers are marked for expiration, supplier contacts show as **Supplier User Marked for Deletion** and suppliers show as **Supplier Marked for Deletion**.

After all transactions associated with the supplier are purged, the supplier is permanently obfuscated in the database.

It's possible to see an inactive supplier's profile, which shows an **Inactive** label, but an expired supplier is removed from the user interface.

Related Information

Supplier Inactivation and Reactivation [page 577]

Supplier Master Data Purge Criteria for SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (New Architecture)

Importing Supplier Registration Questionnaires

Use these steps to import supplier registration questionnaires if you want to onboard legacy suppliers and add information that you've collected in other systems to their profiles.

Prerequisites

To import supplier registration questionnaires, you must be a member of the **SM Ops Administrator** group. To export a template registration questionnaire from the supplier registration project template, you must be a member of the **Template Creator** group.

The questionnaire you want to import must be included in the currently published version of the supplier registration project template.

The supplier must have an existing registration project, either through migration or because a registration manager has started an internal or external registration.

Context

Questionnaire import has the following restrictions:

Restriction	Details	Recommended mitigation steps
Supported for **supplier registration questionnaires** only	Although the **Select type of questionnaire** dropdown menu shows the names of many different types of questionnaires in your site, including modular questionnaires, questionnaire import only works for registration questionnaires. Importing any type of questionnaire other than registration questionnaires, including modular questionnaires, is currently not supported. For registration questionnaires: • Importing external questionnaires is only supported for updates once the supplier is in **Registered** status. • Importing internal questionnaires is supported both for new registrations and for registration updates. There are no warnings in the user interface when you attempt to import an unsupported questionnaire, and the import status shows success, but the questionnaire isn't updated.	None
No answer validation	Questionnaire import doesn't validate answers. The import ignores answers with invalid formats and doesn't provide any error messages. For example, if you import a questionnaire with a **Date** question with an invalid date format, or a **Whole Number** question with a text answer, or a question with a pre-defined list of choices with an answer that doesn't match any of those choices, the import ignores the invalid answer and the field remains blank.	Members of the **Template Creator** group can export the questionnaire from the supplier registration project template. The exported template questionnaire includes information about the answer type of each question, its content ID (KI_ID), and a pipe-separated (|) list of valid answers for questions with pre-defined lists of choices. You can use this information to add answers in the correct format to the questionnaire import CSV file. The valid format for **Date** answers is `YYYY-MM-DD`.

Restriction	Details	Recommended mitigation steps
No safeguards against overwriting existing answers	Questionnaire import doesn't perform selective updates. The import updates **all questions in the import file** with **all the values in the import file**, including blanks. The import doesn't generate any warnings or require any confirmations when those imported values overwrite existing answers. As a result, **if you import a file with a blank value for a question that has an answer in the current version of the questionnaire in the supplier's profile, the import overwrites the existing answer with a blank with no warning**.	1. In the template of the questionnaire import file, delete the columns for any questions you don't plan to update at all. Only questions that are present in the import file are updated. Removing those questions avoids the risk of overwriting their existing answers with blank values. 2. Make sure that you add **all** existing answers for all of the remaining questions in the import file, not just the answers you want to update. You can obtain the existing answers for a questionnaire by viewing the questionnaire in the **Registration** detail area of the supplier's profile and exporting it from the questionnaire details page. **Note** The export on the questionnaire details page includes each question's content number, name, and answer, but the content number isn't the same as the KI_ID specified in the import file. You must manually match the questions in the questionnaire export to the headers in the questionnaire import template and transfer answers between the files so that the import includes existing answers instead of overwriting them with blank values. The template questionnaire export referenced in the restriction about answer validations includes both question names and KI_IDs and can serve as a reference for matching.

Restriction	Details	Recommended mitigation steps
Only updates some types of answers	Questionnaire import doesn't support updates for the following: • Attachments (either the **Attachment** answer type or attachments in individual questionnaires) • Comments to answers • Answers in repeatable sections • Answers to "complex" question answer types: **Address**, **Extended Address**, **Bank Account**, **Tax**, and **Certificate**	None
Updates questionnaires that are in active approval	Questionnaire import can update a questionnaire again while approvals for the previously submitted answers are still in progress. The imported update creates a new version of the questionnaire but doesn't interrupt or restart any in-progress approval tasks. This behavior can create a situation where different approvers in different parts of the approval flow are approving different versions of the questionnaire with different answers in the same approval round.	Mitigation steps depend on how and why you're using the questionnaire import. They can include: • Reserving the questionnaire import for only the most necessary circumstances and for one-time updates of supplier profiles. For example, you can use questionnaire import to add information obtained in external systems to the supplier profile as a one-time operation when you start onboarding the supplier. • Verifying that a particular questionnaire import doesn't interfere with current activities in affected registration projects. • Creating a dedicated internal registration questionnaire with no tasks that you use exclusively to import data from other systems into supplier profiles, separate from the questionnaires you use to manage data collection from internal and external questionnaire recipients.

Restriction	Details	Recommended mitigation steps
Starts associated tasks	Imported questionnaire updates start the tasks associated with the questionnaire, and approvers and internal questionnaire editors must manually complete those tasks to complete the current registration workflow. For example: • Importing an update to an external registration questionnaire starts any approval tasks for the questionnaire update, and updated answers aren't committed to the vendor database or synchronized to an integrated ERP system until the questionnaire is finally approved. In the meantime, if the registration is external, the supplier is blocked from submitting their own updates to the questionnaire while it's in approval. • Importing answers for an internal registration questionnaire starts any approval tasks associated with it for the current registration phase. If there's also a To Do task on the questionnaire, a person with permission to edit the internal questionnaire must also manually mark the To Do task complete to complete the current registration workflow. The imported updates show as the current version of the questionnaire, and the person completing the To Do task can edit the imported answers again before marking the task complete even if they're still in approval. Imported updates to external registration questionnaires don't generate notifications to suppliers. They do reset questionnaire reopening countdowns and reminder schedules.	

The **Questionnaires** workspace in **SM Administration** includes a download for a template of the questionnaire import file. The questionnaire import includes the following fields:

Field	Description	Required?
`sourceSystem`	The source system for the supplier associated with the questionnaire.	Yes

Field	Description	Required?
`erpVendorId`	The ERP vendor ID of the supplier associated with the questionnaire.	Yes
<question title> (<question KI_ID>)	The question title and its content ID (KI_ID). The import file includes a separate field of this format for each question in the questionnaire, including questions that are initially hidden by visibility conditions. **ⓘ Note** To import answers to questions to which a visibility condition is applied, you must also include the answer that satisfies the condition in the import.	No The questionnaire import file only needs to include fields for the questions you want to update. **→ Tip** Since fields for individual questions aren't required, remove any questions you don't plan to update at all from the import template. For the remaining questions, **it's important to make sure that you include all existing answers in the import** to avoid overwriting existing answers with blank values.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration**.
2. Choose **Questionnaires**.
3. Export a template of the import file for the questionnaire that you want to update by performing the following actions:
   a. Choose the registration questionnaire from the **Select type of questionnaire** dropdown menu.
   b. Click **Download**.
   c. Save the exported questionnaire template CSV file to the location of your choice.
4. Edit the CSV file to add the data you want to import, making sure that:
   - You provide valid values for all answers.
   - The file includes all existing answers for all included questions for each specified supplier. Blank values in the import overwrite existing answers. Delete all columns for questions that you don't want to update at all to help prevent this issue.
5. On the dashboard, choose **Manage** > **SM Administration**.
6. Choose **Questionnaires**.
7. Import questionnaire data by performing the following actions:
   a. Choose the registration questionnaire from the **Select type of questionnaire** dropdown menu.
   b. Click **Choose File**.
   c. Navigate to the questionnaire CSV file and choose **Open**.
   d. Choose **Upload**.

The size of the questionnaire file that you upload is restricted to 25 MB. This restriction enhances the overall performance of the import function. If the size of the file is greater than 25 MB, the system displays an error message that reads "Imported file size should not be more than 25MB".

Results

The **Import Summary** tab shows the progress and status of the data import. However, remember that in some cases the data import shows as successful when it hasn't updated questionnaire data, such as when you import data for a questionnaire that isn't supported or when the import includes invalid answer values.

The import creates a new version of the questionnaire, which shows as the current version in the version history on the questionnaire details page. If the questionnaire was in active approval when you imported the update, the previously submitted answers become the previous version of the questionnaire and are indicated as approved in version history even though approval is still in progress.

Next Steps

To verify that the import has successfully updated all the answers you wanted to update, navigate to the **Registration** detail area of individual supplier profiles and view those questionnaires.

Downloading the Vendor Onboarding Report

Use these steps to track your suppliers' registration and qualification progress with the vendor onboarding report, which is a delimiter-separated value file that shows their latest registration and qualification statuses and when those statuses were achieved.

Prerequisites

To view the **Reports** workspace and download the vendor onboarding report, the `SM Reports` feature must be enabled. Contact SAP Ariba support to enable this feature.

To download the vendor onboarding report, you must be a member of the **SM Ops Administrator** group.

> **Note**
>
> The supplier registration information in this report is also available in the following places:
>
> - The **Supplier Onboarding Progress** data snapshot in **Manage** > **Supplier data snapshots**. Supplier data snapshots are available to users with a wider range of permissions. For more information, refer to Creating a Supplier Data Snapshot.

- Analytical reports on supplier registration projects, including the prepackaged **Open Supplier Registrations Report**. These reports are available to all users with analytical reporting permissions. For more information, refer to Analytical Reporting on Suppliers and Supplier Management Projects.

Context

The vendor onboarding report shows the latest status for each supplier registration and qualification along with the date when that status was updated. Data for qualifications includes the commodity, region, and department of the qualification; qualifications are only available in SAP Ariba Supplier Lifecycle and Performance. You can download the report as a comma-separated values (CSV) file, the default export delimited, or choose from other common delimiters such as the semicolon (;). When you generate the report, you specify a range of dates up to a maximum range of 3 months to include suppliers with records last updated in that date range, then schedule the report to run. After it has finished running, you can download it to the location of your choice and either open it or transfer it to a third-party system for processing.

Since the report includes status update dates, but you specify a date range for supplier records last updated when generating it, you can use the report to see onboarding progress for suppliers with specific levels of activity. For example, if you generate a report for suppliers with records that were last updated more than 6 months ago, it includes all registration and qualification status changes for those suppliers, even if those status changes occurred outside the report date range. You can then further filter the report by statuses and status update dates to identify stalled registrations and qualifications.

For example, you can use the report to see all of the registrations in **Invited** status where the registration invitations (indicated by the change from **Not Registered** to **Invited** status, the last status change) were issued more than 3 months ago and follow up with those suppliers. Or you can see all of the registrations with a change to **Pending Approval** status in the last 3 months to identify registrations that haven't been approved or denied in a timely fashion and that can indicate internal bottlenecks in your organization's approval processes.

The **Reports** workspace shows previously generated reports and their date ranges, allowing you to generate a new report with a starting date right after the end date of the previous report. Currently, the only report available in this workspace is the vendor onboarding report.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** .
2. Choose **Reports**.
3. (Optional) Perform any of the following actions:
   - On the **CSV Delimiter** dropdown menu, select the value delimiter to use in the report file.
   - Enter a name for the report file in the **Report name** field.
4. For the **From** and **To** dates, use the calendar and time choosers to specify the start and end dates and times to include suppliers with records last updated in that date range in the generated report.
5. Choose **Schedule**.

Report generation starts and a new entry shows at the top of the generated reports table. The amount of time it takes to generate a report depends on several factors, including the amount of data included in the specified date range.

6. Choose **Refresh report details** to see if the report is ready to download, or navigate away from the **Reports** workspace and return later. When the report is ready to download, it shows a report status of **Created**.
7. Choose the download icon ( ) and save the report file to the location of your choice.

Canceling an In-Progress Supplier Qualification Project

Use these steps to cancel a project-based qualification that hasn't yet approved or rejected by deleting the underlying qualification project. Cancellation allows a qualification manager to start a new qualification project for the same combination of commodities, regions, and departments.

Prerequisites

To cancel an in-progress qualification project, you must be a member of the **SM Ops Administrator** group.

Have a supplier's **SM Vendor ID** to search for and cancel their in-progress qualification projects. **SM Vendor ID**s are available in supplier profiles and in the **Suppliers** data export in **SM Administration**.

Context

This topic applies to qualification projects. If your site uses process projects for qualification, process initiators can cancel eligible process projects in a supplier's profile.

When a qualification manager starts a qualification for a specific commodity, region, and department, SAP Ariba Supplier Lifecycle and Performance creates a qualification project for that combination. If an approver denies the qualification, the qualification project with that commodity, region, and department combination remains in the supplier's profile and prevents creation of a qualification for the same combination.

You can cancel an existing qualification project that is in **Qualification Started**, **In Qualification**, **Pending Qualification Resubmit** or **Pending Qualification Approval** qualification status by deleting the qualification project. Once the qualification is deleted, a qualification manager can create a new qualification project for the same combination of commodity, region, and department.

> **Note**
>
> Qualification statuses set by data import aren't associated with qualification projects, and can only be canceled using a data import that updates their qualification status to `Cancelled`.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** > .
2. Choose **Cancel qualification**.
3. Enter the supplier's **SM Vendor ID** and press Enter or choose the search icon ( ).
4. In the list of available qualification projects, locate the project you want to cancel and choose the delete icon ( ).
5. Choose **Continue** to confirm that you want to cancel the project.

Results

The qualification is now canceled and the underlying qualification project is flagged as deleted in the database, meaning that:

- The qualification no longer shows in the supplier's profile, on the **Supplier Management** dashboard, or in supplier search results.
- Approvers attempting to access the qualification approval page using links in notification emails, or attempting to submit approvals, see a message letting them know that the qualification has been canceled.
- Suppliers attempting to access or submit the qualification questionnaire on SAP Business Network can no longer access the questionnaire and see a message letting them know that the qualification is canceled.
- Qualification managers can start new qualifications based on the same commodity, region, and department combination as the previously canceled qualification.

If the canceled qualification is the only one that had been started for the supplier, the supplier's overall qualification status reverts to **Qualification Not Started**.

Related Information

Supplier Qualification Data File Format [page 140]

Managing Access to the Advanced View of Supplier Management Projects

Use these steps to enable or disable the **Advanced view** link in supplier management projects for specific project types, and to control who can access it. The **Advanced View** link allows users with the appropriate permissions to perform advanced actions such as reopening questionnaires or editing project groups and tasks.

Prerequisites

To manage access to the **Advanced view** link in supplier management projects, you must be a member of the **SM Ops Administrator** group.

Context

The **Advanced view** link allows users with the appropriate permission to edit project components such as tasks and the team. Some of the most common uses of the advanced view include:

- Adding approvers to approval flows. Some organizations find it useful to provide project owners with the flexibility to add approvers to approval tasks on questionnaires, or to the project groups that are already defined as approvers. These ad hoc edits can handle cases where the template-defined approval flow doesn't include all relevant stakeholders.
- Reopening closed questionnaires. If a recipient doesn't respond to an external questionnaire by the time its due date is reached, it automatically closes and is only editable again if reopened manually. Manually reopening the questionnaire in advanced view is the only way to make it editable again in this situation.

You can enable or disable the advanced view for the following types of supplier management projects:

Project	Default setting
Modular Questionnaire	Off This setting is only available in sites that use modular supplier management questionnaires.
Registration	On
Qualification	On
Supplier Request	On
Disqualification	On
Process	Off This setting is only available in sites where the process project feature is enabled.

Your advanced view configuration for a project type applies to all projects of that type in your site. You can't enable or disable the **Advanced View** link in individual projects.

If you enable the **Advanced View** link for a project type on your site, project owners, members of the **SM Ops Administrator** group, and members of the **SM ERP Administrator** group can access this link. If you also enable the **Control access by group** setting, only members of the **SM Advanced View Access** group can access the link.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** .
2. Click **Advanced view configuration**.
3. Slide the toggle for a project type to enable or disable the **Advanced View** link in all projects of that type.
4. **Optional:** Slide the toggle for the **Control access by group** setting to enable or disable it.

Results

If you've enabled the advanced view for a project type, users with the appropriate permission see the **Advanced View** link on project pages.

Related Information

Project Advanced View
Reopening a Closed External Supplier Management Questionnaire

Correcting Questionnaire, Task, and Registration Status Synchronization Errors

Use these steps to manually synchronize registration statuses, questionnaire answers, and tasks. These manual synchronizations can correct errors with automatic synchronizations and unblock project progress.

Prerequisites

To manually synchronize status, questionnaire data, task data, and questionnaire answers, you must be a member of the **SM ERP Administrator** or **Customer Administrator** group, as well as a group that has permission to work in project advanced view.

Advanced view must be enabled for the project type where the synchronization error occurred.

Context

The following manual synchronization tasks allow you to correct synchronization errors for some supplier management project data by manually resynchronizing it:

Table 26: Manual Synchronization Tasks for Supplier Management Projects

Task	Description	Use
Sync Status	Manually synchronizes supplier registration status.	This synchronization addresses situations where a supplier's current registration status shows accurately on the **Home** dashboard, in sourcing events, and on SAP Business Network, but isn't updated in their profile or in supplier search and doesn't trigger ERP synchronization, if applicable. This synchronization task is only applicable to supplier registration projects.
Sync Questionnaire Data	Manually synchronizes answers in mapped questions to the supplier database.	This synchronization addresses field-mapping synchronization errors, where answers in mapped questions don't show in supplier profiles and aren't synchronized to an integrated ERP system. In sites that use manual synchronization to an integrated ERP system, this situation can cause errors when a user attempts to synchronize a supplier who is otherwise eligible. In sites that use automatic synchronization, this situation can cause that synchronization to fail.
Sync Task Data	Manually synchronizes data for project tasks.	This synchronization addresses situations where task owners or approvers have completed task actions, but the tasks become stuck or revert to their previous state. These synchronization failures are listed in the **Activity log** detail area of the supplier profile. **Note** Manual task synchronization is only available for tasks associated with forms or questionnaires.

Task	Description	Use
Sync Questionnaire Answers	Manually synchronizes questionnaire answers that are applicable to search.	This synchronization addresses situations where current answers aren't used in supplier searches.
Sync Scores	Manually synchronizes scores for modular questionnaires.	Automatic score synchronization occurs immediately after responses are submitted. This synchronization addresses situations where scores corresponding to the latest submitted responses are not displayed in the modular questionnaire, either showing no scores or outdated ones. This feature is available only for questionnaire projects and is accessible to users who belong to the **SM ERP Administrator** or **Customer Administrator** groups. Additionally, users must be part of a group with permission to work in the project advanced view. **Note** The **Sync Scores** option is disabled when the questionnaires are in both the **New Phase** and the **Not Responded** state.

Procedure

1. On the **Supplier Management** dashboard, open the profile of the supplier with the synchronization error.
2. Navigate to the project where the synchronization error is occurring.

   For example, for a registration status synchronization error, navigate to the **Registration** detail area. For a task synchronization error in a modular questionnaire, navigate to the **Questionnaires** detail area and view questionnaire details.
3. Choose **Advanced View** ( ).
4. In the project advanced view, perform one of the following actions:
   - To synchronize registration status, or all project questionnaire data, task data, or questionnaire answers, on the **Overview** tab, choose **Actions** and then the synchronization task you want to start.
   - To synchronize questionnaire data, task data, or answers for a specific questionnaire, on the **Documents** tab, choose the form or questionnaire associated with the synchronization error, then choose the synchronization task you want to start.

   The synchronization tasks that are available depend on the project type and circumstances.

Results

The task resynchronizes the data.

If the supplier is eligible for automatic ERP synchronization that was previously blocked by synchronization errors, manual questionnaire data synchronization generates a new integration message with the resynchronized questionnaire data.

Manual task synchronization moves the task or tasks associated with the questionnaire to the correct status and triggers any further task actions configured for them.

Related Information

Managing Access to the Advanced View of Supplier Management Projects [page 591]
Project Advanced View

Mass Inactivating Older Questionnaire Data for Multiple Suppliers at a Time

Use this procedure to mass inactivate older questionnaire data for several suppliers at a time in SAP Ariba Supplier Lifecycle and Performance. Export, edit, and import a CSV file to manage questionnaire data.

Context

You can mass-inactivate older questionnaire data for multiple suppliers at a time by exporting a CSV file, editing it, and importing it back into SAP Ariba Supplier Lifecycle and Performance.

Procedure

1. Go to **Manage** > **SM Administration** > **Data import or export**.
2. In the **File type** dropdown, choose **Questionnaire response version info**.
3. In the **Import** tab, export your currently available data based on when the questionnaires were created. Choose the dates in the From and To date-picker fields.
4. Click **Export**.

   A CSV file is exported to the default download folder on your computer.
5. Edit the downloaded file as explained below. The downloaded file contains the following columns:
   - **smVendorId**: The SM Vendor ID of the supplier whose previous questionnaire data you want to inactivate.

- **questionnaireInternalId**: The workspace or project ID of the supplier.
- **questionnaireTitle**: The title of the questionnaire whose previous data you want to inactivate.
- **documentId**: The document ID of the questionnaire whose previous data you want to inactivate.
- **lastSubmittedDate**: The date when the questionnaire was last submitted.
- **inactivateOldQuestionnaireResponseVersion**: The attribute that determines if you want previous data of a questionnaire inactivated. Mark this as "True" if you want to keep the **latest** version of the questionnaire.
- **inactivateCompleteQuestionnaire**: The attribute that determines if you want to inactivate the complete questionnaire. Mark this as "True" if you want to purge **all** the questionnaire versions.

> **Note**
>
> You can choose to keep the latest version of the questionnaire **or** inactivate all versions. You can only perform **one** operation at a time. You can select up to 1,000 records at a time. For more information on how date-based purge works, see Transaction Data Purge Criteria for SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (New Architecture).

Table 27: Expected Behavior

inactivateOldQuestionnaireResponseVersion	inactivateCompleteQuestionnaire	Expected Behavior
True	True	Validation error is displayed
False	False	Validation error is displayed
True	False	"True" takes precedence; older versions of questionnaire are inactivated. Only the latest version is kept.
False	True	"True" takes precedence; complete questionnaire is inactivated.

6. Choose **Choose File** and navigate to the file you want to import.
7. Choose the encoding that the data file you want to import uses from the **Encoding Type** dropdown menu.
8. Choose **Import**.

Results

After you import the edited CSV file, SAP Ariba Supplier Lifecycle and Performance inactivates all previous versions or keeps the latest version based on your choice.

Next Steps

Choose the **Import summary** tab to view the status of your data import. If your import contains any errors, choose the **View** link to the right of the number of errors in the import to see or download error messages.

You can cancel a data import by choosing **Cancel Job**.

Related Information

Importing Supplier Data [page 129]
Supplier Data File Format [page 132]
Supplier Process Projects Import File Format [page 163]

Setting up External Validation of Registration and Modular Questionnaires Using Web Services

You can enable external validation of either external registration or modular questionnaires, or both, using web services. These web services validate supplier responses in real time, before they submit questionnaires for approval.

Prerequisites

To enable web services and configure parameters you must be a member of the **Customer Administrator group**.

To manage settings in supplier management templates, you must be a member of the **Template Creator group**. For modular questionnaire templates, you must also be a member of the **SM Modular Questionnaire Manager group**.

You must have an external system set up to consume validation requests and generate responses using the applicable web services.

Context

You can validate supplier responses to external registration or modular questionnaires in an external system in real time, as they edit and submit questionnaire responses, to enhance data accuracy and compliance and reduce manual turnaround time from requesting additional information during approval. External validation of external registration questionnaires is supported in both internal and external registrations.

External validation responses from the external system can also set data in the header fields used for conditional approvals in registration or modular questionnaire projects by passing the data in the `QuestionnaireDetails` element. The header fields where this data can be set are:

- **Finance Approval Level** (mapped to `project.FinanceApprovalLevel`)
- **Legal Approval Level** (mapped to `project.LegalApprovalLevel`)
- **Line of Business Approval Level** (mapped to `project.LOBApprovalLevel`)
- **Purchasing Approval Level** (mapped to `project.PurchasingApprovalLevel`)
- **Quality Approval Level** (mapped to `project.QualityApprovalLevel`)
- **Sustainability Approval Level** (mapped to `project.SustainabilityApprovalLevel`)

To be included in external validation requests and responses, you must add these fields as questions mapped to the appropriate `project.*` field mapping in the questionnaire as well as marking them for external validation. The best practice is to use visibility conditions to hide these questions from supplier respondents so that they can't add their own values. For more information on conditional approvals based on the values in these fields, see Conditional Approval Flows Based on Questionnaire Answers [page 512].

The web service is invoked separately for each external questionnaire. SAP Ariba recommends only marking required questions for external validation.

Procedure

1. Enable following parameters in **Intelligent Configuration Manager**, depending on the questionnaire type:

Option	Description
Registration	Required:**Enable external validation of registration questionnaires using web services** (`Application.SM.ExtenralValidationEnabled`) Optional: **Include previous approved answers in external validation of registration questionnaires using web services** (`Application.SM.IncludePreviousVersionForExternalValidation` .
Modular questionnaire	Required:**Enable external validation of modular questionnaires using web services** (`Application.SM.ExtenralValidationEnabledForMQ`). Optional: **Include previous approved answers in external validation of modular questionnaires using web services** (`Application.SM.IncludePreviousVersionForExternalValidationForM`

2. Enable the following web services, depending on the questionnaire type:
   - **External Validation for Registration Questionnaire** for registration questionnaires
   - **External Validation for MQ** for modular questionnaires

   For more information about enabling web services, see Enabling a SOAP Integration Task.
3. Mark specific questions in external registration questionnaires and modular questionnaires for real-time validation using the **Marks Responses For External Validation** in the settings on the create/edit question page in the template.

Results

When suppliers edit questionnaires on SAP Business Network and submits those edits, the applicable web service generates a request that includes all questions marked for external validation and sends it to the external system. After the external system validates the data, it sends a response back.

If the response doesn't include any errors, the submission is successful. If the response includes errors, the supplier must correct those errors before they can submit the questionnaire successfully, and each submission attempt is re-validated. If response has a success status but with an error block, the error messages are ignored and the submission is successful. For more information, see Sample Error Response XML File.

Related Information

External Validation for MQ
External Validation for Registration Questionnaire
Enable external validation of registration questionnaires using web services [page 808]
Enable external validation of modular questionnaires using web services [page 809]
Include previous approved answers in external validation of registration questionnaires using web services [page 813]
Include previous approved answers in external validation of modular questionnaires using web services [page 814]
Reviewing Integration Data Definitions in the Data Dictionary
Generating a WSDL File
Visibility Conditions for Showing or Hiding Content Based on Answers [page 477]
Conditional Approval Flows Based on Questionnaire Answers [page 512]

Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance

Dun & Bradstreet integration allows you to leverage D&B supplier data during the supplier request and registration workflows. It requires requesters to search for potential new suppliers in the D&B database and automatically includes D&B data in supplier profiles.

Dun & Bradstreet integration is available in SAP Ariba Supplier Lifecycle and Performance. It integrates SAP Ariba Supplier Lifecycle and Performance with third-party provider Dun & Bradstreet (D&B) to retrieve data for select fields from D&B Direct+ or the D&B Worldbase Marketing Plus with Linkage product using D&B's Data Integration Toolkit (DIT - https://toolkit-api.dnb.com). This integration enables you to use D&B supplier data to:

- Require requesters in your organization to search for new suppliers in the D&B database when creating an internal supplier request. This requirement ensures that all new suppliers created in SAP Ariba Supplier Lifecycle and Performance either have D-U-N-S numbers or are approved for an exception.
- Include other D&B data in supplier profiles. With D&B integration, the request process adds basic D&B data such as address to the supplier request. After the supplier request is approved, SAP Ariba pulls additional data from D&B and adds it to the SAP Ariba vendor record and, based on your configuration, to supplier registration questionnaires.

D&B integration automates inclusion of this standard and verified data in supplier profiles, eliminating the need for category or supplier managers to manually enter not only D-U-N-S numbers, but other detailed supplier data maintained by Dun & Bradstreet. You choose which D&B data to include in the supplier profile by adding mapped questions to the internal supplier request and registration questionnaires in your site's supplier management project templates.

> **Note**
>
> Dun & Bradstreet integration:
>
> - Uses the Worldbase Marketing Plus with Linkage and the Data Integration Toolkit product by default, and the D&B Direct + API with an additional configuration.
>   New SAP Ariba customers are recommended to enable D&B integration using Direct + from the start. **Customers using existing integrations are strongly recommended to enable Direct + to avoid disruptions if Dun & Bradstreet ends support of the D&B Worldbase Marketing Plus with Linkage product using D&B's Data Integration Toolkit.**
> - Supports the use of integrated Dun & Bradstreet data in internal supplier requests and both internal and external (supplier-facing) supplier registration questionnaires. It doesn't support the use of D&B data in external supplier requests.
> - Pulls additional data from Dun & Bradstreet and adds it to D&B-integrated vendor database fields after approval of a supplier request based on a D&B supplier. There's currently no way to update the data after this point.
> - Isn't recommended if your site is integrated with SAP MDG-S and you validate new supplier requests in MDG-S. SAP Ariba hasn't verified that feature in combination with D&B integration.

Workflow for Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 602]

Prerequisites for Integrating Dun & Bradstreet with SAP Ariba Supplier Lifecycle and Performance [page 604]

Configuring Dun & Bradstreet Integration in Your Site [page 605]

Internal Supplier Request Setup for Dun & Bradstreet Integration [page 607]

Supplier Registration Questionnaire Set up for Dun & Bradstreet Integration [page 608]

Field Mappings for Dun & Bradstreet Questions in the Internal Supplier Request and Registration Questionnaires [page 609]

Deletion of Dun & Bradstreet Data from Your Site [page 613]

Field Reference for Dun & Bradstreet Integration [page 614]

Workflow for Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance

The following high-level steps describe the workflow for Dun & Bradstreet integration with SAP Ariba Supplier Lifecycle and Performance after the feature is enabled in your site:

1. An administrator in your organization configures the feature. For details, see Configuring Dun & Bradstreet Integration in Your Site [page 605].
2. A template creator updates the internal supplier request project template in your site to include:
   - Questions mapped to the vendor database fields required for D&B supplier lookup, as well as any other mapped D&B fields that you want to include in the request. See Field Reference for Dun & Bradstreet Integration [page 614].
   - Questions asking the requester to explain why they need an exception to the D-U-N-S number requirement if they don't see the supplier they're requesting in the D&B search results.

   The template creator publishes the new version of the template.
3. A template creator updates internal and external questionnaires in the supplier registration project template in your site to add mapped questions for D&B data and publishes the new version of the template.
4. A requester at your company creates an internal supplier request by choosing **Create** > **Supplier Request with D&B Lookup** on the dashboard, or creates a supplier instead of selecting an existing supplier when inviting suppliers to a sourcing event. The D&B search page opens.
5. The requester performs one of the following actions on the D&B search page:
   - Enters the supplier's D-U-N-S number, if they know it or can obtain it from the supplier before submitting the request.
   - Enters other information, such as name and address, that can be used to look up an existing supplier in the D&B database.

   This step can include requesting suppliers to create a Dun & Bradstreet account to obtain a D-U-N-S number if they don't already have one.
6. SAP Ariba searches the integrated D&B database using the specified search criteria and displays a list of matching suppliers to the requester. This search is in principle free of D&B charges unless there's an abuse of the customer agreement.
7. One of the following two scenarios occurs:
   - If the requester recognizes a supplier from the D&B search results as the supplier they wanted to request, they select the supplier and choose **Next**. The supplier request form defined by your site's template opens, and the mapped D&B questions are automatically populated with basic D&B data. By default, the requester can't edit this information. Questions with mapping to fields that are pulled from D&B after

request approval are automatically hidden to prevent the requester from entering data that's overwritten by the subsequent D&B data pull. The D&B exception-related questions are also automatically hidden. The requester fills out the rest of the request and submits it.
If the self-service configuration parameter **Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup** (`Application.SM.IsExtendedAddressSectionEditableForDNBLookup`) is enabled in **Intelligent Configuration Manager**, the requester can edit information in **Extended Address** fields before submitting the request. This option allows requesters to add missing information, including required answers that are missing from D&B data, or to make corrections to incorrect information.

- If the requester doesn't recognize any of the suppliers in the D&B search results, they choose **Can't find supplier**. The supplier request form opens, showing the D&B exception questions. Questions mapped to D-U-N-S number and legal supplier name are automatically hidden. The requester fills out the request and submits it.

8. SAP Ariba checks for duplicate suppliers in your site. If duplicates are identified, the requester can still opt to submit the supplier request.
9. The supplier request enters the approval workflow. Approvers review and approve the request, and the new supplier is created in the SAP Ariba supplier database.
10. If the supplier request was based on a D&B supplier, after it's approved, a second D&B data pull adds additional data from Worldbase Marketing Plus to the supplier record in SAP Ariba Supplier Lifecycle and Performance for any D&B-integrated database fields that are mapped in request or registration questionnaires. Depending on your licensing agreement with D&B, this second data pull can incur D&B fees. It only occurs after the approval of the supplier request.
11. Once the D&B data is pulled into the SAP Ariba supplier record, it's available in the supplier's profile.
    The locations in the profile where it's visible depend on the underlying data field and your questionnaire configurations:
    - D&B-integrated data fields mapped to questions in the supplier request show in the **Supplier request** detail area of the profile, along with other supplier request details.
    - Standard vendor fields in other areas of the profile that are integrated with D&B, such as supplier name (`vendor.vendorInfo.name1`), show the D&B data.
    - All D&B-integrated data fields automatically show in the **ERP data** detail area, including custom fields.
12. The new supplier is invited to register. When the registration project is created:
    - Any questions in registration questionnaires that are mapped to the same vendor database fields as questions in the supplier request are automatically populated with the values from the request, including any D&B data.
    - Any additional questions in registration questionnaires that are mapped to database fields enriched by the second D&B data pull are automatically populated with that data. Make these questions read-only to avoid having suppliers or internal users overwrite data retrieved from D&B.

Related Information

Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 601]
Prerequisites for Integrating Dun & Bradstreet with SAP Ariba Supplier Lifecycle and Performance [page 604]
Configuring Dun & Bradstreet Integration in Your Site [page 605]
Internal Supplier Request Setup for Dun & Bradstreet Integration [page 607]
Supplier Registration Questionnaire Set up for Dun & Bradstreet Integration [page 608]
Field Reference for Dun & Bradstreet Integration [page 614]

Prerequisites for Integrating Dun & Bradstreet with SAP Ariba Supplier Lifecycle and Performance

Before integrating SAP Ariba Supplier Lifecycle and Performance with Dun & Bradstreet, make sure that you've fulfilled the prerequisites for both Dun & Bradstreet licensing and configuration in your SAP Ariba Supplier Lifecycle and Performance site.

The Dun & Bradstreet integration feature must be enabled in your site by SAP Ariba support.

For integration with SAP Ariba Supplier Lifecycle and Performance, you must have licensed one of the following Dun & Bradstreet products:

- Direct+
- Worldbase Marketing Plus with Linkage and Data Integration Toolkit

The product must be activated, and you must have either a consumer key and consumer secret for Direct+ or a user ID and password for the Data Integration Toolkit. Your agreement with Dun & Bradstreet must allow you to access the D&B service from your SAP Ariba cloud service and receive data from your D&B account in your SAP Ariba site. SAP Ariba assumes no responsibility for the D&B service or support for that service. All materials or data you receive from the D&B service are considered Customer Data or Customer Materials under your agreement with SAP. The feature enabling access to this external service can be removed from the SAP Ariba cloud service by SAP Ariba with advanced notice to you (or immediately to protect SAP's interest if there's a security, system integrity, or intellectual property infringement concern).

To configure Dun & Bradstreet integration in SAP Ariba Supplier Lifecycle and Performance, you must be a member of the **SM Ops Administrator** group.

To add mapped questions in internal supplier requests and registration questionnaires to support Dun & Bradstreet searches, you must be a member of the **Template Creator** group.

Your site must use the **Extended Address** rather than **Address** answer type to collect address information about suppliers. The extended address configuration in your site must include the following fields, which are required for D&B integration:

- **House No./Street/Suppl.**
- **Street 2**
- **Postal Code/City**
- **Country/Region**

Dun & Bradstreet integration with supplier addresses occurs only in extended address fields (which have field names that start with `vendor.addressExt.postalAddress`). Integration with regular address fields (which start with `vendor.address`) isn't supported.

If you want an integrated SAP ERP system to consume D&B data stored in custom fields in theSAP Ariba Supplier Lifecycle and Performance vendor database, which start with the `vendor.supplierGenericCustomField` extension, you must customize your integration.

Configuring Dun & Bradstreet Integration in Your Site

Use these steps to enable Dun & Bradstreet Direct+ integration and add your Direct+ consumer key and consumer secret to your SAP Ariba Supplier Lifecycle and Performance site. Dun & Bradstreet integration automatically adds data from third-party provider Dun & Bradstreet to SAP Ariba Supplier Lifecycle and Performance vendor records and supplier profiles.

Prerequisites

SAP Ariba Support must enable the Dun & Bradstreet integration feature in your site.

Fulfill all prerequisites described in Prerequisites for Integrating Dun & Bradstreet with SAP Ariba Supplier Lifecycle and Performance [page 604], including the licensing and activation prerequisites for D&B products.

> **Note**
>
> As an SAP Ariba customer, when you configure D&B integration in your site, you have the following responsibilities:
>
> - You're fully responsible for having an agreement with D&B that allows you to access the D&B service from the SAP Ariba cloud and receive data from your D&B account in your SAP Ariba cloud site.
> - You're responsible for setting up and managing the D&B license key.
> - You're responsible for paying D&B fees based on your agreement with D&B.
> - You must notify SAP Ariba promptly if you see a problem with how the feature is obtaining records from D&B (for example, if it generates too many payable D&B searches)
> - Support for D&B services is only provided by D&B.
> - D&B data is considered as "Customer Owned Data" under SAP Ariba agreements.
>
> If you don't agree to these responsibilities, don't enable and configure the D&B integration feature.

To set up Dun & Bradstreet integration, you must be a member of the **SM Ops Administration** group.

Before you set up Dun & Bradstreet integration, set up your internal supplier request (required) and supplier registration questionnaires (optional) to support integration.

Context

> **Note**
>
> This procedure includes a step for enabling D&B integration using Dun & Bradstreet Direct+ API. By default, D&B integration uses the Worldbase Marketing Plus with Linkage and the Data Integration Toolkit product.
>
> Customers enabling D&B integration for the first time are recommended to use Direct + from the start. **Customers using existing integrations are strongly recommended to enable Direct + to avoid disruptions**

if Dun & Bradstreet ends support of the D&B Worldbase Marketing Plus with Linkage product using D&B's Data Integration Toolkit.

SAP Ariba Supplier Lifecycle and Performance stores your Dun & Bradstreet credentials in encrypted database fields, which only retain the currently submitted values.

Procedure

1. On the dashboard, choose **Manage** > **SM Administration**.
2. Enable D&B integration using D&B Direct+ by performing the following steps:
   a. Choose **Configuration Parameters**.
   b. Enable the parameter **Application.SM.UseDnBDirectPlusAPI**.
3. In **SM Administration**, choose **Config**.
4. **Optional:** If you have an existing D&B integration that uses Worldbase Marketing Plus with Linkage and the Data Integration Toolkit product, delete your existing credentials by performing the following steps:
   a. On the **Credentials for** dropdown menu, choose **DNB**.
   b. Enter your existing Data Integration Toolkit user name and password.
   c. Re-enter your password to confirm it.
   d. Choose **Delete**.
5. On the **Credentials for** dropdown menu, choose **DirectPlus**.
6. Enter your Dun & Bradstreet Direct+ consumer key and consumer secret.
7. Re-enter your consumer secret to confirm it.
8. Choose **Validate Credentials**.
9. After successful validation of your credentials, choose **Submit**.

Results

The **Config** page records the timestamp when you added your credentials and your user name. The page doesn't show your credentials after you submit them.

If you're integrating with Dun & Bradstreet for the first time, supplier request creation now includes an initial search for the requested supplier in the Dun & Bradstreet database. If the request is approved, the supplier's profile now includes the additional set of D&B data.

If you updated an existing integration to use Direct+, your existing Dun & Bradstreet integration now uses the Direct+ API for lookups and data pulls.

Next Steps

You can update your Dun & Bradstreet credentials at any time by entering new consumer key and consumer secret values and choosing **Submit**, or delete your credentials by choosing **Delete**.

To allow requesters to edit **Extended Address** fields when creating and submitting supplier requests, a member of the **Customer Administrator** group can enable the self-service configuration parameter **Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup** (`Application.SM.IsExtendedAddressSectionEditableForDNBLookup`) in **Intelligent Configuration Manager**.

Related Information

Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 601]
Workflow for Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 602]
Internal Supplier Request Setup for Dun & Bradstreet Integration [page 607]
Supplier Registration Questionnaire Set up for Dun & Bradstreet Integration [page 608]
Field Mappings for Dun & Bradstreet Questions in the Internal Supplier Request and Registration Questionnaires [page 609]
Supplier Request Project Setup [page 224]

Internal Supplier Request Setup for Dun & Bradstreet Integration

If your site uses D&B integration, your supplier request must include questions mapped to required D&B fields, and one or more questions that enable requesters to ask for an exception when requesting suppliers that aren't in the D&B database.

D&B integration is designed to enforce a requirement that all suppliers added to your site's supplier database via approved internal supplier requests either have D-U-N-S numbers or go through an exception process. Requesters perform a D&B lookup on an initial search page and either choose an existing D&B supplier or specify that they can't find a matching D&B supplier. After this initial search page, the request questionnaire defined by the survey document in your site's supplier request project template opens. If they select an existing D&B supplier, certain fields in the supplier request are automatically populated with D&B data, which the requester can't edit by default. If they opt to create a request that's not based on an existing D&B supplier, you can ask them questions to justify the exception, as well as questions about information that are otherwise provided automatically by D&B.

Setting Up Questions with Required D&B Lookup Fields

Add questions the D&B fields that are required for looking up complete D&B data, as well as any optional fields you want to use, to the supplier request. See Field Mappings for Dun & Bradstreet Questions in the Internal Supplier Request and Registration Questionnaires [page 609] for a list of required and optional fields.

Setting Up Questions About Exceptions for Requests That Aren't Based on a D&B Supplier

For supplier requests that aren't based on a D&B supplier, create one or more questions asking the requester about the exception. For example, you can create a text question with a list of predefined reasons for the exception. For all exception-related questions, enter `vendor.external.exception.reason` in the **Supplier field mapping** field.

Questions mapped to `vendor.external.exception.reason` are always hidden in requests based on existing D&B suppliers. They only show in the supplier request if the requester has chosen **Can't find supplier** on the D&B search page. You don't need to add any visibility conditions to the question. This behavior is automatic with the `vendor.external.exception reason` mapping.

> → Tip
>
> If you group your D&B exception questions in a section that only includes questions mapped to `vendor.external.exception.reason`, all of those questions are hidden in requests based on D&B suppliers. However, the section heading is still visible and shows as an empty section. To avoid showing an empty section in requests based on D&B suppliers, you can add other content not mapped to `vendor.external.exception.reason` to the section as well.

Considerations for Approval Flows in Supplier Requests That Use D&B Data

In integrations that use D&B Worldbase Marketing Plus with the Data Integration Toolkit, the initial D&B lookup that a requester performs before creating a D&B-integrated supplier request doesn't incur D&B charges. After a request based on a D&B supplier is approved, a second search populates additional D&B-integrated fields in the supplier database with data from D&B Worldbase Marketing Plus, and D&B usage charges can apply to this search. It's a good idea to make sure that the final approvers you specify for supplier requests that use D&B data are users who can be responsible for making judgments in which D&B charges can be a factor.

Related Information

Field Mappings for Dun & Bradstreet Questions in the Internal Supplier Request and Registration Questionnaires [page 609]
Field Reference for Dun & Bradstreet Integration [page 614]
Supplier Request Project Setup [page 224]

Supplier Registration Questionnaire Set up for Dun & Bradstreet Integration

If your site uses Dun & Bradstreet integration, you can automatically fill in some answers in supplier registration questionnaires with D&B data.

If your site uses D&B integration, your internal or external supplier questionnaires can include questions mapped to D&B fields. See Field Mappings for Dun & Bradstreet Questions in the Internal Supplier Request and Registration

Questionnaires [page 609] for a list of D&B-integrated fields. If a supplier was created from a request based on a D&B supplier, those fields are automatically populated with data from D&B.

> → Tip
>
> To avoid having questionnaire recipients overwrite D&B data with their edits, make them read-only using editability conditions.

In addition to showing in registration questionnaires, data from D&B-integrated fields shows in supplier profiles.

Related Information

Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 601]
Field Mappings for Dun & Bradstreet Questions in the Internal Supplier Request and Registration Questionnaires [page 609]
Field Reference for Dun & Bradstreet Integration [page 614]
Supplier Registration Project Setup [page 247]

Field Mappings for Dun & Bradstreet Questions in the Internal Supplier Request and Registration Questionnaires

If your site uses Dun & Bradstreet integration, you can map questions in the internal supplier request and registration questionnaires to specific fields that hold D&B information. In the supplier request, some of these mappings are required.

> ⓘ Note
>
> - Unless otherwise noted, the questions listed in this section must use the answer type **Text (single line limited)**.
> - For complete details on SAP Ariba Supplier Lifecycle and Performance vendor database fields used in D&B integration and their corresponding fields in the D&B data model, see Field Reference for Dun & Bradstreet Integration [page 614].
> - Due to legal requirements, D&B data pulls for suppliers in Germany require a mandatory reason code. SAP Ariba Supplier Lifecycle and Performance automatically includes a reason code of 3 ("Credit Check – Ongoing Business Connection") without any field configuration on your part.

Questions with the following field mappings are required in the supplier request and use free D&B lookup services. Approval of supplier requests that include these fields don't incur usage charges. You can also include them in internal or external supplier registration questionnaires.

Question	Required Field Mapping	Notes
Supplier name	`vendor.vendorInfo.name1`	SAP Ariba requires this field, as well as supplier contact fields, in supplier requests. It's not required for D&B integration.
Legal supplier name	`vendor.vendorInfo.name3`	By default, this question is automatically hidden in requests that aren't based on existing D&B suppliers. In requests based on existing D&B suppliers, the supplier name and legal supplier name (`name1` and `name3`) fields are populated with the same value from D&B. The requester can edit the `name1` field, but can't edit the name3 field. Enabling the self-service configuration parameter **Exclude vendor.vendorInfo.name3 from Dun & Bradstreet lookup in supplier requests** makes this question optional in the supplier request. If you include it, it's visible and editable. In requests based on existing D&B suppliers, the `name3` field isn't populated with data from D&B, and the requester can edit the field.
D-U-N-S number	`vendor.vendorInfo.dunsId`	This question is automatically hidden in requests that aren't based on existing D&B suppliers. In requests based on existing D&B suppliers, the value is added automatically by the D&B lookup and the requester can't edit this field.

Question	Required Field Mapping	Notes
Extended address	`vendor.addressExt.postalAddress`	Use the **Extended Address** answer type for this question. Field mappings are automatic for the individual fields of an **Extended Address** question based on the `vendor.addressExt.postalAddress` mapping. Your site's **Extended Address** configuration must include the fields that are required for D&B search; see the Prerequisites for Integrating Dun & Bradstreet with SAP Ariba Supplier Lifecycle and Performance [page 604] section for details. If your site's **Extended Address** configuration doesn't include any of the required fields listed in Prerequisites for Integrating Dun & Bradstreet with SAP Ariba Supplier Lifecycle and Performance [page 604], add them as separate questions and manually enter their corresponding mappings. In requests based on existing D&B suppliers, information in these fields is added automatically by the D&B lookup where available. Requesters can edit these fields if the self-service configuration parameter **Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup** is enabled in your site. It's disabled by default.
Exception for requests not matched to an existing D&B supplier	`vendor.external.exception.reason`	You can use this mapping for one or more questions that define an exception process for requests that don't match an existing D&B supplier. Questions with this mapping are always hidden in requests for existing D&B suppliers.

The following ERP vendor fields are automatically populated with data from D&B when the supplier request is approved. You can also include them in internal or external supplier registration questionnaires and in the supplier request for the D&B exception case. For complete details on SAP Ariba Supplier Lifecycle and Performance vendor database fields used in D&B integration and their corresponding fields in the D&B data model, see Field Reference for Dun & Bradstreet Integration [page 614].

Question	Required Field Mapping	Notes
Primary fax number	`vendor.addressExt.fax.numberSubscriberID`	
Primary phone number	`vendor.adressExt.telephone.numberSubscriberID`	
National business ID	`vendor.supplierGenericCustomField.nationalId`	
National business ID type	`vendor.supplierGenericCustomField.nationalType`	
Number of employees	`vendor.supplierGenericCustomField.numberOfEmployees`	Use the **Number** answer type for this question.
Year established	`vendor.supplierGenericCustomField.yearEstablished`	Use the **Number** answer type for this question.
Out of business?	`vendor.supplierGenericCustomField.outOfBusiness`	Use the **Yes/No** answer type for this question.
Name of global ultimate (GU) parent	`vendor.supplierGenericCustomField.guDunsName`	
D-U-N-S number of global ultimate (GU) parent	`vendor.supplierGenericCustomField.guDunsNumber`	
Headquarters or parent company	`vendor.supplierGenericCustomField.headquarters`	
Line of business	`vendor.supplierGenericCustomField.lineOfBusiness`	
Legal status	`vendor.supplierGenericCustomField.legalIdDescription`	
CEO name	`vendor.supplierGenericCustomField.ceoName`	
CEO corporate title	`vendor.supplierGenericCutomField.ceoTitle`	
Industry standard code 1	`vendor.industrySector[0].industrialSectorCode`	Vector field
Industry standard code 2	`vendor.industrySector[1].industrialSectorCode`	Vector field
Industry standard code 3	`vendor.industrySector[2].industrialSectorCode`	Vector field
Industry standard code 4	`vendor.industrySector[3].industrialSectorCode`	Vector field
Industry standard code 5	`vendor.industrySector[4].industrialSectorCode`	Vector field
Industry standard code 6	`vendor.industrysector[5].industrialSectorCode`	Vector field

Related Information

Supplier Request Project Setup [page 224]
Supplier Registration Project Setup [page 247]
Adding a Question About Integrated Master Data to a Supplier Form or Questionnaire [page 415]
Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup [page 801]
Exclude vendor.vendorInfo.name3 from Dun & Bradstreet lookup in supplier requests [page 809]

Deletion of Dun & Bradstreet Data from Your Site

If you terminate your agreement with Dun & Bradstreet, you can delete any data you previously received from them if necessary.

To delete D&B data from standard vendor database fields, you must overwrite the field values provided by D&B with different field values in your SAP Ariba Supplier Lifecycle and Performance site.

To delete D&B data that is stored in custom SAP Ariba Supplier Lifecycle and Performance vendor fields that begin with the extension `vendor.supplierGenericCustomField`, your Designated Support Contact must request deletion of D&B data stored in a dedicated D&B table.

At that point, SAP Ariba runs a select query to identify the to-be deleted items and shares the results with you. After your confirmation, these records are deleted.

You're responsible for deleting impacted D&B data that was synchronized to and then stored in an integrated ERP system.

Field Reference for Dun & Bradstreet Integration

If your site integrates with Dun & Bradstreet, D&B data can populate specific fields in the vendor database. In integrations that use D&B Worldbase Marketing Plus with Linkage and the Data Integration Toolkit, lookups are typically free, but Worldbase Marketing Plus Linkage data pulls can incur charges.

Table 28: Field References for Dun & Bradstreet Integration with SAP Ariba Vendor Fields

SAP Ariba Field Mapping	D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
`vender.vendorInfo.name1`	`BUSINESS NAME / MKT_PRIM_NME` (not pulled) Lookup/ WBM+Link	`organization.primaryName` `cmpelk v2, cmpsup`	Visible and editable	Yes	
`vendor.vendorInfo.name3`	`BUSINESS NAME / MKT_PRIM_NME` (not pulled) Lookup/ WBM+Link	`organization.primaryName` `cmpelk v2, cmpsup`	Visible and read-only by default. By default, this field is always hidden in requests that aren't based on an existing D&B supplier If you enable the self-service configuration parameter **Exclude vendor.vendorInfo.name3 from Dun & Bradstreet lookup in supplier requests**, this field is visible and editable if it's included in the request, and is excluded from D&B lookup.	Yes, by default If you enable the self-service configuration parameter **Exclude vendor.vendorInfo.name3 from Dun & Bradstreet lookup in supplier requests**, it's optional.	

SAP Ariba Field Mapping		D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
`vendor.vendorInfo.dunsId`		`D&B® D-U-N-S® Number` / `MKT_DUNS_NBR` (not pulled) Lookup/ WBM+Link	`organization.duns` `cmpelk v2, cmpsup`	Visible and read-only This field is always hidden in requests that aren't based on an existing D&B supplier	Yes	

`vendor.addressExt.postalAddress`
Note
Field mappings are automatic for the individual fields in an **Extended Address** question based on the `vendor.addressExt.postalAddress` mapping. If your **Extended Address** configuration doesn't include required fields, you must create individual mapped questions
	`vendor.addressExt.postalAddress.streetName`	`STREET ADDRESS` / `MKT_PHYS_ADR_LINE` (not pulled)
		Lookup/ WBM+Link
			`organization.primaryAddress.streetAddress.line1`
			`organization.primaryAddress.streetAddress.line2`
			`cmpelk v2, cmpsup`
				Visible and read-only by default. Editable if the self-service configuration parameter **Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup** is enabled in your site.	Yes	

	`vendor.addressExt.postalAddress.streetPrefixName`	`STREET ADDRESS` / `MKT_PHYS_ADR_LINE` (not pulled)
		Lookup/ WBM+Link
			`organization.primaryAddress.streetAddress.line1`
			`organization.primaryAddress.streetAddress.line2`
			`cmpelk v2, cmpsup`
					Yes	

SAP Ariba Field Mapping		D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
for those fields in the supplier request. Including individual, mapped address questions in the supplier request isn't a best practice for integration.	`vendor.addressExt.postalAddress.cityName`	`CITY NAME` / `MKT_PHYS_POST_TOWN_TEXT` (not pulled) Lookup/ WBM+Link	`organization.primaryAddress.addressLocality.name` `cmpelk v2, cmpsup`		Yes	
	`vendor.addressExt.postalAddress.regionCode`	`STATE/ PROVINCE NAME` / `MKT_PHYS_GEO_AREA_TEXT` (not pulled) Lookup/ WBM+Link	`organization.primaryAddress.addressRegion.name` `cmpelk v2, cmpsup`		Yes	
	`vendor.addressExt.postalAddress.countryCode`	`COUNTRY NAME` / `MKT_PHYS_CTRY_TEXT` Lookup/ WBM+Link	`organization.primaryAddress.addressCountry.name` `cmpelk v2, cmpsup`		Yes	
	`vendor.supplierGenericCustomField.region`	`CONTINENT CODE` / `MKT_PHYS_CONT_CD` WBM+Link	`organization.primaryAddress.continentalRegion.name` `cmpelk v2, cmpsup`	Always hidden	No	

SAP Ariba Field Mapping	D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
vendor.addressExt.postalAddress.streetPostalCode	ZIP/POSTAL CODE / MKT_PHYS_POST_TOWN_CD (not pulled) Lookup/ WBM+Link	organization.primaryAddress.postalCode cmpelk v2, cmpsup	Visible and read-only	Yes	
vendor.addressExt.postalAddress.poBoxID	MAILING ADDRESS / MKT_MLG_ADR_LINE WBM+Link	organization.mailingAddress.streetAddress.line1 organization.mailingAddress.streetAddress.line2 cmpelk v2, cmpsup	Always hidden	No	
vendor.addressExt.postalAddress.poBoxDeviatingCityName	MAILING CITY NAME / MKT_MLG_POST_TOWN_TEXT WBM+Link	organization.mailingAddress.addressLocality cmpelk v2, cmpsup	Always hidden	No	
vendor.addressExt.postalAddress.poBoxPostalCode	MAILING ZIP/POSTAL CODE / MKT_MLG_POST_TOWN_CD WBM+Link	organization.mailingAddress.postalCode cmpelk v2, cmpsup	Always hidden	No	

SAP Ariba Field Mapping	D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
vendor.addressExt.fax.numberSubscriberID	FAX NUMBER / MKT_FAX_NBR WBM+Link	organization.fax.faxNumber cmpelk v2, cmpsup	Always hidden	No	
vendor.addressExt.telephone.numberSubscriberID	TELEPHONE NUMBER / MKT_PHON_NBR WBM+Link	organization.telephone.telephoneNumber cmpelk v2, cmpsup	Always hidden	No	
vendor.supplierGenericCustomField.nationalId	NATIONAL ID / MKT_BUS_REGN_NBR_TYPE_CD WBM+Link	organization.registrationNumbers.registrationNumber cmpelk v2, cmpsup	Always hidden	No	D&B Direct+ integrations can return multiple values for this field. SAP Ariba consumes the first value in the list.
vendor.supplierGenericCustomField.nationalIdType	NATIONAL IDENTIFICATION SYSTEM CODE / MKT_BUS_REGN_NBR_TYPE WBM+Link	organization.registrationNumbers.typeDnBCode organization.registrationNumbers.typeDescription cmpelk v2, cmpsup	Always hidden	No	

SAP Ariba Field Mapping	D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
vendor.supplierGenericCustomField.numberOfEmployees	EMPLOYEES HERE / MKT_EMPL_AT_PHYS_ADR WBM+Link	organization.numberOfEmployees.value cmpelk v2, cmpsup	Always hidden	No	D&B Direct+ integrations can return multiple values for this field. SAP Ariba consumes the first value in the list.
vendor.supplierGenericCustomField.yearEstablished	YEAR STARTED / MKT_STRT_YR WBM+Link	organization.startDate cmpelk v2, cmpsup	Always hidden	No	
vendor.supplierGenericCustomField.outOfBusiness	OUT OF BUSINESS STATUS CODE / MKT_OUT_BUS_IND WBM+Link	organization.dunsControlStatus.operatingStatus.description cmpelk v2, cmpsup	Always hidden	No	For D&B Direct+ integration, if the value returned is Active, this field is set to No. Otherwise, it's set to Yes.
vendor.supplierGenericCustomField.locationTypeIndicator	BUSINESS STRUCTURE CODE / MKT_BUS_STRUC_CD (not pulled) Lookup/ WBM+Link	organization.corporateLinkage.familytreeRolesPlayed.description cmpelk v2, cmpsup	Always hidden	No	
vendor.supplierGenericCustomField.guDunsName	GLOBAL ULTIMATE BUSINESS NAME / MKT_GBL_ULT_PRIM_NME WBM+Link	organization.corporateLinkage.globalUltimate.primaryName cmpelk v2, cmpsup	Always hidden	No	

SAP Ariba Field Mapping	D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
vendor.supplierGenericCustomField.guDunsNumber	GLOBAL ULTIMATE D&B® D-U-N-S NUMBER / MKT_GLBL_ULT_PNT_DUNS WBM+Link	organization.corporateLinkage.globalUltimate.duns cmpelk v2, cmpsup	Always hidden	No	
vendor.supplierGenericCustomField.hqDunsNumber	HEADQUARTERS / PARENT D&B® D-U-N-S® NUMBER / MKT_HDQ_PNT_DUNS WBM+Link	organization.corporateLinkage.headQuarter.duns or organization.corporateLinkage.parent.duns cmpelk v2, cmpsup	Always hidden	No	
vendor.supplierGenericCustomField.headquarters	HEADQUARTERS / PARENT BUSINESS NAME / MKT_HDQ_PNT_PRIM_NME WBM+Link	organization.corporateLinkage.headQuarter.primaryName or organization.corporateLinkage.parent.primaryName cmpelk v2, cmpsup	Always hidden	No	
vendor.supplierGenericCustomField.lineOfBusiness	LINE OF BUSINESS / MKT_LOB WBM+Link	organization.activities.description cmpsup	Always hidden	No	

SAP Ariba Field Mapping	D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
`vendor.supplierGenericCustomField.legalIdDescription`	`LEGAL STATUS / MKT_LGL_FORM` WBM+Link	`organization.businessEntityType.description` `cmpelk v2, cmpsup`	Always hidden	No	D&B Worldbase Marketing + Linkage returns a code, and SAP Ariba adds the legal description based on that code. D&B Direct+ returns the description and SAP Ariba adds the `organization.businessEntityType.dnbCode`. **Note** Although both integrations results in a combination of description and code in the mapped SAP Ariba field, the `MKT_LGL_FORM` code is different from the `organization.businessEntityType.dnbCode` code.

SAP Ariba Field Mapping	D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
vendor.supplierGenericCustomField.ceoName	CEO NAME / MKT_CEO_NME WBM+Link	organization.mostSeniorPrincipals.fullName cmpelk v2, cmpsup	Always hidden	No	
vendor.supplierGenericCustomField.ceoTitle	CEO TITLE / MKT_CEO_TITL WBM+Link	organization.mostSeniorPrincipals.jobTitles.title cmpelk v2, cmpsup	Always hidden	No	
vendor.industrySector[0].industrialSectorCode	SIC CODE / MKT_SIC8 (Leading zeroes must be kept) WBM+Link	organization.industryCodes organization.industryCodes.description cmpelk v2, cmpsup	Always hidden	No	
vendor.industrySector[1].industrialSectorCode	SIC CODE / MKT_SIC8 (Leading zeroes must be kept) WBM+Link	organization.industryCodes.code cmpelk v2, cmpsup	Always hidden	No	D&B Direct+ integrations return more data for these fields than D&B WorldbaseMarket + Linkage. Currently, SAP Ariba consumes a maximum of six industry codes. With D&B Direct+ integrations, SAP Ariba consumes the top six industry
vendor.industrySector[2].industrialSectorCode	SIC CODE / MKT_SIC8 (Leading zeroes must be kept) WBM+Link	organization.industryCodes.code cmpelk v2, cmpsup	Always hidden	No	

SAP Ariba Field Mapping	D&B DIT Data Element/DIT Tag Name and D&B Data Package	D&B Direct+ Field Path and Products	Visibility/editability in requests for existing D&B suppliers	Required in supplier request?	Notes
`vendor.industrySector[3].industrialSectorCode`	`SIC CODE/MKT_SIC8 (Leading zeroes must be kept)` WBM+Link	`organization.industryCodes.code` `cmpelk v2, cmpsup`	Always hidden	No	codes based on priority.
`vendor.industrySector[4].industrialSectorCode`	`SIC CODE/MKT_SIC8 (Leading zeroes must be kept)` WBM+Link	`organization.industryCodes.code` `cmpelk v2, cmpsup`	Always hidden	No	
`vendor.industrySector[5].industrialSectorCode`	`SIC CODE/MKT_SIC8 (Leading zeroes must be kept)` WBM+Link	`organization.industryCodes.code` `cmpelk v2, cmpsup`	Always hidden	No	

Related Information

Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 601]
Internal Supplier Request Setup for Dun & Bradstreet Integration [page 607]
Supplier Registration Questionnaire Set up for Dun & Bradstreet Integration [page 608]
Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup [page 801]
Exclude vendor.vendorInfo.name3 from Dun & Bradstreet lookup in supplier requests [page 809]

Quick Reference to Optional Supplier Management Features

SAP Ariba Supplier Lifecycle and Performance includes some optional features that aren't enabled by default.

Many of these features are also applicable to SAP Ariba Supplier Information and Performance Management (new architecture).

A few of these optional features require you to contact SAP Ariba Support. However, an administrator can enable the rest using the information in the **Enablement** column.

Table 29:

ID	Feature	Description	Enablement
CommentsAndAttachments-FeatureToggle	Support for multiple comments and attachments in external questionnaires	Allows external recipients to add multiple attachments and comments for each answer in a supplier management questionnaire.	CommentsAndAttachments-FeatureToggle: Allow multiple comments and attachments per answer in external questionnaires

ID	Feature	Description	Enablement
External approval of supplier creation	External approval of supplier creation	Adds a final step in the supplier request approval process for validating approved requests in SAP Master Data Governance. If SAP MDG returns a replication message that references an existing supplier, SAP Ariba marks the requested supplier as a duplicate, hides it in the user interface, and redirects the requester to the matched supplier instead. SAP Ariba recommends enabling this feature in sites integrated with SAP MDG. **Note** Use of this feature together with supplier request Dun & Bradstreet integration (SM-7213) hasn't been verified and isn't currently recommended. Either use external approval of supplier creation or Dun & Bradstreet integration, but not both.	SM-5694: Enable external validation of supplier creation
External approval for updates to supplier data in SAP Ariba	External approval for updates to supplier data in SAP Ariba	Adds a final step in the approval process for updates to information in mapped questions in supplier registration questionnaires where SAP Ariba sends an approval request to SAP MDG-S and only updates the supplier record if the update is approved in SAP MDG-S. SAP Ariba recommends that this feature always be enabled in sites integrated with SAP MDG-S.	Contact SAP Ariba Support to enable, then enable in integration settings.

ID	Feature	Description	Enablement
SIPM to SM Migration Mode	Supplier management migration tools	Provides tools for migrating supplier organizations, users, and the supplier profile questionnaire to suppliers, supplier contacts, and supplier registration questionnaires in the unified vendor model using manual file import and export.	Contact SAP Ariba Support to enable
SIPM to SM Auto Migration Mode	Supplier management migration tools: auto-migration	Provides an automatic, one-click tool for migrating supplier organizations, users, and the supplier profile questionnaire to suppliers, supplier contacts, and supplier registration questionnaires in the unified vendor model. In some cases, migration of supplier profile questionnaires can still involve manual steps.	Contact SAP Ariba Support to enable
SM-2861	External supplier request (supplier self-registration)	Provides a method for new suppliers to introduce themselves to you by clicking a custom URL and filling out a dedicated external supplier request form. Suppliers accessing this custom URL must complete a ReCAPTCHA verification before the external supplier request opens to prevent malicious automated attempts to repeatedly access the external supplier request ("bot spamming").	SM-2861: Enable external supplier requests

ID	Feature	Description	Enablement
SM-3049	Support for questions based on additional types of master data	Adds the ability to create master data questions in supplier management questionnaires based on company code, purchasing organization, payment terms, and incoterms master data from an integrated ERP system. The list of possible answers for these questions is populated directly from integrated master data, eliminating the need to manually maintain answers that match the current data in the ERP system. **Note** As a best practice, SAP Ariba recommends managing company code and purchasing organization information directly in the integrated SAP ERP, SAP S/4HANA, or SAP MDG-S system. Setting or maintaining this data in SAP Ariba is a work-around that requires thorough testing in your landscape based on your specific requirements.	Configure in the supplier request and internal registration questionnaires [page 415]

ID	Feature	Description	Enablement
SM-3492	Enhancements to the workflow for requesting additional information during approval	Specifies that when an approver requests additional information, only the current node of the approval task restarts. By default, when an approver requests additional information, the approval task restarts from the beginning, generating a new approval graph and discarding any manually added approvers in approval nodes that were missing approvers. When this feature is enabled, the current approval task restarts at the active node and retains approvers manually added to nodes that were missing approvers. Since resubmission of the questionnaire to provide additional information during approval doesn't regenerate the approval graph when this feature is enabled, the approval flow doesn't update based on any changed answers that can trigger conditional approval nodes in the task. If you want to ensure conditional updates to the approval flow for a questionnaire based on changed answers made during a request for additional information, either keep this feature disabled or create separate approval tasks for different approval conditions, chained as predecessors, so that once the requested additional information is approved in a predecessor approval task, that update can conditionally add other tasks next in the approval flow.	SM-3492: Enable approval flow continuation from current node after requesting additional information

ID	Feature	Description	Enablement
SM-4994	Sync internal questionnaires on approval	Requires that updates to internal registration questionnaires be finally approved before mapped answers are committed to the database and synchronized to an integrated ERP system. By default, they're committed to the database and synchronized to the ERP system when the internal questionnaire update is submitted.	SM-4994: Enable synchronization of internal questionnaires only after approval
SM-5060	Access to classic Supplier Performance Management projects	Allows you to measure supplier performance using classic SPM projects, which exist as stand-alone projects and aren't linked to other supplier management processes.	Contact SAP Ariba Support to enable
SM-5144	Assigning fulfillment and sourcing relationships to suppliers	Allows you to establish a fulfillment relationship with a supplier as they register for any event, establish a sourcing relationship with a supplier as they register for SAP Business Network, or establish a fulfillment relationship with a supplier after a sourcing relationship has already been established. By default, either a registration manager manually establishes fulfillment relationships for individual suppliers in their 360° profiles or a customer administrator flags specific suppliers for fulfillment relationships when creating a mass registration invitation wave. This feature also includes an option for automatically establishing fulfillment relationships with all suppliers in your site that have ERP vendor IDs that don't start with VDR.	Contact SAP Ariba Support to enable

ID	Feature	Description	Enablement
SM-5116	Status tracker for supplier management email notifications	Displays registration invitation email delivery status so that category or supplier managers can resend invitations that have bounced or that haven't been answered promptly.	Enable this parameter in **SM Administration** > **Configuration Parameters**: **Application.SM.Registration.EnableStatusTrackerForRegistrationInvitations** → Remember Enabling or disabling this parameter requires a corresponding change to SM-5116: Enable status tracker for registration invitations in **Intelligent Configuration Manager**. Always enable or disable both together.
SM-5303	Enable SAP region code update	Enables an administrative task for uploading the SAP region code data that can prepopulate country/region fields fields in **Address** or **Extended Address** questions, and for dowloading sample or existing data.	SM-5303: Enable SAP region code upload
SM-5590	Bank component in supplier management questionnaires	Uses the **Bank Account** question answer type, which includes a predefined set of mapped fields, for collecting supplier bank information. Using **Bank Account** questions to collect supplier bank information is a best practice for integration.	Bank Account Questions for Collecting Supplier Bank Information [page 421]

ID	Feature	Description	Enablement
SM-5694	External approval of supplier creation	Adds a final step in the supplier request approval process for validating approved requests in SAP Master Data Governance. If SAP MDG returns a replication message that references an existing supplier, SAP Ariba marks the requested supplier as a duplicate, hides it in the user interface, and redirects the requester to the matched supplier instead. SAP Ariba recommends enabling this feature in sites integrated with SAP MDG. **Note** Use of this feature together with supplier request Dun & Bradstreet integration (SM-7213) hasn't been verified and isn't currently recommended. Either use external approval of supplier creation or Dun & Bradstreet integration, but not both.	Enable this parameter in **SM Administration** > **Configuration Parameters**: **Application.SM.SupplierRequest.EnableExternalValidationofSupplierCreation** **→ Remember** Enabling or disabling this parameter requires a corresponding change to SM-5694: Enable external validation of supplier creation in **Intelligent Configuration Manager**. Always enable or disable both together.
SM-6129	Modular supplier management questionnaire	Enables separate, template-based modular questionnaires for collecting specific sets of information from suppliers.	Set up modular questionnaire project templates [page 332]
SM-6182	Customer-configurable duplicate checks in supplier requests	Enables template creators to specify questions in internal and external supplier requests to be used in checks for duplicate suppliers.	Configure in the supplier request [page 240]
SM-6752	Supplier certificate management	Enables a specialized certificate question in modular supplier management questionnaires for the collection of supplier certificate information.	Set up certificate management in modular questionnaires [page 354]

ID	Feature	Description	Enablement
SM-6316	External approval API	Enables External Approval API for Sourcing and Supplier Management access for approval tasks and process status decisions in supplier management projects.	• Meet all prerequisites for and develop a client application using the External Approval API for Sourcing and Supplier Management. See Help for the SAP Ariba Developer Portal and External Approval API for Sourcing and Supplier Management for details. • Enable the **External System Approval** setting in any approval tasks you want to approve using the API. See External Approval of SAP Ariba Project Approval Tasks [page 518] for details.
SM-6380	Business unit-specific notifications in supplier request process	Allows you to import business units as department master data and display the business unit name rather than your company's name in the external supplier request and related notifications to suppliers and approvers. **Note** When this feature is enabled, requesters can only select one department value in both external and internal supplier requests. This restriction allows you to route external requests to a specific business unit in your organization. It doesn't apply to other supplier management questionnaires.	External Supplier Requests by Business Unit [page 239]

ID	Feature	Description	Enablement
SM-6908	Override supplier via integration toolkit	By default, once a supplier becomes public (has a connected SAP Business Network account), they take ownership of common supplier profile fields such as name and address and maintain them in their SAP Business Network account profile. If you migrated from supplier organizations and supplier users to the unified vendor model and are still using an existing SAP Ariba integration toolkit or SOAP web service API integration to update a limited set of supplier profile fields, including name and address, this feature allows those updates for both public and private suppliers.	Contact SAP Ariba Support to enable

ID	Feature	Description	Enablement
SM-7213 and SM-35214	• Supplier management Dun & Bradstreet integration (base feature) • Dun & Bradstreet integration using D&B Direct+	The base feature integrates SAP Ariba Supplier Lifecycle and Performance with third-party provider Dun & Bradstreet to automate includes of standard and verified Dun & Bradstreet data in supplier profiles. By default, this integration uses Worldbase Marketing Plus with Linkage and the Data Integration Toolkit product. The Direct+ feature allows you to use the newer Direct+ product to retrieve D&B data. **Note** New SAP Ariba customers are recommended to enable D&B integration using Direct + from the start. Customers using existing integrations are strongly recommended to enable Direct + to avoid disruptions if Dun & Bradstreet ends support of the D&B Worldbase Marketing Plus with Linkage product using D&B's Data Integration Toolkit.	Contact SAP Ariba Support to enable the base feature. To enable the Direct+ option, see Configuring Dun & Bradstreet Integration in Your Site [page 605].
SM-12249	Enhancements to ERP integration error handling and error display for supplier data	Blocks any integration messages with validation errors in the outbound ERP integration message queue and provides tools that allow customer administrators to ignore errors that don't apply to their ERP configuration.	Contact SAP Ariba Support to enable

ID	Feature	Description	Enablement
SM-12250	Enhanced questionnaire configuration capabilities for increased ERP integration accuracy	Adds validation for supplier field mapping data and a user interface tool to generate suggested field restrictions when you create questions with text answer types in questionnaires. Enabling this feature is a best practice for integration.	This feature is enabled by default. To disable it, see Disable field restrictions for field mappings in supplier management questionnaires [page 795].
SM-14213	Support for displaying full supplier names longer than 35 characters	Adds a `vendor.vendorInfo.fullName` database field with a maximum length of 140 characters for storing supplier names. The value in this field shows in other SAP Ariba solutions such as SAP Ariba Buying solutions, SAP Ariba Contracts and SAP Ariba Sourcing. To increase the maximum length of individual name fields (`vendor.vendorInfo.name1` through `vendor.vendorInfo.name4`) to 40 characters each and `vendor.vendorInfo.fullName` to 160 characters, also enable SM-36076.	Enable this parameter in **SM Administration** > **Configuration Parameters**: **Application.SM.Vendor.EnableSupplierFullName** → Remember Enabling or disabling this parameter requires a corresponding change to SM-14213: Enable supplier full name in **Intelligent Configuration Manager**. Always enable or disable both together.

ID	Feature	Description	Enablement
SM-14271	Organization updates in data-sync job	When SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture) is not enabled in a site, for public suppliers, updates to SAP Business Network common supplier profile fields automatically synchronize to supplier organizations. When SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture) is enabled in a site, however, that synchronization isn't automatic by default. Instead, you control synchronization of individual SAP Business Network profile fields using field mappings [page 456]. This feature enables automatic synchronization of SAP Business Network common supplier profile fields to supplier profiles when SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture) is enabled in a site independent of SAP Business Network field mappings in questionnaires. Information from SAP Business Network shows in the **ERP data** area of the supplier 360° profile.	SM-14271: Enable automatic network profile data synchronization

ID	Feature	Description	Enablement
SM-16798	New modular process framework for qualification and custom supplier lifecycle processes	Introduces a new, flexible process project framework that allows you to define custom qualification and other supplier lifecycle processes to fit your organization's business processes. Process projects provide a flexible, repeatable framework for creating different supplier management processes for different types of suppliers using different combinations of modular supplier management questionnaires. They allow you to tailor questionnaire content to specific suppliers, to leverage and reuse modular questionnaires across different processes, and to create custom processes for your specific supplier lifecycle activities.	• Enable this parameter in **SM Administration** > **Configuration Parameters**: **Application.SM.Process.EnableModularProcessFramework** • Enable this parameter in **Intelligent Configuration Manager**: Enable modular process framework [page 804] • Set up process projects [page 294] → Remember Always enable or disable both parameters together.
SM-16802	Ability to remind suppliers to submit periodic registration updates	Adds configuration options that allow you to remind suppliers to update registration questionnaires at periodic intervals so that those questionnaires always contain current information.	Configure in external registration questionnaires [page 263]
SM-17591	Display new supplier contact names with family names first in the supplier profile.	Displays new supplier contact names in the reverse order of how they're created. This applies to all areas that supplier contact names are displayed, including external notifications.	Setting Up Your Site to Show Contact Names with Family Name First [page 179]
SM-17808	Make most fields in **Certificate** questions optional	Makes all **Certificate** question fields, except for **Expiration Date** and **Attachment**, optional.	Enable in **Intelligent Configuration Manager** [page 819] in your site.

ID	Feature	Description	Enablement
SM-17820	Improved visibility of supplier synchronization status in **SM Administration**	Adds information to the **Integration status** page about the supplier's synchronization status with SAP Ariba sourcing and procurement applications. Administrators can use this information to identify and correct synchronization issues.	Enable one of both of these parameters in **SM Administration** > **Configuration Parameters**:
SM-18117	Ability for buyer to configure sender name in invitation emails	Adds a new template-level setting that allows template creators to specify a custom sender name for external registration questionnaires. This custom sender name replaces the generic system alias in the "From" field in new registration invitations and invitation reminders.	Enable in **Intelligent Configuration Manager** [page 800] and then configure in external registration questionnaires [page 265]
SM-18305	New email notifications for supplier registration reminders	Adds new email notification templates for reminding suppliers to complete their registrations. These templates include language that is specific to supplier registrations and links to registration questionnaires.	Configure in external registration questionnaires [page 261]
SM-20598	Configurable mappings between guided buying ship-to addresses and preferred and qualified supplier regions	Adds a new master data mapping import that allows you to define mappings between ship-to address country/region codes used in guided buying and the region code master data used for preferred and qualified suppliers so that guided buying searches can identify the appropriate preferred and qualified suppliers regardless of the region codes you use.	Contact SAP Ariba Support to enable, then enable the `ENABLE_SM_INTEGRATION_ON_COUNTRYCODE` parameter in guided buying.

ID	Feature	Description	Enablement
SM-20904	Ability to specify requester when inviting a supplier to register	Adds a new step in manual registration invitations where registration managers can choose the requester for the registration, such as an individual in your organization with whom the supplier is familiar or already has a relationship. The requester's name shows in the "From" field of registration invitations.	Enable one of both of these parameters in **SM Administration** > **Configuration Parameters** : **Application.SM.Registration.EnableCustomSendersforSupplierRegistrationInvitations** → Remember Enabling or disabling this parameter requires a corresponding change to SM-20904 : Enable custom senders for supplier registration invitations in **Intelligent Configuration Manager**. Always enable or disable both together.
SM-21278	Ability to search for suppliers based on the risk information	Adds a new search filter to the search page allowing you to filter suppliers based on their risk level. This feature is only available if you have SAP Ariba Supplier Risk.	Enable one of both of these parameters in **SM Administration** > **Configuration Parameters** : **Application.SM.RiskLevelSearchFilter**
SM-23086	Sync questionnaire data before status	Synchronizes registration questionnaire answers to the supplier's profile after final approval of a new registration but before the supplier moves to **Registered** status. With this order of operations, if the synchronization fails because of invalid answers, the registration remains in **Pending Approval** status and the final approver can request additional information to fix invalid answers. This feature is only applicable if SM-4994 is also enabled in your site.	SM-23086 : Enable questionnaire data sync before setting status

ID	Feature	Description	Enablement
SM-28926	Hide **SWIFT Code** in **Bank Account**	Hides the **SWIFT Code** field in **Bank Account** questions. Since this field is mapped to an external ID field in integrated SAP ERP systems, inclusion of SWIFT codes in bank account information sent to the ERP system can cause errors if questionnaire recipients add the same code for more than one bank account (for example, if a supplier adds multiple accounts with the same bank).	Enable one of both of these parameters in **SM Administration** > **Configuration Parameters**: **Application.SM.Bank.HideSWIFTCodeinBankAccountQuestions** → Remember Enabling or disabling this parameter requires a corresponding change to SM-28926: Enable hiding of Swift Code in Bank Account questions in **Intelligent Configuration Manager**. Always enable or disable both together.
SM-30016	Support for supplier data integration with SAP S/4HANA Cloud Public Edition	Adds support for supplier data integration between SAP Ariba applications and SAP S/4HANA Cloud Public Edition using SAP Master Data Integration (MDI)	Contact SAP Ariba Support to enable For details, see About Supplier Data Integration with SAP S/4HANA Cloud Public Edition Using SAP Master Data Integration.
SM-30017	Support for partitioned supplier data for SAP Ariba Procurement solutions	Adds support for the partitioned supplier data used in SAP Ariba Procurement solutions, such as supplier locations, remittance locations, currency, account type, and payment methods.	Contact SAP Ariba Support to enable For details, see About Partitioned Supplier Data.

ID	Feature	Description	Enablement
SM-30222	Support for workflows with internal forms in modular questionnaire projects	Adds support for workflows that include one or more internal forms and To Do tasks in addition to the main questionnaire in both internal and external modular questionnaire projects. You can use these internal forms and associated To Do and approval tasks to create questionnaire workflows that not only collect information from the main questionnaire recipient but also allow internal stakeholders to provide supplementary information or analysis, or affirm actions performed in other systems.	• Enable this parameter in **SM Administration** > **Configuration Parameters**: **Application.SM.MQ.EnableInternalFormsinModularQuestionnaires** • Enable this parameter in **Intelligent Configuration Manager**: Enable internal forms in modular questionnaires [page 802] • Configure in individual modular questionnaire project templates [page 338]
SM-34253	Ability to enable Department as third dimension in supplier management	Adds business unit (department) as a third dimension along with commodity and region in buyer category assignments, qualifications, disqualifications, preferred supplier management, and modular supplier management questionnaire projects.	Enable this parameter in **SM Administration** > **Configuration Parameters**: **Application.SM.Department Dimension**.
SM-33647	Support for repeatable sections in internal questionnaires	Adds support for repeatable sections in internal questionnaires, including external questionnaires answered by internal recipients in internal registrations.	Enable in **Intelligent Configuration Manager** [page 806] and **SM Administration** [page 826] in your site.

ID	Feature	Description	Enablement
SM-33697	Improved user experience for internal questionnaires with visibility conditions	Improves the way internal questionnaires process condition triggers and show conditional content so that respondents no longer have to wait for conditional content to load when they fill out internal questionnaires. When this feature is enabled: • If a parent question is hidden, any child questions are also hidden, and their answers aren't considered when evaluating other conditions. • If an answer to a parent question shows a child question, a recipient answers the child question, and then a change of the answer to the parent question hides the child question again, the answer to the child question isn't retained.	• Enable this parameter in **SM Administration** > **Configuration Parameters**: **Application.SM.SMUIConditionEvaluation** • Enable this parameter in **Intelligent Configuration Manager**: Enable improved user experience for internal questionnaires with visibility conditions [page 802]
SM-34928	Ability for requesters and approvers to edit supplier addresses in supplier requests with Dun & Bradstreet lookup	Adds the ability for requesters and approvers to edit fields in **Extended Address** answers in supplier requests that use Dun & Bradstreet lookup. The initial D&B lookup populates the request with address information from D&B, and by default none of this information is editable.	Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup [page 801] in **Intelligent Configuration Manager**.
SM-35073	Ability for questionnaire recipients in internal registrations to see and edit otherwise masked answers	Adds the ability for the internal recipients of external questionnaires in registrations on behalf of suppliers to see and edit answers that are otherwise masked, even if they're not members of the **Sensitive Data Access** group.	Enable questionnaire recipients in internal registrations to see and edit otherwise masked answers [page 806] in **Intelligent Configuration Manager**.

ID	Feature	Description	Enablement
SM-36076	Support for supplier names up to 160 characters in supplier field names	Adds support for supplier names up to a total of 160 characters by increasing the maximum size of the `vendor.vendorInfo.name1` through `vendor.vendorInfo.name4 fields` from 35 to 40 characters each and the `vendor.vendorInfo.fullname` field from 140 to 160 characters. With this enhancement, name fields in the supplier database now synchronize up to 40 characters per name field with integrated SAP S/4HANA and SAP Master Data Integration (MDI) systems, where the four name fields each support a 40 character maximum.	Enable this parameter in **SM Administration** > **Configuration Parameters**: **Application.SM.Application.SM.Enable160CharacterSupportForFullName** This feature requires the supplier full name feature (SM-14213) as a prerequisite.
SM-22896 and SM-41138	Include empty elements	SM-22896 includes elements of type `String`, `Code`, and `CashDiscountTermsCode` that have null values as empty elements in integration messages sent to the integrated ERP system. SM-41138 includes empty elements of type `Len20Description` (such as `SpecificationDescription` elements) that have null values as empty elements in outbound integration messages. To include blank values created by respondents deleting existing answers of the applicable data type in outbound integration messages, enable one or both of these features in your site.	Contact SAP Ariba Support to enable

ID	Feature	Description	Enablement
NGSM-2959	New Supplier Profile Summary	This feature introduces a new profile summary for suppliers in SAP Ariba Supplier Management solutions. It provides an enhanced user experience that leverages the latest SAP capabilities, including a new **Operational Score** panel with data from integrated SAP S/4HANA operational KPIs if available. All of the data that was previously available in the classic supplier 360° profile is also available in the new profile summary. **Note** This feature is only supported in sites that include SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Risk. It isn't supported in sites that include SAP Ariba Supplier Information and Performance Management (new architecture) without one of those other solutions.	Enabling the Supplier Profile Summary in Your Site
SLP-2377	Ability to Perform Real-time Validation and Version Comparison for Supplier Questionnaire	This feature provides real-time validation of supplier responses in external questionnaires. Buyers can mark specific questions in registration and modular questionnaires for validation by an external system. You can enable external validation for external registration questionnaires, modular questionnaires, or both, using web services parameters.	Setting up External Validation of Registration and Modular Questionnaires Using Web Services [page 598]

ID	Feature	Description	Enablement
SLP-2387	Integration Support for Supplier Qualification Status	When enabled, this feature sends the supplier qualification status information from SAP Ariba Supplier Lifecycle and Performance to Enterprise Resource Planning (ERP) systems using custom generic fields in outbound Business Partner (BP) messages.	Enable this parameter in **SM Administration** > **Configuration Parameters** > **Application.SM.EnableBPSMProcessOutMessage**
SLP-2406	User Group for Supplier Contact Creation and Editing	When this feature is enabled, only members of the **SM Supplier Contact Creator** group can create and edit contacts in supplier profiles and questionnaire invitation workflows. Otherwise, members of groups with default permissions can create and edit contacts. **Note** This feature doesn't affect contact creation in sourcing events, using an API or data import, or through contact synchronization with SAP Business Network.	Enable the **Application.SM.EnableUsersToCreateSupplierContact** parameter in **SM Administration** > **Configuration Parameters**.

Default Data for Bank Account, Tax, and Address Configurations

You can configure the behavior of certain fields in **Bank Account**, **Tax**, and **Extended Address** questions using data imports. SAP Ariba provides default data to define default configurations.

- Default Bank Control Keys in Bank Account questions [page 646]
- Default Syntax Validation, Visible, and Mandatory Flags for IBAN Numbers in Bank Account Questions [page 647]
- Default Syntax Validation, Visible, and Mandatory Flags for Account Holder Names, Account Numbers, and Bank Keys in Bank Account Questions [page 657]
- Default Country/Region-Specific Tax ID Field Data [page 675]
- Default country/region-specific ERP region code mappings [page 693]
- Default Syntax Validation for Postal Codes in Supplier Addresses [page 774]

Default Bank Control Keys in Bank Account questions

Bank account syntax validation includes a default set of bank control key data. You can use these default values or import custom definitions.

A bank control key specifies the type of the supplier bank account, such as savings or checking. Different countries can have different bank control keys. **Bank Account** questions include a **Bank Control Key** field and a country/region field for the bank address. Once a respondent has chosen a country or region, the **Bank Control Key** dropdown menu shows the bank control keys defined in your site.

You can use the **Import Country-Specific Bank Control Key** and **Import Country-Specific Bank Control Key Translations** data import tasks to define custom, country or region-specific bank control keys [page 104].

The following table describes default bank control key data:

Table 30: DefaultI Country/Region-Specific Bank Control Keys

UniqueName	ControlKeyCode	ControlKeyDesc	CountryCode
CTRL001	CC	Current Account	AR
CTRL002	CA	Savings Account	AR
CTRL003	CE	Special Savings Account	AR
CTRL004	CS	Salary Account	AR
CTRL005	1	Checking Account	US

UniqueName	ControlKeyCode	ControlKeyDesc	CountryCode
CTRL006	2	Savings Account	US
CTRL007	3	Loan	US
CTRL008	4	General Ledger	US
CTRL009	1	FUTSU	JP
CTRL010	2	TOUZA	JP
CTRL011	4	CHOCHIKU	JP
CTRL012	9	Other bank accounts	JP
CTRL013	1	Current (Cheque) Account	ZA
CTRL014	2	Savings Account	ZA
CTRL015	3	Transmission Account	ZA
CTRL016	4	Bond Account	ZA
CTRL017	9	Subscription Share Account	ZA
CTRL018	CC	Checking Account	VE
CTRL019	CA	Savings Account	VE
CTRL020	CE	Special Savings Account	VE
CTRL021	CS	Salary Account	VE
CTRL022	10	Savings Account	IN
CTRL023	11	Checking Account	IN

Related Information

Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information [page 424]
Country/Region-Specific Bank Control Key Data Import [page 104]

Default Syntax Validation, Visible, and Mandatory Flags for IBAN Numbers in Bank Account Questions

Bank account syntax validation includes a default set of IBAN syntax validation data. You can use these default values or import custom definitions.

The International Bank Account Number (IBAN) is a system for identifying bank accounts across national borders. This system uses a specific syntax that includes a country code, check digits, and other bank information. In sites

that are integrated with an SAP ERP system, integration errors can occur when a supplier synchronized to the ERP system has an IBAN number that doesn't use the required syntax.

You can use the **Import Country-Specific Bank IBAN fields** data import task to define custom, country-specific IBAN syntax [page 106].

Default data for visible and mandatory flags (the `IBANMandatory` and `IBANVisible` fields) is only available if the self-service parameter Enable country/region-specific visibility and optionality configurations for Bank Account fields [page 799] is enabled in your site. In this case, the default data for these fields differs depending on whether your site was deployed before or after the SAP Ariba 2203 release. If this parameter is disabled, those fields are empty and are ignored during data import.

> **Note**
>
> If you edit default values, make sure that either **IBAN Number** or both **Account Number** and **Bank Key/ABA Routing Number** are visible and required for every country/region.

Default Data for Sites Enabled After the SAP Ariba 2203 Release

In sites deployed after the SAP Ariba 2203 release, when country/region-specific visibility and optionality are enabled, the **IBAN Number** field is automatically visible and required for countries/regions that have default IBAN syntax validation data. **IBAN Number** is automatically hidden and optional for countries/regions not included in the default data. Corresponding default data for account number and bank key or routing number [page 657] makes those fields visible and required for those countries/regions instead.

Table 31:

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
AL	AL2!n8!n16!c	28	AL\d{10}[A-Z0-9]{16}	Y	Y
AD	AD2!n4!n4!n12!c	24	AD\d{10}[A-Z0-9]{12}	Y	Y
AT	AT2!n5!n11!n	20	AT\d{18}	Y	Y
AZ	AZ2!n4!a20!c	28	AZ\d{2}[A-Z]{4}[A-Z0-9]{20}	Y	Y
BH	BH2!n4!a14!c	22	BH\d{2}[A-Z]{4}[A-Z0-9]{14}	Y	Y
BE	BE2!n3!n7!n2!n	16	BE\d{14}	Y	Y
BA	BA2!n3!n3!n8!n2!n	20	BA\d{18}	Y	Y
BR	BR2!n8!n5!n10!n1!a1!c	29	BR\d{25}[A-Z]{1}[A-Z0-9]{1}	Y	Y

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
BG	BG2!n4!a4!n2!n8!c	22	BG\d{2}[A-Z]{4}\d{6}[A-Z0-9]{8}	Y	Y
CR	CR2!n3!n14!n	21	CR\d{20}	Y	Y
HR	HR2!n7!n10!n	21	HR\d{19}	Y	Y
CY	CY2!n3!n5!n16!c	28	CY\d{10}[A-Z0-9]{16}	Y	Y
CZ	CZ2!n4!n6!n10!n	24	CZ\d{22}	Y	Y
DK	DK2!n4!n9!n1!n	18	DK\d{16}	Y	Y
DO	DO2!n4!c20!n	28	DO\d{2}[A-Z0-9]{4}\d{20}	Y	Y
EE	EE2!n2!n2!n11!n1!n	20	EE\d{18}	Y	Y
FI	FI2!n6!n7!n1!n	18	FI\d{16}	Y	Y
FR	FR2!n5!n5!n11!c2!	27	FR\d{12}[A-Z0-9]{11}\d{2}	Y	Y
GE	GE2!n2!a16!n	22	GE\d{2}[A-Z]{2}\d{16}	Y	Y
DE	DE2!n8!n10!n	22	DE\d{20}	Y	Y
GI	GI2!n4!a15!c	23	GI\d{2}[A-Z]{4}[A-Z0-9]{15}	Y	Y
GR	GR2!n3!n4!n16!c	27	GR\d{9}[A-Z0-9]{16}	Y	Y
GT	GT2!n4!c20!c	28	GT\d{2}[A-Z0-9]{24}	Y	Y
HU	HU2!n3!n4!n1!n15!n1!n	28	HU\d{26}	Y	Y
IS	IS2!n4!n2!n6!n10!n	26	IS\d{24}	Y	Y
IE	IE2!n4!a6!n8!n	22	IE\d{2}[A-Z]{4}\d{14}	Y	Y
IL	IL2!n3!n3!n13!n	23	IL\d{21}	Y	Y

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
IT	IT2!n1!a5!n5!n12!c	27	IT\d{2}[A-Z]{1}\d{10}[A-Z0-9]{12}	Y	Y
JO	JO2!n4!a4!n18!c	30	JO\d{2}[A-Z]{4}\d{4}[A-Z0-9]{18}	Y	Y
KZ	KZ2!n3!n13!c	20	KZ\d{5}[A-Z0-9]{13}	Y	Y
KW	KW2!n4!a22!c	30	KW\d{2}[A-Z]{4}[A-Z0-9]{22}	Y	Y
LV	LV2!n4!a13!c	21	LV\d{2}[A-Z]{4}[A-Z0-9]{13}	Y	Y
LB	LB2!n4!n20!c	28	LB\d{6}[A-Z0-9]{20}	Y	Y
LI	LI2!n5!n12!c	21	LI\d{7}[A-Z0-9]{12}	Y	Y
LT	LT2!n5!n11!n	20	LT\d{18}	Y	Y
LU	LU2!n3!n13!c	20	LU\d{5}[A-Z0-9]{13}	Y	Y
MK	MK2!n3!n10!c2!n	19	MK\d{5}[A-Z0-9]{10}\d{2}	Y	Y
MT	MT2!n4!a5!n18!c	31	MT\d{2}[A-Z]{4}\d{5}[A-Z0-9]{18}	Y	Y
MR	MR2!n5!n5!n11!n2!n	27	MR\d{25}	Y	Y
MU	MU2!n4!a2!n2!n12!n3!n3!a	30	MU\d{2}[A-Z]{4}\d{19}[A-Z]{3}	Y	Y
MD	MD2!n2!c18!c	24	MD\d{2}[A-Z0-9]{20}	Y	Y
MC	MC2!n5!n5!n11!c2!n	27	MC\d{12}[A-Z0-9]{11}\d{2}	Y	Y
ME	ME2!n3!n13!n2!n	22	ME\d{20}	Y	Y
NL	NL2!n4!a10!n	18	NL\d{2}[A-Z]{4}\d{10}	Y	Y

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
NO	NO2!n4!n6!n1!n	15	NO\d{13}	Y	Y
PK	PK2!n4!a16!c	24	PK\d{2}[A-Z]{4}[A-Z0-9]{16}	Y	Y
PS	PS2!n4!a21!c	29	PS\d{2}[A-Z]{4}[A-Z0-9]{21}	Y	Y
PL	PL2!n8!n16!n	28	PL\d{26}	Y	Y
PT	PT2!n4!n4!n11!n2!n	25	PT\d{23}	Y	Y
QA	QA2!n4!a21!c	29	QA\d{2}[A-Z]{4}[A-Z0-9]{21}	Y	Y
RO	RO2!n4!a16!c	24	RO\d{2}[A-Z]{4}[A-Z0-9]{16}	Y	Y
LC	LC2!n4!a24!c	32	LC\d{2}[A-Z]{4}[A-Z0-9]{24}	Y	Y
SM	SM2!n1!a5!n5!n12!c	27	SM\d{2}[A-Z]{1}\d{10}[A-Z0-9]{12}	Y	Y
ST	ST2!n8!n11!n2!n	25	ST\d{23}	Y	Y
SA	SA2!n2!n18!c	24	SA\d{4}[A-Z0-9]{18}	Y	Y
RS	RS2!n3!n13!n2!n	22	RS\d{20}	Y	Y
SC	SC2!n4a!2n!2n!16n!3a!	31	SC\d{2}[A-Z]{4}\d{20}[A-Z]{3}	Y	Y
SK	SK2!n4!n6!n10!n	24	SK\d{22}	Y	Y
SI	SI2!n5!n8!n2!n	19	SI\d{17}	Y	Y
ES	ES2!n4!n4!n1!n1!n10!n	24	ES\d{22}	Y	Y
SE	SE2!n3!n16!n1!n	24	SE\d{22}	Y	Y

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
CH	CH2!n5!n12!c	21	CH\d{7}[A-Z0-9]{12}	Y	Y
TL	TL2!n3!n14!n2!n	23	TL\d{21}	Y	Y
TN	TN2!n2!n3!n13!n2!n	24	TN\d{22}	Y	Y
TR	TR2!n5!n1!n16!c	26	TR\d{8}[A-Z0-9]{16}	Y	Y
UA	UA2!n6!n19!c	29	UA\d{8}[A-Z0-9]{19}	Y	Y
AE	AE2!n3!n16!n	23	AE\d{21}	Y	Y
GB	GB2!n4!a6!n8!n	22	GB\d{2}[A-Z]{4}\d{14}	Y	Y
VG	VG2!n4!a16!n	24	VG\d{2}[A-Z]{4}\d{16}	Y	Y

Default Data for Sites Enabled Before the SAP Ariba 2203 Release

In sites deployed before the SAP Ariba 2203 release, when country/region-specific visibility and optionality are enabled, the **IBAN Number** field is automatically visible but optional for countries/regions that have default IBAN syntax validation data. **IBAN Number** is automatically hidden and optional for countries/regions not included in the default data. Corresponding default data for account number and bank key or routing number [page 657] makes those fields visible but optional for all countries/regions.

These default values for `Visible` and `Mandatory` flags prevent unexpected changes to the behavior of **Bank Account** questions after the introduction of these fields. However, if you don't change any of the default values in these fields, the system applies the default requirement of either **IBAN Number** or a combination of **Bank Account** and **Bank Key/ABA Routing Number** instead to ensure that questionnaire recipients must enter a bank account ID for each bank.

Table 32:

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
AL	AL2!n8!n16!c	28	AL\d{10}[A-Z0-9]{16}	N	Y
AD	AD2!n4!n4!n12!c	24	AD\d{10}[A-Z0-9]{12}	N	Y
AT	AT2!n5!n11!n	20	AT\d{18}	N	Y
AZ	AZ2!n4!a20!c	28	AZ\d{2}[A-Z]{4}[A-Z0-9]{20}	N	Y

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
BH	BH2!n4!a14!c	22	BH\d{2}[A-Z]{4}[A-Z0-9]{14}	N	Y
BE	BE2!n3!n7!n2!n	16	BE\d{14}	N	Y
BA	BA2!n3!n3!n8!n2!n	20	BA\d{18}	N	Y
BR	BR2!n8!n5!n10!n1!a1!c	29	BR\d{25}[A-Z]{1}[A-Z0-9]{1}	N	Y
BG	BG2!n4!a4!n2!n8!c	22	BG\d{2}[A-Z]{4}\d{6}[A-Z0-9]{8}	N	Y
CR	CR2!n3!n14!n	21	CR\d{20}	N	Y
HR	HR2!n7!n10!n	21	HR\d{19}	N	Y
CY	CY2!n3!n5!n16!c	28	CY\d{10}[A-Z0-9]{16}	N	Y
CZ	CZ2!n4!n6!n10!n	24	CZ\d{22}	N	Y
DK	DK2!n4!n9!n1!n	18	DK\d{16}	N	Y
DO	DO2!n4!c20!n	28	DO\d{2}[A-Z0-9]{4}\d{20}	N	Y
EE	EE2!n2!n2!n11!n1!n	20	EE\d{18}	N	Y
FI	FI2!n6!n7!n1!n	18	FI\d{16}	N	Y
FR	FR2!n5!n5!n11!c2!	27	FR\d{12}[A-Z0-9]{11}\d{2}	N	Y
GE	GE2!n2!a16!n	22	GE\d{2}[A-Z]{2}\d{16}	N	Y
DE	DE2!n8!n10!n	22	DE\d{20}	N	Y
GI	GI2!n4!a15!c	23	GI\d{2}[A-Z]{4}[A-Z0-9]{15}	N	Y
GR	GR2!n3!n4!n16!c	27	GR\d{9}[A-Z0-9]{16}	N	Y

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
GT	GT2!n4!c20!c	28	GT\d{2}[A-Z0-9]{24}	N	Y
HU	HU2!n3!n4!n1!n15!n1!n	28	HU\d{26}	N	Y
IS	IS2!n4!n2!n6!n10!n	26	IS\d{24}	N	Y
IE	IE2!n4!a6!n8!n	22	IE\d{2}[A-Z]{4}\d{14}	N	Y
IL	IL2!n3!n3!n13!n	23	IL\d{21}	N	Y
IT	IT2!n1!a5!n5!n12!c	27	IT\d{2}[A-Z]{1}\d{10}[A-Z0-9]{12}	N	Y
JO	JO2!n4!a4!n18!c	30	JO\d{2}[A-Z]{4}\d{4}[A-Z0-9]{18}	N	Y
KZ	KZ2!n3!n13!c	20	KZ\d{5}[A-Z0-9]{13}	N	Y
KW	KW2!n4!a22!c	30	KW\d{2}[A-Z]{4}[A-Z0-9]{22}	N	Y
LV	LV2!n4!a13!c	21	LV\d{2}[A-Z]{4}[A-Z0-9]{13}	N	Y
LB	LB2!n4!n20!c	28	LB\d{6}[A-Z0-9]{20}	N	Y
LI	LI2!n5!n12!c	21	LI\d{7}[A-Z0-9]{12}	N	Y
LT	LT2!n5!n11!n	20	LT\d{18}	N	Y
LU	LU2!n3!n13!c	20	LU\d{5}[A-Z0-9]{13}	N	Y
MK	MK2!n3!n10!c2!n	19	MK\d{5}[A-Z0-9]{10}\d{2}	N	Y
MT	MT2!n4!a5!n18!c	31	MT\d{2}[A-Z]{4}\d{5}[A-Z0-9]{18}	N	Y
MR	MR2!n5!n5!n11!n2!n	27	MR\d{25}	N	Y

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
MU	MU2!n4!a2!n2!n12!n3!n3!a	30	MU\d{2}[A-Z]{4}\d{19}[A-Z]{3}	N	Y
MD	MD2!n2!c18!c	24	MD\d{2}[A-Z0-9]{20}	N	Y
MC	MC2!n5!n5!n11!c2!n	27	MC\d{12}[A-Z0-9]{11}\d{2}	N	Y
ME	ME2!n3!n13!n2!n	22	ME\d{20}	N	Y
NL	NL2!n4!a10!n	18	NL\d{2}[A-Z]{4}\d{10}	N	Y
NO	NO2!n4!n6!n1!n	15	NO\d{13}	N	Y
PK	PK2!n4!a16!c	24	PK\d{2}[A-Z]{4}[A-Z0-9]{16}	N	Y
PS	PS2!n4!a21!c	29	PS\d{2}[A-Z]{4}[A-Z0-9]{21}	N	Y
PL	PL2!n8!n16!n	28	PL\d{26}	N	Y
PT	PT2!n4!n4!n11!n2!n	25	PT\d{23}	N	Y
QA	QA2!n4!a21!c	29	QA\d{2}[A-Z]{4}[A-Z0-9]{21}	N	Y
RO	RO2!n4!a16!c	24	RO\d{2}[A-Z]{4}[A-Z0-9]{16}	N	Y
LC	LC2!n4!a24!c	32	LC\d{2}[A-Z]{4}[A-Z0-9]{24}	N	Y
SM	SM2!n1!a5!n5!n12!c	27	SM\d{2}[A-Z]{1}\d{10}[A-Z0-9]{12}	N	Y
ST	ST2!n8!n11!n2!n	25	ST\d{23}	N	Y
SA	SA2!n2!n18!c	24	SA\d{4}[A-Z0-9]{18}	N	Y
RS	RS2!n3!n13!n2!n	22	RS\d{20}	N	Y

CountryCode	IBANFormat	IBANLength	IBANRegex	IBANMandatory	IBANVisible
SC	SC2!n4a!2n!2n!16n!3a!	31	SC\d{2}[A-Z]{4}\d{20}[A-Z]{3}	N	Y
SK	SK2!n4!n6!n10!n	24	SK\d{22}	N	Y
SI	SI2!n5!n8!n2!n	19	SI\d{17}	N	Y
ES	ES2!n4!n4!n1!n1!n10!n	24	ES\d{22}	N	Y
SE	SE2!n3!n16!n1!n	24	SE\d{22}	N	Y
CH	CH2!n5!n12!c	21	CH\d{7}[A-Z0-9]{12}	N	Y
TL	TL2!n3!n14!n2!n	23	TL\d{21}	N	Y
TN	TN2!n2!n3!n13!n2!n	24	TN\d{22}	N	Y
TR	TR2!n5!n1!n16!c	26	TR\d{8}[A-Z0-9]{16}	N	Y
UA	UA2!n6!n19!c	29	UA\d{8}[A-Z0-9]{19}	N	Y
AE	AE2!n3!n16!n	23	AE\d{21}	N	Y
GB	GB2!n4!a6!n8!n	22	GB\d{2}[A-Z]{4}\d{14}	N	Y
VG	VG2!n4!a16!n	24	VG\d{2}[A-Z]{4}\d{16}	N	Y

Related Information

Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information [page 424]

Country/Region-Specific Validation Syntax, Visibility, and Optionality for Supplier Bank Account IBAN Number Data Import [page 106]

Default Syntax Validation, Visible, and Mandatory Flags for Account Holder Names, Account Numbers, and Bank Keys in Bank Account Questions

Validation of bank account syntax includes a set of syntax validation data for account holder names, account numbers, and bank keys or ABA routing numbers. You can use these default values or import custom definitions.

You can use the **Import Country-Specific Bank validation fields** data import task to define country/region-specific syntax for these fields, and in some cases you can also define visibility and optionality for them. Bank account field validation definitions include fields where you specify which check rule to use during syntax validation using a number between `1` and `8`. For details on defining custom, country-specific syntax validation for these fields and the check rules that correspond to these numbers, see Country/Region-Specific Syntax Validation, Visibility, and Optionality for Supplier Bank Account Holder Name, Account Number, and Bank Key or ABA Routing Number Data Import [page 109].

Default data for visible and mandatory flags (the `AccountNumberMandatory`, `BankKeyMandatory`, `AccountNumberVisible`, and `BankKeyVisible` fields) is only available if the self-service parameter Enable country/region-specific visibility and optionality configurations for Bank Account fields [page 799] is enabled in your site. In this case, the default data for these fields differs depending on whether your site was deployed before or after the SAP Ariba 2203 release. If this parameter is disabled, those fields are empty and are ignored during data import.

> **Note**
>
> If you edit default values, make sure that either **IBAN Number** or both **Account Number** and **Bank Key/ABA Routing Number** are visible and required for every country/region.

Default Data for Sites Enabled After the SAP Ariba 2203 Release

In sites deployed after the SAP Ariba 2203 release, when country/region-specific visibility and optionality are enabled, the **Account Number** and **Bank Key/ABA Routing Number** fields for countries/regions that use **IBAN Number** are optional and hidden by default. Corresponding default data for IBAN numbers [page 647] makes the **IBAN Number** field visible and required for those countries instead. **Account Number** and **Bank Key/ABA Routing Number** are visible for countries/regions that don't use IBAN numbers, and **IBAN Number** is optional and hidden by default.

Table 33:

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
AD	5		60				5		15	N	N	N	N

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
AE	5		60				1		11	N	N	N	N
AF	5		60				5		15	Y	Y	Y	Y
AG	5		60				1		11	Y	Y	Y	Y
AI	5		60				1		12	Y	Y	Y	Y
AL	5		60				5		15	N	N	N	N
AM	5		60				1		11	Y	Y	Y	Y
AO	5		60				1		11	Y	Y	Y	Y
AQ	5		60				1		15	Y	Y	Y	Y
AR	5		60				5		15	Y	Y	Y	Y
AS	5		60				5		15	Y	Y	Y	Y
AT	5		60	2		11	4		5	N	N	N	N
AU	5		60	8		9	3		7	Y	Y	Y	Y
AW	5		60				1		11	Y	Y	Y	Y
AX	5		60							Y	Y	Y	Y
AZ	5		60				1		11	N	N	N	N
BA	5		60				1		11	N	N	N	N
BB	5		60				1		11	Y	Y	Y	Y
BD	5		60				1		11	Y	Y	Y	Y
BE	5		60	3		14	3		3	N	N	N	N
BF	5		60				1		11	Y	Y	Y	Y
BG	5		60	3		10	7		8	N	N	N	N
BH	5		60				1		11	N	N	N	N
BI	5		60				1		11	Y	Y	Y	Y
BJ	5		60				1		11	Y	Y	Y	Y
BL	5		60							Y	Y	Y	Y
BM	5		60				1		11	Y	Y	Y	Y
BN	5		60							Y	Y	Y	Y
BO	5		60				1		11	Y	Y	Y	Y
BQ	5		60							Y	Y	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
BR	5		60	1		15	2		9	N	N	N	N
BS	5		60							Y	Y	Y	Y
BV	5		60				1		11	Y	Y	Y	Y
BW	5		60				1		11	Y	Y	Y	Y
BY	5		60				1		11	Y	Y	Y	Y
BZ	5		60				1		11	Y	Y	Y	Y
CA	5		60	5		10	5		10	Y	Y	Y	Y
CC	5		60				1		11	Y	Y	Y	Y
CD	5		60							Y	Y	Y	Y
CF	5		60				1		11	Y	Y	Y	Y
CG	5		60							Y	Y	Y	Y
CH	5		60	5		18	2		7	N	N	N	N
CI	5		60				1		11	Y	Y	Y	Y
CK	5		60				1		11	Y	Y	Y	Y
CN	5		60							Y	Y	Y	Y
CO	5		60				5		15	Y	Y	Y	Y
CR	5		60				5		15	N	N	N	N
CV	5		60				1		11	Y	Y	Y	Y
CW	5		60							Y	Y	Y	Y
CX	5		60				1		11	Y	Y	Y	Y
CY	5		60				1		11	N	N	N	N
CZ	5		60	5		18	5		4	N	N	N	N
DE	5		60	2		14	4		8	N	N	N	N
DJ	5		60				1		11	Y	Y	Y	Y
DK	5		60	2		10	5		4	N	N	N	N
DM	5		60				1		11	Y	Y	Y	Y
DO	5		60				1		11	N	N	N	N
DZ	5		60				1		11	Y	Y	Y	Y
EC	5		60				1		11	Y	Y	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
EE	5		60	2		14	4		2	N	N	N	N
EG	5		60				1		11	Y	Y	Y	Y
EH	5		60							Y	Y	Y	Y
ER	5		60				1		11	Y	Y	Y	Y
ES	5		60	4		10	4		8	N	N	N	N
ET	5		60				1		11	Y	Y	Y	Y
FI	5		60	1		18	1		11	N	N	N	N
FJ	5		60				1		11	Y	Y	Y	Y
FK	5		60				1		11	Y	Y	Y	Y
FM	5		60							Y	Y	Y	Y
FO	5		60				5		15	Y	Y	Y	Y
FR	5		60	3		11	4		10	N	N	N	N
GA	5		60				1		11	Y	Y	Y	Y
GB	5		60	1		8	1		6	N	N	N	N
GD	5		60				1		11	Y	Y	Y	Y
GE	5		60				5		15	Y	Y	Y	Y
GF	5		60				1		11	Y	Y	Y	Y
GG	5		60							Y	Y	Y	Y
GH	5		60				1		11	Y	Y	Y	Y
GI	5		60				1		11	N	N	N	N
GL	5		60				1		11	Y	Y	Y	Y
GM	5		60				1		11	Y	Y	Y	Y
GN	5		60				1		11	Y	Y	Y	Y
GP	5		60				1		11	Y	Y	Y	Y
GQ	5		60				1		11	Y	Y	Y	Y
GR	5		60				1		11	N	N	N	N
GT	5		60				1		11	N	N	N	N
GU	5		60				1		11	Y	Y	Y	Y
GW	5		60				1		11	Y	Y	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
GY	5		60				1		11	Y	Y	Y	Y
HK	5		60	1		12	1		3	Y	Y	Y	Y
HM	5		60				1		11	Y	Y	Y	Y
HN	5		60				1		11	Y	Y	Y	Y
HR	5		60				1		11	N	N	N	N
HT	5		60				1		11	Y	Y	Y	Y
HU	5		60	1		17	4		8	N	N	N	N
ID	5		60				5		15	Y	Y	Y	Y
IE	5		60				5		15	N	N	N	N
IL	5		60				1		11	N	N	N	N
IM	5		60							Y	Y	Y	Y
IN	5		60				1		11	Y	Y	Y	Y
IO	5		60				1		11	Y	Y	Y	Y
IQ	5		60				1		11	Y	Y	Y	Y
IS	5		60				5		15	N	N	N	N
IT	5		60	1		12	4		10	N	N	N	N
JE	5		60							Y	Y	Y	Y
JM	5		60				5		15	Y	Y	Y	Y
JO	5		60				1		11	N	N	N	N
JP	5		60	2		7	4		7	Y	Y	Y	Y
KE	5		60				1		11	Y	Y	Y	Y
KG	5		60				5		15	Y	Y	Y	Y
KH	5		60				5		15	Y	Y	Y	Y
KI	5		60				1		11	Y	Y	Y	Y
KM	5		60				1		11	Y	Y	Y	Y
KN	5		60				1		11	Y	Y	Y	Y
KR	5		60				1		11	Y	Y	Y	Y
KW	5		60				1		11	N	N	N	N
KY	5		60				1		11	Y	Y	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
KZ	5		60	4		12	5		15	N	N	N	N
LA	5		60				5		15	Y	Y	Y	Y
LB	5		60				1		11	N	N	N	N
LC	5		60				1		11	N	N	N	N
LI	5		60	5		18	5		15	N	N	N	N
LK	5		60				5		15	Y	Y	Y	Y
LR	5		60				1		11	Y	Y	Y	Y
LS	5		60				1		11	Y	Y	Y	Y
LT	5		60				5		15	N	N	N	N
LU	5		60	5		15	5		8	N	N	N	N
LV	5		60				5		15	N	N	N	N
LY	5		60				1		11	Y	Y	Y	Y
MA	5		60				1		11	Y	Y	Y	Y
MC	5		60				5		15	N	N	N	N
MD	5		60				1		11	N	N	N	N
ME	5		60							N	N	N	N
MF	5		60							Y	Y	Y	Y
MG	5		60				1		11	Y	Y	Y	Y
MH	5		60				1		11	Y	Y	Y	Y
MK	5		60							N	N	N	N
ML	5		60				1		11	Y	Y	Y	Y
MM	5						1		11	Y	Y	Y	Y
MN	5		60				5		15	Y	Y	Y	Y
MO	5		60				1		11	Y	Y	Y	Y
MP	5		60							Y	Y	Y	Y
MQ	5		60				1		11	Y	Y	Y	Y
MR	5		60				1		11	N	N	N	N
MS	5		60				1		11	Y	Y	Y	Y
MT	5		60				1		11	N	N	N	N

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
MU	5		60				1		11	N	N	N	N
MV	5		60				1		11	Y	Y	Y	Y
MW	5		60				1		11	Y	Y	Y	Y
MX	5		60	5		10	6		4	Y	Y	Y	Y
MY	5		60				5		15	Y	Y	Y	Y
MZ	5		60				1		11	Y	Y	Y	Y
NA	5		60	2		17	4		6	Y	Y	Y	Y
NC	5		60				1		11	Y	Y	Y	Y
NE	5		60				1		11	Y	Y	Y	Y
NF	5		60				1		11	Y	Y	Y	Y
NG	5		60				1		11	Y	Y	Y	Y
NI	5		60				1		11	Y	Y	Y	Y
NL	5		60	4		10	1		11	N	N	N	N
NO	5		60	4		11	1		4	N	N	N	N
NP	5		60				5		15	Y	Y	Y	Y
NR	5		60				1		11	Y	Y	Y	Y
NU	5		60				1		11	Y	Y	Y	Y
NZ	5		60	2		14	1		6	Y	Y	Y	Y
OM	5		60				1		11	Y	Y	Y	Y
PA	5		60				1		11	Y	Y	Y	Y
PE	5		60				5		15	Y	Y	Y	Y
PF	5		60				5		15	Y	Y	Y	Y
PG	5		60				5		15	Y	Y	Y	Y
PH	5		60				1		11	Y	Y	Y	Y
PK	5		60				5		15	N	N	N	N
PL	5		60				5		11	N	N	N	N
PM	5		60				1		11	Y	Y	Y	Y
PN	5		60				1		11	Y	Y	Y	Y
PR	5		60				5		15	Y	Y	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
PS	5		60							N	N	N	N
PT	5		60	2		11	4		8	N	N	N	N
PW	5		60				1		11	Y	Y	Y	Y
PY	5		60				1		11	Y	Y	Y	Y
QA	5		60				1		11	N	N	N	N
RE	5		60				1		11	Y	Y	Y	Y
RO	5		60				1		11	N	N	N	N
RS	5		60							N	N	N	N
RU	5		60	4		18	5		15	Y	Y	Y	Y
RW	5		60				1		11	Y	Y	Y	Y
SA	5		60				1		11	N	N	N	N
SB	5		60				5		15	Y	Y	Y	Y
SC	5		60				1		11	N	N	N	N
SE	5		60	1		11	8		4	N	N	N	N
SG	5		60	5		10	5		10	Y	Y	Y	Y
SH	5		60				1		11	Y	Y	Y	Y
SI	5		60				1		11	N	N	N	N
SJ	5		60				1		11	Y	Y	Y	Y
SK	5		60	5		10	5		10	N	N	N	N
SL	5		60				1		11	Y	Y	Y	Y
SM	5		60				5		15	N	N	N	N
SN	5		60				5		15	Y	Y	Y	Y
SO	5		60				1		11	Y	Y	Y	Y
SR	5		60				1		11	Y	Y	Y	Y
SS	5		60							Y	Y	Y	Y
ST	5		60				1		11	N	N	N	N
SV	5		60				1		11	Y	Y	Y	Y
SX	5		60							Y	Y	Y	Y
SZ	5		60				1		11	Y	Y	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
TC	5		60				1		11	Y	Y	Y	Y
TD	5		60				1		11	Y	Y	Y	Y
TF	5		60							Y	Y	Y	Y
TG	5		60				1		11	Y	Y	Y	Y
TH	5		60	1		15	5		15	Y	Y	Y	Y
TJ	5		60				1		11	Y	Y	Y	Y
TK	5		60				1		11	Y	Y	Y	Y
TL	5		60							N	N	N	N
TM	5		60				1		11	Y	Y	Y	Y
TN	5		60				1		11	N	N	N	N
TO	5		60				1		11	Y	Y	Y	Y
TR	5		60				5		15	N	N	N	N
TT	5		60				5		15	Y	Y	Y	Y
TV	5		60				1		11	Y	Y	Y	Y
TW	5		60				1		11	Y	Y	Y	Y
TZ	5		60				1		11	Y	Y	Y	Y
UA	5		60	5		18	4		8	N	N	N	N
UG	5		60				1		11	Y	Y	Y	Y
UM	5		60				1		1	Y	Y	Y	Y
US	5		60	6		17	6		9	Y	Y	Y	Y
UY	5		60				5		15	Y	Y	Y	Y
UZ	5		60				5		15	Y	Y	Y	Y
VA	5		60				1		11	Y	Y	Y	Y
VC	5		60				1		11	Y	Y	Y	Y
VE	5		60				5		15	Y	Y	Y	Y
VG	5		60				5		15	N	N	N	N
VI	5		60				5		15	Y	Y	Y	Y
VN	5		60				5		15	Y	Y	Y	Y
VU	5		60				5		15	Y	Y	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
WF	5		60				1		11	Y	Y	Y	Y
WS	5		60				5		15	Y	Y	Y	Y
YE	5		60				1		11	Y	Y	Y	Y
YT	5		60				1		11	Y	Y	Y	Y
ZA	5		60	2		17	4		6	Y	Y	Y	Y
ZM	5		60				1		11	Y	Y	Y	Y
ZW	5		60				5		15	Y	Y	Y	Y

Default Data for Sites Enabled Before the SAP Ariba 2203 Release

In sites enabled before the SAP Ariba 2203 release, when country/region-specific visibility and optionality are enabled, the default values for `Visible` and `Mandatory` flags prevent unexpected changes to the behavior of **Bank Account** questions after the introduction of these fields. However, if you don't change any of the default values in these fields, the system applies the default requirement of either **IBAN Number** or a combination of **Bank Account** and **Bank Key/ABA Routing Number** instead to ensure that questionnaire recipients must enter a bank account ID for each bank.

Table 34:

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
AD	5		60				5		15	N	N	Y	Y
AE	5		60				1		11	N	N	Y	Y
AF	5		60				5		15	N	N	Y	Y
AG	5		60				1		11	N	N	Y	Y
AI	5		60				1		12	N	N	Y	Y
AL	5		60				5		15	N	N	Y	Y
AM	5		60				1		11	N	N	Y	Y
AO	5		60				1		11	N	N	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
AQ	5		60				1		15	N	N	Y	Y
AR	5		60				5		15	N	N	Y	Y
AS	5		60				5		15	N	N	Y	Y
AT	5		60	2		11	4		5	N	N	Y	Y
AU	5		60	8		9	3		7	N	N	Y	Y
AW	5		60				1		11	N	N	Y	Y
AX	5		60							N	N	Y	Y
AZ	5		60				1		11	N	N	Y	Y
BA	5		60				1		11	N	N	Y	Y
BB	5		60				1		11	N	N	Y	Y
BD	5		60				1		11	N	N	Y	Y
BE	5		60	3		14	3		3	N	N	Y	Y
BF	5		60				1		11	N	N	Y	Y
BG	5		60	3		10	7		8	N	N	Y	Y
BH	5		60				1		11	N	N	Y	Y
BI	5		60				1		11	N	N	Y	Y
BJ	5		60				1		11	N	N	Y	Y
BL	5		60							N	N	Y	Y
BM	5		60				1		11	N	N	Y	Y
BN	5		60							N	N	Y	Y
BO	5		60				1		11	N	N	Y	Y
BQ	5		60							N	N	Y	Y
BR	5		60	1		15	2		9	N	N	Y	Y
BS	5		60							N	N	Y	Y
BV	5		60				1		11	N	N	Y	Y
BW	5		60				1		11	N	N	Y	Y
BY	5		60				1		11	N	N	Y	Y
BZ	5		60				1		11	N	N	Y	Y
CA	5		60	5		10	5		10	N	N	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
CC	5		60				1		11	N	N	Y	Y
CD	5		60							N	N	Y	Y
CF	5		60				1		11	N	N	Y	Y
CG	5		60							N	N	Y	Y
CH	5		60	5		18	2		7	N	N	Y	Y
CI	5		60				1		11	N	N	Y	Y
CK	5		60				1		11	N	N	Y	Y
CN	5		60							N	N	Y	Y
CO	5		60				5		15	N	N	Y	Y
CR	5		60				5		15	N	N	Y	Y
CV	5		60				1		11	N	N	Y	Y
CW	5		60							N	N	Y	Y
CX	5		60				1		11	N	N	Y	Y
CY	5		60				1		11	N	N	Y	Y
CZ	5		60	5		18	5		4	N	N	Y	Y
DE	5		60	2		14	4		8	N	N	Y	Y
DJ	5		60				1		11	N	N	Y	Y
DK	5		60	2		10	5		4	N	N	Y	Y
DM	5		60				1		11	N	N	Y	Y
DO	5		60				1		11	N	N	Y	Y
DZ	5		60				1		11	N	N	Y	Y
EC	5		60				1		11	N	N	Y	Y
EE	5		60	2		14	4		2	N	N	Y	Y
EG	5		60				1		11	N	N	Y	Y
EH	5		60							N	N	Y	Y
ER	5		60				1		11	N	N	Y	Y
ES	5		60	4		10	4		8	N	N	Y	Y
ET	5		60				1		11	N	N	Y	Y
FI	5		60	1		18	1		11	N	N	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
FJ	5		60				1		11	N	N	Y	Y
FK	5		60				1		11	N	N	Y	Y
FM	5		60							N	N	Y	Y
FO	5		60				5		15	N	N	Y	Y
FR	5		60	3		11	4		10	N	N	Y	Y
GA	5		60				1		11	N	N	Y	Y
GB	5		60	1		8	1		6	N	N	Y	Y
GD	5		60				1		11	N	N	Y	Y
GE	5		60				5		15	N	N	Y	Y
GF	5		60				1		11	N	N	Y	Y
GG	5		60							N	N	Y	Y
GH	5		60				1		11	N	N	Y	Y
GI	5		60				1		11	N	N	Y	Y
GL	5		60				1		11	N	N	Y	Y
GM	5		60				1		11	N	N	Y	Y
GN	5		60				1		11	N	N	Y	Y
GP	5		60				1		11	N	N	Y	Y
GQ	5		60				1		11	N	N	Y	Y
GR	5		60				1		11	N	N	Y	Y
GT	5		60				1		11	N	N	Y	Y
GU	5		60				1		11	N	N	Y	Y
GW	5		60				1		11	N	N	Y	Y
GY	5		60				1		11	N	N	Y	Y
HK	5		60	1		12	1		3	N	N	Y	Y
HM	5		60				1		11	N	N	Y	Y
HN	5		60				1		11	N	N	Y	Y
HR	5		60				1		11	N	N	Y	Y
HT	5		60				1		11	N	N	Y	Y
HU	5		60	1		17	4		8	N	N	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
ID	5		60				5		15	N	N	Y	Y
IE	5		60				5		15	N	N	Y	Y
IL	5		60				1		11	N	N	Y	Y
IM	5		60							N	N	Y	Y
IN	5		60				1		11	N	N	Y	Y
IO	5		60				1		11	N	N	Y	Y
IQ	5		60				1		11	N	N	Y	Y
IS	5		60				5		15	N	N	Y	Y
IT	5		60	1		12	4		10	N	N	Y	Y
JE	5		60							N	N	Y	Y
JM	5		60				5		15	N	N	Y	Y
JO	5		60				1		11	N	N	Y	Y
JP	5		60	2		7	4		7	N	N	Y	Y
KE	5		60				1		11	N	N	Y	Y
KG	5		60				5		15	N	N	Y	Y
KH	5		60				5		15	N	N	Y	Y
KI	5		60				1		11	N	N	Y	Y
KM	5		60				1		11	N	N	Y	Y
KN	5		60				1		11	N	N	Y	Y
KR	5		60				1		11	N	N	Y	Y
KW	5		60				1		11	N	N	Y	Y
KY	5		60				1		11	N	N	Y	Y
KZ	5		60	4		12	5		15	N	N	Y	Y
LA	5		60				5		15	N	N	Y	Y
LB	5		60				1		11	N	N	Y	Y
LC	5		60				1		11	N	N	Y	Y
LI	5		60	5		18	5		15	N	N	Y	Y
LK	5		60				5		15	N	N	Y	Y
LR	5		60				1		11	N	N	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
LS	5		60				1		11	N	N	Y	Y
LT	5		60				5		15	N	N	Y	Y
LU	5		60	5		15	5		8	N	N	Y	Y
LV	5		60				5		15	N	N	Y	Y
LY	5		60				1		11	N	N	Y	Y
MA	5		60				1		11	N	N	Y	Y
MC	5		60				5		15	N	N	Y	Y
MD	5		60				1		11	N	N	Y	Y
ME	5		60							N	N	Y	Y
MF	5		60							N	N	Y	Y
MG	5		60				1		11	N	N	Y	Y
MH	5		60				1		11	N	N	Y	Y
MK	5		60							N	N	Y	Y
ML	5		60				1		11	N	N	Y	Y
MM	5		60				1		11	N	N	Y	Y
MN	5		60				5		15	N	N	Y	Y
MO	5		60				1		11	N	N	Y	Y
MP	5		60							N	N	Y	Y
MQ	5		60				1		11	N	N	Y	Y
MR	5		60				1		11	N	N	Y	Y
MS	5		60				1		11	N	N	Y	Y
MT	5		60				1		11	N	N	Y	Y
MU	5		60				1		11	N	N	Y	Y
MV	5		60				1		11	N	N	Y	Y
MW	5		60				1		11	N	N	Y	Y
MX	5		60	5		10	6		4	N	N	Y	Y
MY	5		60				5		15	N	N	Y	Y
MZ	5		60				1		11	N	N	Y	Y
NA	5		60	2		17	4		6	N	N	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
NC	5		60				1		11	N	N	Y	Y
NE	5		60				1		11	N	N	Y	Y
NF	5		60				1		11	N	N	Y	Y
NG	5		60				1		11	N	N	Y	Y
NI	5		60				1		11	N	N	Y	Y
NL	5		60	4		10	1		11	N	N	Y	Y
NO	5		60	4		11	1		4	N	N	Y	Y
NP	5		60				5		15	N	N	Y	Y
NR	5		60				1		11	N	N	Y	Y
NU	5		60				1		11	N	N	Y	Y
NZ	5		60	2		14	1		6	N	N	Y	Y
OM	5		60				1		11	N	N	Y	Y
PA	5		60				1		11	N	N	Y	Y
PE	5		60				5		15	N	N	Y	Y
PF	5		60				5		15	N	N	Y	Y
PG	5		60				5		15	N	N	Y	Y
PH	5		60				1		11	N	N	Y	Y
PK	5		60				5		15	N	N	Y	Y
PL	5		60				5		11	N	N	Y	Y
PM	5		60				1		11	N	N	Y	Y
PN	5		60				1		11	N	N	Y	Y
PR	5		60				5		15	N	N	Y	Y
PS	5		60							N	N	Y	Y
PT	5		60	2		11	4		8	N	N	Y	Y
PW	5		60				1		11	N	N	Y	Y
PY	5		60				1		11	N	N	Y	Y
QA	5		60				1		11	N	N	Y	Y
RE	5		60				1		11	N	N	Y	Y
RO	5		60				1		11	N	N	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
RS	5		60							N	N	Y	Y
RU	5		60	4		18	5		15	N	N	Y	Y
RW	5		60				1		11	N	N	Y	Y
SA	5		60				1		11	N	N	Y	Y
SB	5		60				5		15	N	N	Y	Y
SC	5		60				1		11	N	N	Y	Y
SE	5		60	1		11	8		4	N	N	Y	Y
SG	5		60	5		10	5		10	N	N	Y	Y
SH	5		60				1		11	N	N	Y	Y
SI	5		60				1		11	N	N	Y	Y
SJ	5		60				1		11	N	N	Y	Y
SK	5		60	5		10	5		10	N	N	Y	Y
SL	5		60				1		11	N	N	Y	Y
SM	5		60				5		15	N	N	Y	Y
SN	5		60				5		15	N	N	Y	Y
SO	5		60				1		11	N	N	Y	Y
SR	5		60				1		11	N	N	Y	Y
SS	5		60							N	N	Y	Y
ST	5		60				1		11	N	N	Y	Y
SV	5		60				1		11	N	N	Y	Y
SX	5		60							N	N	Y	Y
SZ	5		60				1		11	N	N	Y	Y
TC	5		60				1		11	N	N	Y	Y
TD	5		60				1		11	N	N	Y	Y
TF	5		60							N	N	Y	Y
TG	5		60				1		11	N	N	Y	Y
TH	5		60	1		15	5		15	N	N	Y	Y
TJ	5		60				1		11	N	N	Y	Y
TK	5		60				1		11	N	N	Y	Y

CountryCode	AccountHolderNameCheckRule	AccountHolderNameRegex	AccountHolderNameSize	AccountNumberCheckRule	AccountNumberRegex	AccountNumberSize	BankKeyCheckRule	BankKeyRegex	BankKeySize	AccountNumberMandatory	BankKeyMandatory	AccountNumberVisible	BankKeyVisible
TL	5		60							N	N	Y	Y
TM	5		60				1		11	N	N	Y	Y
TN	5		60				1		11	N	N	Y	Y
TO	5		60				1		11	N	N	Y	Y
TR	5		60				5		15	N	N	Y	Y
TT	5		60				5		15	N	N	Y	Y
TV	5		60				1		11	N	N	Y	Y
TW	5		60				1		11	N	N	Y	Y
TZ	5		60				1		11	N	N	Y	Y
UA	5		60	5		18	4		8	N	N	Y	Y
UG	5		60				1		11	N	N	Y	Y
UM	5		60				1		1	N	N	Y	Y
US	5		60	6		17	6		9	N	N	Y	Y
UY	5		60				5		15	N	N	Y	Y
UZ	5		60				5		15	N	N	Y	Y
VA	5		60				1		11	N	N	Y	Y
VC	5		60				1		11	N	N	Y	Y
VE	5		60				5		15	N	N	Y	Y
VG	5		60				5		15	N	N	Y	Y
VI	5		60				5		15	N	N	Y	Y
VN	5		60				5		15	N	N	Y	Y
VU	5		60				5		15	N	N	Y	Y
WF	5		60				1		11	N	N	Y	Y
WS	5		60				5		15	N	N	Y	Y
YE	5		60				1		11	N	N	Y	Y
YT	5		60				1		11	N	N	Y	Y
ZA	5		60	2		17	4		6	N	N	Y	Y
ZM	5		60				1		11	N	N	Y	Y
ZW	5		60				5		15	N	N	Y	Y

Related Information

Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information [page 424]

Country/Region-Specific Syntax Validation, Visibility, and Optionality for Supplier Bank Account Holder Name, Account Number, and Bank Key or ABA Routing Number Data Import [page 109]

Default Country/Region-Specific Tax ID Field Data

In sites deployed after the SAP Ariba 2211 release, SAP Ariba provides default, sample country/region-specific data for fields in **Tax** questions in supplier management questionnaires.

You can edit this sample data to meet the requirements of an integrated ERP system and ensure that the tax information you collect from suppliers is valid. Use the **Export Country-Specific Tax Fields** data export task to export this sample data. After editing the sample data, use the **Import Country-Specific Tax Fields** data import task to customize your tax field configurations [page 98].

> **Note**
>
> This sample data is associated with your site's base language. The default `TaxName` values are in English and require editing if your site's base language isn't English.
>
> Make sure that the questions you create in supplier-facing questionnaires don't collect sensitive personal information as defined in the Data clause in the SAP Ariba and SAP Fieldglass Supplemental Terms and Conditions. SAP Ariba doesn't support collecting sensitive personal information for **individuals**, including tax information (including tax IDs such as social security numbers) and bank information, in supplier management questionnaires.

Table 35:

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
AO	Yes			0	Angola: VAT Registration Number	AO0
AR	Yes	^\d{11}$\|^\d{2}\-\d{8}\-\d{1}$	12345678901:12-12345678-1	1A	Argentina: CUIT Number	AR1A
AR	Yes	^\d{11}$\|^\d{2}\-\d{8}\-\d{1}$	12345678901:12-12345678-1	1C	Argentina: CDI Number	AR1C
AR	Yes	^\d{11}$\|^\d{2}\-\d{8}\-\d{1}$	12345678901:12-12345678-1	2	Argentina: Income Tax Number	AR2

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
AT	Yes	^ATU\d{8}$\|^AT U\d{8}$|^EU	ATU12345678 :AT U12345678:E U	0	Austria: VAT Registration Number	AT0
AU	Yes	^((ABN)\s)?\d{2}\s\d{3} \s\d{3}\s\ d{3} (\s\d{3})? $\|^(ABN)? \d{11} (\d{3})?$	ABN 12 123 123 123:12 123 123 123	0	Australia: ABN	AU0
AW	Yes	^\d{7}$	1234567	0	Aruba: VAT Registration Number	AW0
AZ	Yes	^\d{4}| ^\d{10}	1234:123456 7890	0	Azerbaijan: VAT Registration Number	AZ0
BA	Yes			0	Bosnia and Herzegovina : VAT Registration Number	BA0
BB	Yes	^\d{8}$	12345678	0	Barbados: VAT Registration Number	BB0
BE	Yes	^BE\d{10}$| ^BE\s0\d{9} $|^EU	BE123456789 0:BE 0123456789: EU	0	Belgium: VAT Registration Number	BE0
BE	Yes	^BE\d{10}$| ^BE\s0\d{9} $|^EU	BE123456789 0:BE 0123456789: EU	1	Belgium: Enterprise Number	BE1
BE	Yes	^BE\d{10}$| ^BE\s0\d{9} $|^EU	BE123456789 0:BE 0123456789: EU	2	Belgium: VAT Reg.No. (w/o country code)	BE2

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
BG	Yes	"^\d{9,10}$\|^BG\d{9,10}$|^EU"	123456789:1234567890:BG123456789	0	Bulgaria: Vat Registration Number	BG0
BG	Yes	"^\d{9,10}$\|^BG\d{9,10}$|^EU"	123456789:1234567890:BG123456789	1	Bulgaria: Unified ID Code	BG1
BO	Yes	"^\d{2}\s\d{3}\s\d{2}$\|^\d{7,11}$"	12 123 12:1234567:12345678:123456789	0	Bolivia: VAT Registration Number	BO0
BR	Yes			1	Brazil: CNPJ Number	BR1
BR	Yes			2	Brazil: CPF Number	BR2
BR	Yes			3	Brazil: State Tax Number	BR3
BW	Yes	^[A-Z]\d{9}	P123456789:C123456789:A123456789	0	Botswana: VAT Registration Number	BW0
BY	Yes			0	Velarus: VAT Registration Number	BY0
CA	Yes	^\d{9}(RT(\d{4})?)?$	123456789:123456789RT:123456789RT1234	1	Canada: Goods and Service Tax (GST) No.OR Harmonized Sales Tax (HST) No.	CA1
CA	Yes			3	Canada: Provincial Sales Tax (PST) No.	CA3
CA	Yes	^\d{9}(RT(\d{4})?)?$	123456789RT:123456789RT1234	4	Canada: Quebec Sales Tax (QST) No.	CA4

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
CD	Yes	^A\d{7}[A-Z]$	A1234567A:A1234567P:A1234567Z	0	"Congo, The Democratic Republic: VAT Registration Number"	CD0
CH	Yes	^(CH)?\d{3}(\s)?\d{3}$\|^CHE-?\d{3}\.?\d{3}\.?\d{3}(\s)?(((HR/?)?MWST)\|((RC/?)?(TVA\|IVA)))?$	CH123 123:CH123123:123123:CHE-123123123	1	Switzerland: UID Number	CH2
CI	Yes			0	Ivory Coast: VAT Registration Number	CI0
CM	Yes			0	Cameroon: VAT Registration Number	CM0
CN	Yes	^\d{3}\s?\d{3}(\s?\w{3}\s?\w{3}\s?\w{3}|\w{12}|\w{14})$	123 123 abc abcabc:123123 abc abc abc	1	China: Golden Tax number	CN1
CO	Yes	"^\d{3}\.\d{3}\.\d{3}\-\d{1}$|^\d{6,11}"	123.123.123-1:123456:1234567	1	Colombia: NIT Number	CO1
CR	Yes	^\d{1}\-\d{3}\-\d{6}\-\d{2}$\|^\d{12}$|^\d{1}\-\d{3}\-\d{6}$\|^\d{10}$	1-123-123456-12:123456789012	0	Costa Rica: VAT Registration Number	CR0

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
CY	Yes	^CY\d{8}[A-Z]$|^EU	CY12345678A:EU	0	Cyprus: VAT Registration Number	CY0
CZ	Yes	^CZ\d{8}$\|^CZ\d{9}$|^CZ\d{10}$|^EU	CZ12345678:CZ123456789:CZ1234567890:EU	0	Czech Republic: VAT Registration Number	CZ0
CZ	Yes	^CZ\d{8}$\|^CZ\d{9}$|^CZ\d{10}$|^EU	CZ12345678:CZ123456789:CZ1234567890:EU	1	Czech Republic: DIC Number	CZ1
CZ	Yes	^CZ\d{8}$\|^CZ\d{9}$|^CZ\d{10}$|^EU	CZ12345678:CZ123456789:CZ1234567890:EU	2	Czech Republic: ICO Number	CZ2
DE	Yes	^$\|^DE\d{9}$|^EU	DE123456789:EU	0	Germany: VAT Registration Number	DE0
DE	Yes	^$\|^DE\d{9}$|^EU	DE123456789:EU	1	Germany: Income Tax Number (§48)	DE1
DE	Yes	^$\|^DE\d{9}$|^EU	DE123456789:EU	2	Germany: VAT Number (Credit Proc. §14)	DE2
DE	Yes	^$\|^DE\d{9}$|^EU	DE123456789:EU	5	Germany: VAT Number 5 (Credit Proc §14)	DE5
DE	Yes	^$\|^DE\d{60}$|^EU	DE123456789:EU	6	Germany: VAT Number 6 (Credit Proc §14)	DE6
DK	Yes	^(DK)?\d{8}$|^EU	DK12345678:12345678:EU	0	Denmark: VAT Registration Number	DK0
DK	Yes	^(DK)?\d{8}$|^EU	DK12345678:12345678:EU	2	Denmark: Tax Number	DK2

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
DO	Yes	^(\d{9}|\d{11})$	123456789:12345678901	0	Dominican Republic: VAT Registration Number	DO0
DZ	Yes			0	Algeria: VAT Registration Number	CZ0
EC	Yes	^\d{13}$	1234567890123	0	Ecuador: VAT Registration Number	EC0
EE	Yes	^EE\d{9}$|^EU	EE123456789:EU	0	Estonia: VAT Registration Number	EE0
EG	Yes	"(^EG)?\d{3}-?\d{3}-?\d{2,3}|\d{1}-\d{5}-\d{3}-\d{2}-\d{2}$"	12312312:123123123:EG12312312	0	Egypt: VAT REgistration Number	EG0
ES	Yes	^(ES)?[A-Z0-9]\d{7}[A-Z0-9]$|^EU	ESA1234567A:A1234567A:ES11234567A	0	Spain: VAT Registration Number	ES0
ES	Yes	^(ES)?[A-Z0-9]\d{7}[A-Z0-9]$|^EU	ESA1234567A:A1234567A:ES11234567A	1	Spain: NIF Number	ES1
ET	Yes			0	Ethiopia: VAT Registration Number	ET0
FI	Yes	^FI\d{8}$|^EU	FI12345678:EU	0	Finland: VAT Registration Number	FI0

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
FJ	Yes	^\d{2}-\d{5}-\d{1}-\d{1}$\|^\d{9}$	12-12345-1-1:123456789	0	Fiji: VAT Registration Number	FJ0
FR	Yes	^FR[A-Z0-9]{2}\d{9}$|^EU	FRAA123456789:FRA12345678	0	France: VAT Registration Number	FR0
FR	Yes	^FR[A-Z0-9]{2}\d{9}$|^EU	FRAA123456789:FRA12345678	1	France: SIRET Number	FR1
FR	Yes	^FR[A-Z0-9]{2}\d{9}$|^EU	FRAA123456789:FRA12345678	2	France: SIREN Number	FR2
GB	Yes	^GB\d{9}$\|^GB\d{12}$|^GB[A-Z]{2}\d{3}$|^EU	GB123456789:GB123456789012:GBAB123:EU	0	United Kingdom: VAT Registration Number	GB0
GB	Yes	^GB\d{9}$\|^GB\d{12}$|^GB[A-Z]{2}\d{3}$|^EU	GB123456789:GB123456789012:GBAB123:EU	2	United Kingdom: National Insurance Number	GB2
GB	Yes	^GB\d{9}$\|^GB\d{12}$|^GB[A-Z]{2}\d{3}$|^EU	GB123456789:GB123456789012:GBAB123:EU	3	United Kingdom: Company Registration Number	GB3
GB	Yes	^GB\d{9}$\|^GB\d{12}$|^GB[A-Z]{2}\d{3}$|^EU	GB123456789:GB123456789012:GBAB123:EU	4	United Kingdom: Unique Tax Reference	GB4
GE	Yes	^\d{9}$	123456789	0	Georgia: VAT Registration Number	GE0
GG	Yes			0	Guernsey: VAT Registration Number	GG0

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
GH	Yes	^\d{3}\s[A-Z]{1}\s\d{6}$|^\d{3}[A-Z]{1}\d{6}	123 A 123456:123A 123456	0	Ghana: VAT Registration Number	GH0
GQ	Yes			0	Equatorial Guinea: VAT Registration Number	GQ0
GR	Yes	^EL\d{9}$|^EU	EL123456789:EU	0	Greece: VAT Registration Number	GR0
GR	Yes	^EL\d{9}$|^EU	EL123456789:EU	2	Greece: AFM Number	GR2
GT	Yes	"^\d{1,7}(-)?[0-9K]$"	1-1:11:12-1:121:123-1:1231	0	Guatemala: VAT Registration Number	GT0
GU	Yes			0	Guam: VAT Registration Number	GU0
HN	Yes	^\d{14}$	12345678901234	0	Honduras: VAT Registration Number	HN0
HR	Yes	^(HR)?\d{11}$|^EU	12345678901:HR12345678912:EU	0	Croatia: VAT Registration Number	HR0
HU	Yes	^HU\d{8}$\|^\d{8}-\d-\d{2}$|^EU	HU12345678:12345678-1-12:EU	0	Hundary: VAT Registration Number	HU0
HU	Yes	^HU\d{8}$\|^\d{8}-\d-\d{2}$|^EU	HU12345678:12345678-1-12:EU	1	Hungary: Tax Number	HU1
ID	Yes	^\d{2}\.\d{3}\.\d{3}\.\d{1}[.\-]\d{3}\.\d{3}$\|^\d{15}$	12.123.123.1.123.123	1	Indonesia: NPWP Number	ID1

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
ID	Yes	^\d{2}\.\d{3}\.\d{3}\.\d{1}[.\-]\d{3}\.\d{3}$\|^\d{15}$	12.123.123.1.123.123	3	Indonesia: NPPKP Number	ID3
IE	Yes	"^IE\d{7}[A-Z]{1,2}$\|^IE\d[A-Z]\d{5}[A-Z]$|^IE\d\W\d{5}[A-Z]$|^EU"	IE1234567A:IE1234567AB:IE1A12345A	0	Ireland: VAT Registration Number	IE0
IL	Yes	^\d{9}$	123456789	0	Israel: VAT Registration Number	IL0
IN	Yes			2	India: Tax Identification Number (TIN)	IN2
IS	Yes	"^\d{5,6}$\|^VSK\d{5,6}$"	12345:123456:VSK12345:VSK123456	0	Iceland: VAT Registration Number	IS0
IT	Yes	^(IT)?\d{11}$|^EU	IT12345678901:12345678901:EU	0	Italy: VAT Registration Number	IT0
IT	Yes	^(IT)?\d{11}$|^EU	IT12345678901:12345678901:EU	1	Italy: Codice Fiscale	IT1
IT	Yes	^(IT)?\d{11}$|^EU	IT12345678901:12345678901:EU	2	Italy: IVA Code	IT2
JM	Yes	^\d{3}\-\d{3}\-\d{3}|^\d{9}	123-456-789:123456789	0	Jamaica: VAT Registration Number	JM0
JO	Yes			0	Jordan: VAT Registration Number	JO0

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
JP	Yes	^\d{2}\s?\d{2}\s?\d{2}\s?\d{2}$	12 12 12 12:121212 12:121212 12	0	Japan: VAT Registration Number	JP0
KE	Yes	^\d{7}\w{1}$\|^w\{11}$	1234567A:1234567a:abcdefghiWl	0	Kenya: VAT Registration Number	KE0
KH	Yes	^VT\d{6}$\|^\d{9}$	VT123456:123456789	0	Cambodia: VAT Registration Number	KH0
KR	Yes	^\d{3}\-\d{2}\-\d{5}$\|^\d{10}$	123-12-12345:1234567890	2	South Korea: VAT Registration Number	KR2
LA	Yes			0	Lao People's Democratic Rep: VAT Registration Number	LA0
LB	Yes			0	Lebanon: VAT Registration Number	LB0
LI	Yes	^\d{2}\s\d{3}$\|^\d{5}$	12 123:12345	0	Liechtenstein: VAT Registration Number	LI0
LK	Yes	^\d{9}(-\d{4})?$	123456789:123456789-1234	0	Sri Lanka: VAT Registration Number	LK0
LT	Yes	^LT\d{9}$\|^LT\d{12}$|^LT\d{4}\s\d{3}\s\d{2}$|^EU	LT123456789:LT1234 123 12:EU	0	Lithuania: VAT Registration Number	LT0
LU	Yes	^LU\d{8}$|^EU	LU12345678:EU	0	Luxembourg: VAT Registration Number	LU0

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
LV	Yes	^LV\d{11}$\|^LV\s\d{4}\s\d{3}\s\d{4}$|^EU	LV12345678901:LV 1234 123 1234:EU	0	Latvia: VAT Registration Number	LV0
MA	Yes	"^\d{2}\s?\d{4}\s?\d{1,2}$"	12 1234 1:12 123412:12 12341	0	Morocco: VAT Registration Number	MA0
MC	Yes			0	Monaco: VAT Registration Number	MC0
MD	Yes			0	"Moldova, Republic of: VAT Registration Number"	MD0
ME	Yes			0	Montenegro: VAT Registration Number	ME0
MK	Yes			0	Macedonia: VAT Registration Number	MK0
MN	Yes			0	Mongolia: VAT Registration Number	MN0
MT	Yes	^(MT)?\d{8}$|^EU	MT12345678:12345678:EU	0	Malta:VAT Registration Number	MT0
MU	Yes	^VAT\d{8}$\|^VAT\s\d{4}\s\d{4}$	VAT12345678:VAT 1234 1234	0	Mauritius: VAT Registration Number	MU0
MV	Yes	^\d{5}$	12345	0	Maldives: VAT Registration Number	MV0
MX	Yes	"^[A-Z&]{3,4}-?\d{6}-?\w{3}$"	ABC-123456-abc:AB&-123456-abc	1	Mexico: RFC Number	MX1

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
MX	Yes	"^[A-Z&]{3,4}-?\d{6}-?\w{3}$"	ABC-123456-abc:AB&-123456-abc	2	Mexico: VAT Liability	MX2
MY	Yes	"^\w-\d{10}|^\w\d{6}|^\w{3}-\w{2}-\d{8}(/\d{4})?|^(W\d{2}-)?\d{8}/\d{2,4}$"	a-1234567890:a123456	0	Malaysia: VAT Registration Number	MY0
MZ	Yes	^\d{9}$	123456789	0	Mozambique: VAT Registration Number	MZ0
NA	Yes	^\d{7}	1234567	0	Namibia: VAT Registration Number	NA0
NG	Yes	^([A-Z]{3})?\.?(\d{8}|\d{10})(-\d{4})?$\|^([A-Z]{3})??(\d{8}\|\d{10})(-\d{4})?$	AAA.12345678:AAA12345678	0	Nigeria: VAT Registration Number	NG0
NI	Yes			0	Nicaragua: VAT Registration Number	NI0
NL	Yes	^NL\d{9}B\d{2}$|^EU	NL123456789B12:EU	0	Netherlands: VAT Registration Number	NL0
NL	Yes	^NL\d{9}B\d{2}$|^EU	NL123456789B12:EU	1	Netherlands: Aansluitnummer UWV	NL1

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
NL	Yes	^NL\d{9}B\d{2}$|^EU	NL123456789B12:EU	3	Netherlands : Loonbelastingnummer	NL3
NO	Yes	^(NO)?\s?\d{3}\s?\d{3}\s?\d{3}\s?MVA$	NO 123 123 123MVA:123 123 123MVA	1	Norway : VAT Number	NO1
NO	Yes	^(NO)?\s?\d{3}\s?\d{3}\s?\d{3}\s?MVA$	NO 123 123 123MVA:123 123 123MVA	2	Norway : Tax Number	NO2
NZ	Yes	"^\d{2,3}-?\d{3}-?\d{3}$"	12-123-123: 123-123-123 :12123-123	1	New Zealand: Goods and Services Tax (GST) No.	NZ1
PA	Yes	"^\d{1,7}-\d{1,3}-\d{1,6}((\sDV)?(\s?\d{1,2}))?$"	123-1-123:1234567-123-123456	0	Panama: VAT Registration Number	PA0
PE	Yes	^\d{3}\s\d{3}\s\d{3}\s\d{2}|^\d{11}	123 123 123 12:12345678901	1	Peru: RUC Number	PE1
PG	Yes	"^(GS|VT)\s?\d{4,5}$"	GS 1234:GS1234 :GS 12345:GS12345	0	Papua New Guinea: VAT Registration Number	PG0

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
PH	Yes	^(\d{12}|^\d{3}\s\d{3}\s\d{3}\s\d{3}|^\d{3}\-\d{3}\-\d{3}\-\d{3})(\s|(-))?((VAT)|(Non VAT))?$	123456789012:123 123 123 123	1	Philippines: Taxpayer ID Number	PH1
PK	Yes	^\d{7}-\d{1}$	1234567-1	0	Pakistan: VAT Registration Number	PK0
PL	Yes	^(PL)?\s?\d{10}$\|^(PL)?\s?\d{3}-\d{2}-\d{2}-\d{3}$|^(PL)?\s?\d{3}-\d{3}-\d{2}-\d{2}$|^EU	PL 1234567890:PL123-12-12-123	0	Poland: VAT Registration Number	PL0
PT	Yes	^PT\d{9}$|^EU	PT123456789:EU	0	Portugal: VAT Registration Number	PT0
PY	Yes	"^\d{2,7}[0-9AB]?(\d|-\d)?$"	12345678:12345678-1:123456781:1324567A	0	Paraguay: VAT Registration Number	PY0
RO	Yes	"^EU|^RO\d{2,10}$"	EU:RO12:RO123:RO1234	0	Romania: VAT Registration Number	RO0
RO	Yes	"^EU|^RO\d{2,10}$"	EU:RO12:RO123:RO1234:RO12345:RO123456	1	Romania: Tax Number	RO1

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
RU	Yes	^\d{10}$\|^\d{4}\s\d{5}\s\d{1}$	1234567890:1234 123451	1	Russia: INN	RU1
RU	Yes	^\d{10}$\|^\d{4}\s\d{5}\s\d{1}$	1234567890:1234 123451	2	Russia: OKPO Code	RU2
RU	Yes	^\d{10}$\|^\d{4}\s\d{5}\s\d{1}$	1234567890:1234 123451	3	Russia: KPP Number	RU3
RU	Yes	^\d{10}$\|^\d{4}\s\d{5}\s\d{1}$	1234567890:1234 123451	4	Russia: OFK Number	RU4
RW	Yes	^\d{9}$	123456789	0	Rwanda: VAT Registration Number	RW0
SC	Yes	^\d{8}$	12345678	0	Seychelles: VAT Registration Number	SC0
SE	Yes	^SE\d{12}$|^EU	SE123456789012:EU	0	Sweden: VAT Registration Number	SE0
SE	Yes	^SE\d{12}$|^EU	SE123456789012:EU	2	Sweden: Organization Registration Number	SE2
SG	Yes	"^\w{2}-?\d{7}-?\w$\|^\d{8,9}\w$|^[TS]\d{2}[A-Z]\w\d{4}\w$"	ab-1234567-a:ab1234567-a:ab1234567a	1	Singapore: GST Registration number	SG1
SI	Yes	^SI\d{8}$|^EU	SI12345678:EU	0	Slovenia: VAT Registration Number	SI0
SI	Yes	^SI\d{8}$|^EU	SI12345678:EU	1	Slovenia: Tax Number	SI1
SK	Yes	^SK\d{10}$\|^SK\d{9}$|^EU	SK1234567890:SK123456789:EU	0	Slovakia: VAT Registration Number	SK0

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
SK	Yes	^SK\d{10}$\|^SK\d{9}$|^EU	SK1234567890:SK123456789:EU	1	Slovakia: DIC Number	SK1
SK	Yes	^SK\d{10}$\|^SK\d{9}$|^EU	SK1234567890:SK123456789:EU	2	Slovaia: ICO Number	SK2
SN	Yes	"^\d{9}(\d{4})?(\d[a-zA-Z]\d)?$\|^[A-Z]{2}(-\|\s)?[A-Z]{3}(-\|\s)?\d{4}(-\|\s)?[A-Z](-\|\s)?\d{3,5}$"	123456789:123456789123 4:123456789 12341a1	0	Senegal: VAT Registration Number	SN0
SV	Yes	^(\d{7}|\d{14})$	1234567:123 45678901234	0	El Salvador: VAT Registration Number	SV0
TD	Yes	^\d{3}\s\d{2}\s\d{2}\s\w{1}$\|^\d{7}\s\w{1}$	123 12 12 A:123 1212 a	0	Chad: VAT Registration Number	TD0
TH	Yes	^\d{2}\s\d{2}\s\d{2}\s\d{2}\s\d{2}$\|^\d{10}$|^\d{13}?$	12 12 12 12 12:12345678 90:12345678 90123	3	Thailand: Tax ID	TH3
TN	Yes			0	Tunisia: VAT Registration Number	TN0
TR	Yes	^\d{10}$\|^\d{3}\s\d{3}\s\d{4}$	1234567890: 123 123 1234	1	Turkey: Tax Office	TR1
TR	Yes	^\d{10}$\|^\d{3}\s\d{3}\s\d{4}$	1234567890: 123 123 1234	2	Turkey: Tax number	TR2

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
TT	Yes	^\d{6}$	123456	0	Trinidad and Tobago: VAT Registration Number	TT0
TW	Yes	^\d{8}$\|^\d{2}\s\d{2}\s\d{2}\s\d{2}$	12345678:12 12 12 12	1	Taiwan: GUI Registration Number	TW1
TW	Yes	^\d{8}$\|^\d{2}\s\d{2}\s\d{2}\s\d{2}$	12345678:12 12 12 12	2	Taiwan: Tax Registration Number	TW2
TZ	Yes	^\d{2}\-\d{6}\w{1}$\|^\d{2}\-\d{6}\s\w{1}$	12-123456A: 12-123456a: 12-1234561	0	Tanzania: VAT Registration Number	TZ0
UA	Yes	^\d{3}\s?\d{3}\s?\d{3}\s?(\d{3})?$	123 123 123:123123 123 123	2	Ukraine: EDRPOU Number or DRFO Number	UA2
UA	Yes	^\d{3}\s?\d{3}\s?\d{3}\s?(\d{3})?$	123 123 123:123123 123 123	3	Ukraine: NDS Number	UA3
UG	Yes	^\d{10}$	1234567890	0	Uganda: VAT Registration Number	UG0
US	Yes			2	USA: Employer ID Number	US2
US	Yes			5	USA: Employer ID Number5	US5
US	Yes			6	US: Employer ID Number6	US
UY	Yes	^\d{12}$	123456789012	0	Uruguay: VAT Registration Number	UY0

CountryCode	IsOrganization	RegexPattern	SampleFormat	TaxCode	TaxName	UniqueName
UZ	Yes			0	Uzbekistan: VAT Registration Number	UZ0
VE	Yes	^\w{1}-?\d{8}-?\d{1}$	a-12345678-1:1-12345678-1	1	Venezuela: RIF Number	VE1
VE	Yes	^\w{1}-?\d{8}-?\d{1}$	a-12345678-1:1-12345678-1	2	Venezuela: NIT Number	VE2
VN	Yes	^\d{10}-?(\d{3})?$	1234567890-123	0	Vietnam: VAT Registration Number	VN0
ZA	Yes	^\d{10}$\|^\d{3}\s\d{4}\s\d{3}$	1234567890:123 1234 123	1	South Africa: VAT Registration Number	ZA1
ZA	Yes	^\d{10}$\|^\d{3}\s\d{4}\s\d{3}$	1234567890:123 1234 123	3	South Africa: Income Tax Registration No	ZA3
ZM	Yes	^\d{4}\s\d{3}\s\d{3}$\|^\d{8}/?\d{2}$|^\d{8}-?\d{2}$	1234 567 890:12345678 90	0	Zambia: VAT Registration Number	ZM0
ZW	Yes	^\d{8}$	12345678	0	Zimbabwe: VAT Registration Number	ZW0

Related Information

Country/Region-Specific Tax ID Field Data Import [page 98]

Default country/region-specific ERP region code mappings

SAP Ariba provides default data to define mappings between ERP region codes in **Extended Address** questions and the state codes in supplier profile addresses on SAP Business Network.

By default, these ERP region codes aren't available in **Address** questions in buyer-facing questionnaires. To make them available, enable the self-service configuration parameter **Application.SM.UI.EnableERPRegionDisplayInSimpleAddress** in **SM Administration** > **Configuration Parameters**.

If you import custom SAP region codes from `T005S` and `T005U` tables to populate the region field in **Extended Address**, you can customize these mappings [page 113].

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000037"	"AR"	"AR-Z"	"23"	"Z"	
"anrm_00000038"	"AR"	"AR-X"	"03"	"X"	
"anrm_00000039"	"AR"	"AR-Y"	"06"	"Y"	
"anrm"0000004 0"	"AR"	"AR-V"	"24"	"V"	
"anrm_00000041"	"AR"	"AR-W"	"04"	"W"	
"anrm_00000042"	"AR"	"AR-T"	"14"	"T"	
"anrm_00000043"	"AR"	"AR-U"	"17"	"U"	
"anrm_00000044"	"AR"	"AR-R"	"22"	"R"	
"anrm_00000045"	"AR"	"AR-S"	"12"	"S"	
"anrm_00000046"	"AR"	"AR-P"	"18"	"P"	
"anrm_00000047"	"AR"	"AR-Q"	"20"	"Q"	
"anrm_00000048"	"AR"	"AR-N"	"19"	"N"	
"anrm_00000049"	"AR"	"AR-L"	"21"	"L"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000050"	"AR"	"AR-M"	"07"	"M"	
"anrm_00000051"	"AR"	"AR-J"	"10"	"J"	
"anrm_00000052"	"AR"	"AR-K"	"02"	"K"	
"anrm_00000053"	"AR"	"AR-H"	"16"	"H"	
"anrm_00000054"	"AR"	"AR-F"	"08"	"F"	
"anrm_00000055"	"AR"	"AR-G"	"13"	"G"	
"anrm_00000056"	"AR"	"AR-D"	"11"	"D"	
"anrm_0000000057"	"AR"	"AR-E"	"05"	"E"	
"anrm_00000058"	"AR"	"AR-B"	"01"	"B"	
"anrm_00000059"	"AR"	"AR-C"	"00"	"C"	
"anrm_00000060"	"AR"	"AR-A"	"09"	"A"	
"anrm_00000061"	"AT"	"AT-8"	"V"	"8"	
"anrm_0000000062"	"AT"	"AT-9"	"W"	"9"	
"anrm_00000063"	"AT"	"AT-6"	"ST"	"6"	
"anrm_0000000064"	"AT"	"AT-7"	"T"	"7"	
"anrm_0000000065"	"AT"	"AT-4"	"OOE"	"4"	
"anrm_00000066"	"AT"	"AT-5"	"S"	"5"	
"anrm_00000067"	"AT"	"AT-2"	"K"	"2"	
"anrm_00000068"	"AT"	"AT-3"	"NOE"	"3"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000069"	"AT"	"AT-1"	"B"	"1"	
"anrm_00000070"	"AU"	"AU-TAS"	"TAS"	"TAS"	
"anrm_00000071"	"AU"	"AU-NT"	"NT"	"NT"	
"anrm_00000072"	"AU"	"AU-ACT"	"ACT"	"ACT"	
"anrm_00000073"	"AU"	"AU-NSW"	"NSW"	"NSW"	
"anrm_00000074"	"AU"	"AU-WA"	"WA"	"WA"	
"anrm_00000075"	"AU"	"AU-VIC"	"VIC"	"VIC"	
"anrm_00000076"	"AU"	"AU-SA"	"SA"	"SA"	
"anrm_00000077"	"AU"	"AU-QLD"	"QLD"	"QLD"	
"anrm_00000078"	"BE"	"BE-WNA"	"07"	"WNA"	
"anrm_00000079"	"BE"	"BE-VOV"	"08"	"VOV"	
"anrm_00000080"	"BE"	"BE-VAN"	"01"	"VAN"	
"anrm_00000081"	"BE"	"BE-VLI"	"05"	"VLI"	
"anrm_00000082"	"BE"	"BE-WHT"	"03"	"WHT"	
"anrm_00000083"	"BE"	"BE-WLX"	"06"	"WLX"	
"anrm_00000084"	"BE"	"BE-WLG"	"04"	"WLG"	
"anrm_00000085"	"BE"	"BE-BRU"	"11"	"BRU"	
"anrm_00000086"	"BE"	"BE-VWV"	"09"	"VWV"	
"anrm_00000087"	"BE"	"BE-WBR"	"10"	"WBR"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000088"	"BE"	"BE-VBR"	"02"	"VBR"	
"anrm_00000089"	"BG"	"BG-03"	"09"	"03"	
"anrm_00000090"	"BG"	"BG-02"	"01"	"02"	
"anrm_00000091"	"BG"	"BG-23"	"08"	"23"	
"anrm_00000092"	"BG"	"BG-22"	"02"	"22"	
"anrm_00000093"	"BG"	"BG-26"	"03"	"26"	
"anrm_00000094"	"BG"	"BG-12"	"05"	"12"	
"anrm_00000095"	"BG"	"BG-11"	"04"	"11"	
"anrm_00000096"	"BG"	"BG-18"	"07"	"18"	
"anrm_00000097"	"BG"	"BG-16"	"06"	"16"	
"anrm_00000098"	"BR"	"BR-AL"	"AL"	"AL"	
"anrm-00000099"	"BR"	"BR-AM"	"AM"	"AM"	
"anrm_00000100"	"BR"	"BR-ES"	"ES"	"ES"	
"anrm_00000101"	"BR"	"BR-AP"	"AP	"AP"	
"anrm_00000102"	"BR"	"BR-PA"	"PA"	"PA"	
"anrm_00000103"	"BR"	"BR-PB"	"PB"	"PB"	
"anrm_00000104"	"BR"	"BR-MS"	"MS"	"MS"	
"anrm_00000105"	"BR"	"BR-MT"	"MT"	"MT"	
"anrm_00000106"	"BR"	"BR-GO"	"GO"	"GO"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000107"	"BR"	"BR-TO"	"TO"	"TO"	
"anrm_00000108"	"BR"	"BR-RN"	"RN"	"RN"	
"anrm_00000109"	"BR"	"BR-RO"	"RO"	"RO"	
"anrm_00000110"	"BR"	"BR-BA"	"BA"	"BA"	
"anrm_00000111"	"BR"	"BR-RR"	"RR"	"RR"	
"anrm_00000112"	"BR"	"BR-RS"	"RS"	"RS"	
"anrm_00000113"	"BR"	"BR-DF"	"DF"	"DF"	
"anrm_00000114"	"BR"	"BR-PR"	"PR"	"PR"	
"anrm_00000115"	"BR"	"BR-PE"	"PE"	"PE"	
"anrm_00000116"	"BR"	"BR-RJ"	"RJ"	"RJ"	
"anrm_00000117"	"BR"	"BR-PI"	"PI"	"PI"	
"anrm_00000118"	"BR"	"BR-SC"	"SC"	"SC"	
"anrm_00000119"	"BR"	"BR-SE"	"SE"	"SE"	
"anrm_00000120"	"BR"	"BR-SP"	"SP"	"SP"	
"anrm_00000121"	"BR"	"BR-AC"	"AC"	"AC"	
"anrm_00000122"	"BR"	"BR-CE"	"CE"	"CE"	
"anrm_00000123"	"BR"	"BR-MA"	"MA"	"MA"	
"anrm_00000124"	"BR"	"BR-MG"	"MG"	"MG"	
"anrm_00000125"	"CA"	"CA-ON"	"ON"	"ON"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000126"	"CA"	"CA-NL"	"NL"	"NL"	
"anrm_00000127"	"CA"	"CA-YT"	"YT"	"YT"	
"anrm_00000128"	"CA"	"CA-SK"	"SK"	"SK"	
"anrm_00000129"	"CA"	"CA-MB"	"MB"	"MB"	
"anrm_00000130"	"CA"	"CA-PE"	"PE"	"PE"	
"anrm_00000131"	"CA"	"CA-NB"	"NB"	"NB"	
"anrm_00000132"	"CA"	"CA-QC"	"QC"	"QC"	
"anrm_00000133"	"CA"	"CA-NU"	"NU"	"NU"	
"anrm_00000134"	"CA"	"CA-NS"	"NS"	"NS"	
"anrm_00000135"	"CA"	"CA-NT"	"NT"	"NT"	
"anrm_00000136"	"CA"	"CA-AB"	"AB"	"AB"	
"anrm_00000137"	"CA"	"CA-BC"	"BC"	"BC"	
"anrm_00000138"	"CH"	"CH-AI"	"AI"	"AI"	
"anrm_00000139"	"CH"	"CH-OW"	"OW"	"OW"	
"anrm_00000140"	"CH"	"CH-GR"	"GR"	"GR"	
"anrm_00000141"	"CH"	"CH-ZG"	"ZG"	"ZG"	
"anrm_00000142"	"CH"	"CH-VD"	"VD"	"VD"	
"anrm_00000143"	"CH"	"CH-ZH"	"ZH"	"ZH"	
"anrm_00000144"	"CH"	"CH-AR"	"AR"	"AR"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_0000001 45"	"CH"	"CH-TG"	"TG"	"TG"	
"anrm_0000014 6"	"CH"	"CH-TI"	"TI"	"TI"	
"anrm_0000014 7"	"CH"	"CH-NE"	"NE"	"NE"	
"anrm_0000014 8"	"CH"	"CH-UR"	"UR"	"UR"	
"anrm_0000014 9"	"CH"	"CH-SO"	"SO"	"SO"	
"anrm_0000015 0"	"CH"	"CH-GE"	"GE"	"GE"	
"anrm_0000015 1"	"CH"	"CH-GL"	"GL"	"GL"	
"anrm_0000015 2"	"CH"	"CH-SZ"	"SZ"	"SZ"	
"anrm_0000015 3"	"CH"	"CH-AG"	"AG"	"AG"	
"anrm_0000015 4"	"CH"	"CH-LU"	"LU"	"LU"	
"anrm_0000015 5"	"CH"	"CH-NW"	"NW"	"NW"	
"anrm_0000015 6"	"CH"	"CH-JU"	"JU"	"JU"	
"anrm_0000015 7"	"CH"	"CH-BL"	"BL"	"BL"	
"anrm_0000015 8"	"CH"	"CH-FR"	"FR"	"FR"	
"anrm-0000015 9"	"CH"	"CH-BS"	"BS"	"BS"	
"anrm-0000016 0"	"CH"	"CH-SH"	"SH"	"SH"	
"anrm_0000016 1"	"CH"	"CH-SG"	"SG"	"SG"	
"anrm_0000016 2"	"CH"	"CH-VS"	"VS"	"VS"	
"anrm_0000016 3"	"CH"	"CH-BE"	"BE"	"BE"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000164"	"CL"	"CL-AP"	"15"	"AP"	
"anrm_00000165"	"CL"	"CL-AN"	"02"	"AN"	
"anrm_00000166"	"CL"	"CL-TA"	"01"	"TA"	
"anrm_00000167"	"CL"	"CL-CO"	"04"	"CO"	
"anrm_00000168"	"CL"	"CL-AT"	"03"	"AT"	
"anrm_00000169"	"CL"	"CL-AR"	"09"	"AR"	
"anrm_00000170"	"CL"	"CL-MA"	"12"	"MA"	
"anrm_00000171"	"CL"	CL-RM"	"13"	"RM"	
"anrm_00000172"	"CL"	"CL-ML"	"07"	"ML"	
"anrm_00000173"	"CL"	"CL-LI"	"06"	"LI"	
"anrm_00000174"	"CL"	"CL-VS"	"05"	"VS"	
"anrm_00000175"	"CL"	"CL-LL"	"10"	"LL"	
"anrm_00000176"	"CL"	"CL-BI"	"08"	"BI"	
"anrm_00000177"	"CL"	"CL-LR"	"14"	"LR"	
"anrm_00000178"	"CL"	"CL-AI"	"11"	"AI"	
"anrm_00000179"	"CN"	"CN-BJ"	"010"	"11"	
"anrm_00000180"	"CN"	"CN-TJ"	"030"	"12"	
"anrm_00000181"	"CN"	"CN-HE"	"060"	"13"	
anrm_00000182"	"CN"	"CN-SX"	"050"	"14"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000183"	"CN"	"CN-NM"	"040"	"15"	
"anrm_00000184"	"CN"	"CN-LN"	"070"	"21"	
"anrm_00000185"	"CN"	"CN-JL"	"080"	"22"	
"anrm_00000186"	"CN"	"CN-HL"	"090"	"23"	
"anrm_00000187"	"CN"	"CN-SH"	"020"	"31"	
"anrm_00000188"	"CN"	"CN-JS"	"100"	"32"	
"anrm_00000189"	"CN"	"CN-ZJ"	"130"	"33"	
"anrm_00000190"	"CN"	"CN-AH"	"110"	"34"	
"anrm_00000191"	"CN"	"CN-FJ"	"150"	"35"	
"anrm_00000192"	"CN"	"CN-JX"	"140"	"36"	
"anrm_00000193"	"CN"	"CN-SD"	"120"	"37"	
"anrm_00000194"	"CN"	"CN-HA"	"180"	"41"	
"anrm_00000195"	"CN"	CN-HB"	"170"	"42"	
"anrm_00000196"	"CN"	"CN-HN"	"160"	"43"	
"anrm_00000197"	"CN"	"CN-GD"	"190"	"44"	
"anrm_00000198"	"CN"	"CN-GX"	"210"	"45"	
"anrm_00000199"	"CN"	"CN-HI"	"200"	"46"	
"anrm_00000200"	"CN"	"CN-CQ"	"320"	"50"	
"anrm_00000201"	"CN"	"CN-SC"	"230"	"51"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000202"	"CN"	"CN-GZ"	"220"	"52"	
"anrm_00000203"	"CN"	"CN-YN"	"240"	"53"	
"anrm_00000204"	"CN"	"CN-XZ"	"300"	"54"	
"anrm_00000205"	"CN"	"CN-SN"	"250"	"61"	
"anrm_00000206"	"CN"	"CN-GS"	"260"	"62"	
"anrm_00000207"	"CN"	"CN-QH"	"280"	"63"	
"anrm_00000208"	"CN"	"CN-NX"	"270"	"64"	
"anrm_00000209"	"CN"	"CN-XJ"	"290"	"65"	
"anrm_00000210"	"CO"	"CO-SUC"	"70"	"SUC"	
"anrm_00000211"	"CO"	"CO-GUV"	"95"	"GUV"	
"anrm_00000212"	"CO"	"CO-COR"	"23"	"COR"	
"anrm_00000213"	"CO"	"CO-QUI"	"63"	"QUI"	
"anrm_00000214"	"CO"	"CO-BOY"	"15"	"BOY"	
"anrm_00000215"	"CO"	"CO-ARA"	"81"	"ARA"	
"anrm_00000216"	"CO"	"CO-PUT"	"86"	"PUT"	
"anrm_00000217"	"CO"	"CO-CAL"	"17"	"CAL"	
"anrm_00000218"	"CO"	"CO-CAQ"	"18"	"CAQ"	
"anrm_00000219"	"CO"	"CO-MAG"	"47"	"MAG"	
"anrm_00000220"	"CO"	"CO-LAG"	"44"	"LAG"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000221"	"CO"	"CO-CES"	"20"	"CES"	
"anrm_00000222"	"CO"	"CO-TOL"	"73"	"TOL"	
"anrm_00000223"	"CO"	"CO-VID"	"99"	"VID"	
"anrm"00000224"	"CO"	"CO-DC"	"11"	"DC"	
"anrm_00000225"	"CO"	"CO-VAC"	"76"	"VAC"	
"anrm_00000226"	"CO"	"CO-CAU"	"19"	"CAU"	
"anrm_00000227"	"CO"	"CO-CAS"	"85"	"CAS"	
"anrm_00000228"	"CO"	"CO-MET"	"50"	"MET"	
"anrm_00000229"	"CO"	"CO-RIS"	"66"	"RIS"	
"anrm_00000230"	"CO"	"CO-ATL"	"08"	"ATL"	
"anrm_00000231"	"CO"	"CO-SAN"	"68"	"SAN"	
"anrm_00000232"	"CO"	"CO-NAR"	"52"	"NAR"	
"anrm_00000233"	"CO"	"CO-SAP"	"88"	"SAP	
"anrm_00000234"	"CO"	"CO-ANT"	"05"	"ANT"	
"anrm_00000235"	"CO"	"CO-CHO"	"27"	"CHO"	
"anrm_00000236"	"CO"	"CO-VAU"	"97"	"VAU"	
"anrm_00000237"	"CO"	"CO_GUA"	"94"	"GUA"	
"anrm_00000238"	"CO"	"CO-AMA"	"91"	"AMA"	
"anrm_00000239"	"CO"	"CO-CUN"	"25"	"CUN"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000240"	"CO"	"CO-HUI"	"41"	"HUI"	
"anrm_00000241"	"CO"	"CO-NSA"	"54"	"NSA"	
"anrm_00000242"	"CO"	"CO-BOL"	"13"	"BOL"	
"anrm_00000243"	"CZ"	"CZ-31"	"31"	"JC"	
"anrm_00000244"	"CZ"	"CZ-64"	"64"	"JM"	
"anrm_00000245"	"CZ"	"CZ-41"	"41"	"KA"	
"anrm_00000246"	"CZ"	"CZ-81"	"81"	"MO"	
"anrm_00000247"	"CZ"	"CZ-51"	"51"	"LI"	
"anrm_00000248"	"CZ"	"CZ-81"	"81"	"MO"	
"anrm_00000249"	"CZ"	"CZ-71"	"71"	"OL"	
"anrm_00000250"	"CZ"	"CZ-53"	"53"	"PA"	
"anrm_00000251"	"CZ"	"CZ-32"	"32"	"PL"	
"anrm_00000252"	"CZ"	"CZ-11"	"11"	"PR"	
"anrm_00000253"	"CZ"	"CZ-21"	"21"	"ST"	
"anrm_00000254"	"CZ"	"CZ-42"	"42"	"US"	
"anrm_00000255"	"CZ"	"CZ-63"	"63"	"VY"	
"anrm_00000256"	"CZ"	"CZ-72"	"72"	"ZL"	
"anrm_00000257"	"DE"	"DE-MV"	"13"	"MV"	
"anrm_00000258"	"DE"	"DE-NW"	"05"	"NW"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000259"	"DE"	"DE-BE"	"11"	"BE"	
"anrm_00000260"	"DE"	"DE-BB"	"12"	"BB"	
"anrm_00000261"	"DE"	"DE-HH"	"02"	"HH"	
"anrm_00000262"	"DE"	"DE-ST"	"15"	"ST"	
"anrm_00000263"	"DE"	"DE-RP"	"07"	"RP"	
"anrm_00000264"	"DE"	"DE-HE"	"06"	"HE"	
"anrm_00000265"	"DE"	"DE-HB"	"04"	"HB"	
"anrm_00000266"	"DE"	"DE-NI"	"03"	"NI"	
"anrm_00000267"	"DE"	"DE-SN"	"14"	"SN"	
"anrm_00000268"	"DE"	"DE-SL"	"10"	"SL"	
"anrm_00000269"	"DE"	"DE-BY"	"09"	"BY"	
"anrm_00000270"	"DE"	"DE-TH"	"16"	"TH"	
"anrm_00000271"	"DE"	"DE-BW"	"08"	"BW"	
"anrm_00000272"	"DE"	"DE-SH"	"01"	"SH"	
"anrm_00000273"	"DK"	"DK-83"	"004"	"83"	
"anrm_00000274"	"DK"	"DK-82"	"002"	"82"	
"anrm_00000275"	"DK"	"DK-85"	"003"	"85"	
"anrm_00000276"	"DK"	"DK-84"	"001"	"84"	
"anrm_00000277"	"DK"	"DK-81"	"005"	"81"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000278"	"EG"	"EG-GH"	"09"	"GH"	
"anrm_00000279"	"EG"	"EG-MN"	"07"	"MN"	
"anrm_00000280"	"EG"	"EG-KN"	"13"	"KN"	
"anrm_00000281"	"EG"	"EG-AST"	"11"	"AST"	
"anrm_00000282"	"EG"	"EG-ASN"	"17"	"ASN"	
"anrm_00000283"	"EG"	"EG-SHR"	"03"	"SHR"	
"anrm_00000284"	"EG"	"EG-KB"	"06"	"KB"	
"anrm_00000285"	"EG"	"EG-KFS"	"14"	"KFS"	
"anrm_00000286"	"EG"	"EG-FYM"	"15"	"FYM"	
"anrm_00000287"	"EG"	"EG-GZ"	"02"	"GZ"	
"anrm_00000288"	"EG"	"EG-IS"	"19"	"IS"	
"anrm_00000289"	"EG"	"EG-PTS"	"20"	"PTS"	
"anrm_00000290"	"EG"	"EG-SHG"	"10"	"SHG"	
"anrm_00000291"	"EG"	"EG-ALX"	"08"	"ALX"	
"anrm_00000292"	"EG"	"EG-MT"	"24"	"MT"	
"anrm_00000293"	"EG"	"EG-BNS"	"16"	"BNS"	
"anrm_00000294"	"EG"	"EG-MNF"	"12"	"MNF"	
"anrm_00000295"	"EG"	"EG-BA"	"25"	"BA"	
"anrm_00000296"	"EG"	"EG-SIN"	"23"	"SIN"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000297"	"EG"	"EG-SUZ"	"21"	"SUZ"	
"anrm_00000298"	"EG"	"EG-WAD"	"26"	"WAD"	
"anrm_00000299"	"EG"	"EG-DT"	"18"	"DT"	
"anrm_00000300"	"EG"	"EG-C"	"01"	"C"	
"anrm_00000301"	"EG"	"EG-JS"	"27"	"JS"	
"anrm_00000302"	"EG"	"EG-LX"	"22"	"LX"	
"anrm_00000303"	"EG"	"EG-BH"	"05"	"BH"	
"anrm_00000304"	"EG"	"EG-DK"	"04"	"DK"	
"anrm_00000305"	"ES"	"ES-TE"	"44"	"TE"	
"anrm_00000306"	"ES"	"ES-CU"	"16"	"CU"	
"anrm_00000307"	"ES"	"ES-TF"	"38"	"TF"	
"anrm_00000308"	"ES"	"ES-TO"	"45"	"TO"	
"anrm_00000309"	"ES"	"ES-LE"	"24"	"LE"	
"anrm_00000310"	"ES"	"ES-PO"	"36"	"PO"	
"anrm_00000311"	"ES"	"ES-OR"	"32"	"OR"	
"anrm_00000312"	"ES"	"ES-GI"	"17"	"GI"	
"anrm_00000313"	"ES"	"ES-GR"	"l8"	"GR"	
"anrm_00000314"	"ES"	"ES-CO"	"14"	"CO"	
"anrm_00000315"	"ES"	"ES-CR"	"13"	"CR"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000316"	"ES"	"ES-CS"	"12"	"CS"	
"anrm_00000317"	"ES"	"ES-GU"	"19"	"GU"	
"anrm_00000318"	"ES"	"ES-BU"	"09"	"BU"	
"anrm_00000319"	"ES"	"ES-SG"	"40"	"SG"	
"anrm_00000320"	"ES"	"ES-SE"	"41"	"SE"	
"anrm_00000321"	"ES"	"ES-GC"	"35"	"GC"	
"anrm_00000322"	"ES"	"ES-SO"	"42"	"SO"	
"anrm_00000323"	"ES"	"ES-CB"	"39"	"CB"	
"anrm_00000324"	"ES"	"ES-CC"	"10"	"CC"	
"anrm_00000325"	"ES"	"ES-SS"	"20"	"SS"	
"anrm_00000326"	"ES"	"ES-CA"	"11"	"CA"	
"anrm_00000327"	"ES"	"ES-BI"	"48"	"BI"	
"anrm_00000328"	"ES"	"ES-SA"	"37"	"SA"	
"anrm_00000329"	"ES"	"ES-NA"	"31"	"NA"	
"anrm_00000330"	"ES"	"ES-VI"	"01"	"VI"	
"anrm_00000331"	"ES"	"ES-A"	"03"	"A"	
"anrm_00000332"	"ES"	"ES-B"	"08"	"B"	
"anrm_00000333"	"ES"	"ES-C"	"15"	"C"	
"anrm_00000334"	"ES"	"ES-AV"	"05"	"AV"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000335"	"ES"	"ES-H"	"21"	"H"	
"anrm_00000336"	"ES"	"ES-J"	"23"	"J"	
"anrm_00000337"	"ES"	"ES-BA"	"06"	"BA"	
"anrm_00000338"	"ES"	"ES-L"	"25"	"L"	
"anrm_00000339"	"ES"	"ES-M"	"28"	"M"	
"anrm_00000340"	"ES"	"ES-O"	"33"	"O"	
"anrm_00000341"	"ES"	"ES-P"	"34"	"P"	
"anrm_00000342"	"ES"	"ES-AB"	"02"	"AB"	
"anrm_00000343"	"ES"	"ES-ZA"	"49"	"ZA"	
"anrm_00000344"	"ES"	"ES-MU"	"30"	"MU"	
"anrm_00000345"	"ES"	"ES-T"	"43"	"T"	
"anrm_00000346"	"ES"	"ES-V"	"46"	"V"	
"anrm_00000347"	"ES"	"ES-AL"	"04"	"AL"	
"anrm_00000348"	"ES"	"ES-VA"	"47"	"VA"	
"anrm_00000349"	"ES"	"ES-Z"	"50"	"Z"	
"anrm_00000350"	"ES"	"ES-MA"	"29"	"MA"	
"anrm_00000351"	"ES"	"ES-LO"	"26"	"LO"	
"anrm_00000352"	"ES"	"ES-LU"	"27"	"LU"	
"anrm_00000353"	"ES"	"ES-HU"	"22"	"HU"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000354"	"FI"	"FI-AL"	"001"	"AL"	
"anrm_00000355"	"FI"	"FI-LL"	"004"	"LL"	
"anrm_00000356"	"FI"	"FI-ES"	"002"	"ES"	
"anrm_00000357"	"FI"	"FI-IS"	"003"	"IS"	
"anrm_00000358"	"FI"	"FI-LS"	"005"	"LS"	
"anrm_00000359"	"FI"	"FI-OL"	"006"	"OL"	
"anrm_00000360"	"FR"	"FR-ARA"	"01"	"01"	
"anrm_00000361"	"FR"	"FR-HDF"	"02"	"02"	
"anrm_00000362"	"FR"	"FR-ARA"	"03"	"03"	
"anrm_00000363"	"FR"	"FR-PAC"	"04"		
"anrm_00000364"	"FR"	"FR-PAC"	"05"	"05"	
"anrm_00000365"	"FR"	"FR-PAC"	"06"	"06"	
"anrm_00000366"	"FR"	"FR-ARA"	"07"	"07"	
"anrm_00000367"	"FR"	"FR-GES"	"08"	"08"	
"anrm_00000368"	"FR"	"FR-OCC"	"09"	"09"	
"anrm_00000369"	"FR"	"FR-GES"	"10"	"10"	
"anrm_00000370"	"FR"	"FR-OCC"	"11"	"11"	
"anrm_00000371"	"FR"	"FR-OCC"	"12"	"12"	
"anrm_00000372"	"FR"	"FR-PAC"	"13"	"13"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000373"	"FR"	"FR-NOR"	"14"	"14"	
"anrm_00000374"	"FR"	"FR-ARA"	"15"	"15"	
"anrm_00000375"	"FR"	"FR-NAQ"	"16"	"16"	
"anrm_00000376"	"FR"	"FR-NAQ"	"17"	"17"	
"anrm_00000377"	"FR"	"FR-CVL"	"18"	"18"	
"anrm_00000378"	"FR"	"FR-NAQ"	"19"	"19"	
"anrm_00000379"	"FR"	"FR-BFC"	"21"	"21"	
"anrm_00000380"	"FR"	"FR-BRE"	"22"	"22"	
"anrm_00000381"	"FR"	"FR-NAQ"	"23"	"23"	
"anrm_00000382"	"FR"	"FR-NAQ"	"24"	"24"	
"anrm_00000383"	"FR"	"FR-BFC"	"25"	"25"	
"anrm_00000384"	"FR"	"FR-ARA"	"26"	"26"	
"anrm_00000385"	"FR"	"FR-NOR"	"27"	"27"	
"anrm_00000386"	"FR"	"FR-CVL"	"28"	"28"	
"anrm_00000387"	"FR"	"FR-BRE"	"29"	"29"	
"anrm_00000388"	"FR"	"FR-COR"	"2A"	"2A"	
"anrm_00000389"	"FR"	"FR-COR"	"2B"	"2B"	
"anrm_00000390"	"FR"	"FR-OCC"	"30"	"30"	
"anrm_00000391"	"FR"	"FR-OCC"	"31"	"31"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000392"	"FR"	"FR-OCC"	"32"	"32"	
"anrm_00000393"	"FR"	"FR-NAQ"	"33"	"33"	
"anrm_00000394"	"FR"	"FR-OCC"	"34"	"34"	
"anrm_00000395"	"FR"	"FR-BRE"	"35"	"35"	
"anrm_00000396"	"FR"	"FR-CVL"	"36"	"36"	
"anrm_00000397"	"FR"	"FR-CVL"	"37"	"37"	
"anrm_00000398"	"FR"	"FR-ARA"	"38"	"38"	
"anrm_00000399"	"FR"	"FR-BFC"	"39"	"39"	
"anrm_00000400"	"FR"	"FR-NAQ"	"40"	"40"	
"anrm_00000401"	"FR"	"FR-CVL"	"41"	"41"	
"anrm_00000402"	"FR"	"FR-ARA"	"42"	"42"	
"anrm_00000403"	"FR"	"FR-ARA"	"43"	"43"	
"anrm_00000404"	"FR"	"FR-PDL"	"44"	"44"	
"anrm_00000405"	"FR"	"FR-CVL"	"45"	"45"	
"anrm_00000406"	"FR"	"FR-OCC"	"46"	"46"	
"anrm_00000407"	"FR"	"FR-NAQ"	"47"	"47"	
"anrm_00000408"	"FR"	"FR-OCC"	"48"	"48"	
"anrm_00000409"	"FR"	"FR-PDL"	"49"	"49"	
"anrm_00000410"	"FR"	"FR-PAC"	"04"	"04"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000411"	"FR"	"FR-NOR"	"50"	"50"	
"anrm_00000412"	"FR"	"FR-GES"	"51"	"51"	
"anrm_00000413"	"FR"	"FR-GES"	"52"	"52"	
"anrm_00000414"	"FR"	"FR-PDL"	"53"	"53"	
"anrm_00000415"	"FR"	"FR-GES"	"54"	"54"	
"anrm_00000416"	"FR"	"FR-GES"	"55"	"55"	
"anrm_00000417"	"FR"	"FR-BRE"	"56"	"56"	
"anrm_00000418"	"FR"	"FR-GES"	"57"	"57"	
"anrm_00000419"	"FR"	"FR-BFC"	"58"	"58"	
"anrm_00000420"	"FR"	"FR-HDF"	"59"	"59"	
"anrm_00000421"	"FR"	"FR-HDF"	"60"	"60"	
"anrm_00000422"	"FR"	"FR-NOR"	"61"	"61"	
"anrm_00000423"	"FR"	"FR-HDF"	"62"	"62"	
"anrm_00000424"	"FR"	"FR-ARA"	"63"	"63"	
"anrm_00000425"	"FR"	"FR-NAQ"	"64"	"64"	
"anrm_00000426"	"FR"	"FR-OCC"	"65"	"65"	
"anrm_00000427"	"FR"	"FR-OCC"	"66"	"66"	
"anrm_00000428"	"FR"	"FR-GES"	"67"	"67"	
"anrm_00000429"	"FR"	"FR-GES"	"68"	"68"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000430"	"FR"	"FR-ARA"	"69"	"69"	
"anrm_00000431"	"FR"	"FR-BFC"	"70"	"70"	
"anrm_00000432"	"FR"	"FR-BFC"	"71"	"71"	
"anrm_00000433"	"FR"	FR-PDL"	"72"	"72"	
"anrm_00000434"	"FR"	"FR-ARA"	"73"	"73"	
"anrm_00000435"	"FR"	"FR-ARA"	"74"	"74"	
"anrm_00000436"	"FR"	"FR-IDF"	"75"	"75"	
"anrm_00000437"	"FR"	"FR-NOR"	"76"	"76"	
"anrm_00000438"	"FR"	"FR-IDF"	"77"	"77"	
"anrm_00000439"	"FR"	"FR-IDF"	"78"	"78"	
"anrm_00000440"	"FR"	"FR-NAQ"	"79"	"79"	
"anrm_00000441"	"FR"	"FR-HDF"	"80"	"80"	
"anrm_00000442"	"FR"	"FR-OCC"	"81"	"81"	
"anrm_00000443"	"FR"	"FR-OCC"	"82"	"82"	
"anrm_00000444"	"FR"	"FR-PAC"	"83"	"83"	
"anrm_00000445"	"FR"	"FR-PAC"	"84"	"84"	
"anrm_00000446"	"FR"	"FR-PDL"	"85"	"85"	
"anrm_00000447"	"FR"	"FR-NAQ"	"86"	"86"	
"anrm_00000448"	"FR"	"FR-NAQ"	"87"	"87"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000449"	"FR"	"FR-GES"	"88"	"88"	
"anrm_00000450"	"FR"	"FR-BFC"	"89"	"89"	
"anrm_00000451"	"FR"	"FR_BFC""	"90"	"90"	
"anrm_00000452"	"FR"	"FR-IDF"	"91"	"91"	
"anrm_00000453"	"FR"	FR-IDF"	"92"	"92"	
"anrm_00000454"	"FR"	FR-IDF"	"93"	"93"	
"anrm_00000455"	"FR"	FR-IDF"	"94"	"94"	
"anrm_00000456"	"FR"	"FR-IDF"	"95"	"95"	
"anrm_00000457"	"GB"	"GB-ORK"	"OR"	"ORK"	
"anrm_00000458"	"GB"	"GB-WAR"	"WA"	"WAR"	
"anrm_00000459"	"GB"	"GB-BGW"	"MM"	"BGW"	
"anrm_00000460"	"GB"	"GB-HEF"	"HW"	"HEF"	
"anrm_00000461"	"GB"	"GB-MLN"	"MD"	"MLN"	
"anrm_00000462"	"GB"	"GB-HRT"	"HT"	"HRT"	
"anrm_00000463"	"GB"	"GB-ZET"	"SL"	"ZET"	
"anrm_00000464"	"GB"	"GB-ELN"	"EL"	"ELN"	
"anrm_00000465"	"GB"	"GB-WOR"	"WC"	"WOR"	
"anrm_00000466"	"GB"	"GB-HAM"	"HA"	"HAM"	
"anrm_00000467"	"GB"	"GB-RFW"	"RE"	"RFW"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000468"	"GB"	"GB-SHR"	"SH"	"SHR"	
"anrm_00000469"	"GB"	"GB-BDF"	"BE"	"BDF"	
"anrm_00000470"	"GB"	"GB-ABD"	"AB"	"ABD"	
"anrm_00000471"	"GB"	"GB_ARM"	"AM"	"ARM"	
"anrm_00000472"	"GB"	"GB-POW"	"MT"	"POW"	
"anrm_00000473"	"GB"	"GB-DGY"	"DF"	"DGY"	
"anrm_00000474"	"GB"	"GB-KEN"	"KE"	"KEN"	
"anrm_00000475"	"GB"	"GB-RCC"	"YN"	"RCC"	
"anrm_00000476"	"GB"	"GB-LIN"	"LI"	"LIN"	
"anrm_00000477"	"GB"	"GB-SFK"	"SK"	"SFK"	
"anrm_00000478"	"GB"	"GB-GLS"	"GL"	"GLS"	
"anrm_00000479"	"GB"	"GB-DEV"	"DV"	"DEV"	
"anrm_00000480"	"GB"	"GB-WLN"	"WK"	"WLN"	
"anrm_00000481"	"GB"	"GB-STS"	"ST"	"STS"	
"anrm_00000482"	"GB"	"GB-ANS"	"AN"	"ANS"	
"anrm_00000483"	"GB"	"GB-VGL"	"MG"	"VGL"	
"anrm_00000484"	"GB"	"GB-WIL"	"WI"	"WIL"	
"anrm_00000485"	"GB"	"GB-IOW"	"IW"	"IOW"	
"anrm_00000486"	"GB"	"GB-IOS"	"CO"	"IOS"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000487"	"GB"	"GB-LEC"	"LE"	"LEC"	
"anrm_00000488"	"GB"	"GB-FIF"	"FI"	"FIF"	
"anrm_00000489"	"GB"	"GB-DUR"	"DU"	"DUR"	
"anrm_00000490"	"GB"	"GB-NYK"	"YN"	"NYK"	
"anrm_00000491"	"GB"	"GB-SRY"	"SY"	"SRY"	
"anrm_00000492"	"GB"	"GB-OXF"	"OX"	"OXF	
"anrm_00000493"	"GB"	"GB-LAN"	"LA"	"LAN"	
"anrm_00000494"	"GB"	"GB-CAM"	"CA"	"CAM"	
"anrm_00000495"	"GB"	"GB-DBY"	"DB"	"DBY"	
"anrm_00000496"	"GB"	"GB-NFK"	"NK"	"NFK"	
"anrm_00000497"	"GB"	"GB-NTT"	"NT"	"NTT"	
"anrm_00000498"	"GB"	"GB-SND"	"SU"	"SND"	
"anrm_00000499"	"GB"	"GB-NTH"	"NH"	"NTH"	
"anrm_00000500"	"GB"	"GB-SOM"	"SO"	"SOM"	
"anrm_00000501"	"GB"	"GB-ESX"	"SE"	"ESX"	
"anrm_00000502"	"GB"	"GB-ESS"	"ESS"	"ESS"	
"anrm_00000503"	"GB"	"GB-CON"	"CO"	"CON"	
"anrm_00000504"	"GB"	"GB-GWN"	"CF"	"GWN"	
"anrm_00000505"	"GB"	"GB-NAY"	"AY"	"NAY"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000506"	"GB"	"GB-CLK"	"CN"	"CLK"	
"anrm_00000507"	"GB"	"GB-WSX"	"SW"	"WSX"	
"anrm_00000508"	"GB"	"GB-DOR"	"DO"	"DOR"	
"anrm_00000509"	"GB"	"GB-BKM"	"BU"	"BKM"	
"anrm_00000510"	"GB"	"GB-NBL"	"NU"	"NBL"	
"anrm_00000511"	"GB"	"GB-CMA"	"CU"	"CMA"	
"anrm_00000512"	"GB"	"GB-SOM"	"BS"	"SOM"	
"anrm_00000513"	"GB"	"GB-BFD"	"YW"	"NYK"	
"anrm_00000514"	"GB"	"GB-CLD"	"YW"	"NYK"	
"anrm_00000515"	"GB"	"GB-KIR"	"YW"	"NYK"	
"anrm_00000516"	"GB"	"GB-LDS"	"YW"	"NYK"	
"anrm_00000517"	"GB"	"GB-WKF"	"YW"	"NYK"	
"anrm_00000518"	"GB"	"GB-BNS"	"YS"	"NYK"	
"anrm_00000519"	"GB"	"GB-DNC"	"YS"	"NYK"	
"anrm_00000520"	"GB"	"GB"	"GB-ROT"	"YS"	
"anrm_00000521"	"GB"	"GB-SHF"	"YS"	"NYK"	
"anrm_00000522"	"GB"	"GB-SOM"	"BS"	"SOM"	
"anrm_00000523"	"GB"	"GB-AGY"	"AL"	"GWN"	
"anrm_00000524"	"GB"	"GB-GWN"	"ME"	"GWN"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000525"	"GB"	"GB-DEN"	"DD"	"GWN"	
"anrm_00000526"	"GB"	"GB-FLN"	"FL"	"GWN"	
"anrm_00000527"	"GB"	"GB-GWN"	"ME"	"GWN"	
"anrm_00000528"	"GB"	"GB-BRC"	"BF"	"ABD"	
"anrm_00000529"	"GB"	"GB-RDG"	"BF"	"ABD"	
"anrm_00000530"	"GB"	"GB-SLG"	"BF"	"ABD"	
"anrm_00000531"	"GB"	"GB-WBK"	"BF"	"ABD"	
"anrm_00000532"	"GB"	"GB-WNM"	"BF"	"ABD"	
"anrm_00000533"	"GB"	"GB-WOK"	"BF"	"ABD"	
"anrm_00000534"	"GB"	"GB-ABD"	"KI"	"ABD"	
"anrm_00000535"	"GB"	"GB-ABD"	"MR"	"ABD"	
"anrm_00000536"	"GB"	"GB-ABD"	"NR"	"ABD"	
"anrm_00000537"	"GB"	"GB-ANS"	"AN"	"ANS"	
"anrm_00000538"	"GB"	"GB-ANN"	"AT"	"ANT"	
"anrm_00000539"	"GB"	"GB-AND"	"AT"	"ANT"	
"anrm_00000540"	"GB"	"GB-ABC"	"AT"	"ANT"	
"anrm_00000541"	"GB"	"GB-BFS"	"AT"	"ANT"	
"anrm_00000542"	"GB"	GB-LBC"	"AT"	"ANT"	
"anrm_00000543"	"GB"	"GB-ARM"	"TY"	"ARM"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000544"	"GB"	"GB-CAM"	"HU"	"CAM"	
"anrm_00000545"	"GB"	"GB-CMA"	"WE"	"CMA"	
"anrm_00000546"	"GB"	"GB-CGN"	"CD"	"DFD"	
"anrm_00000547"	"GB"	"GB-PEM"	"PM"	"DFD"	
"anrm_00000548"	"GB"	"GB-DGY"	"BW"	"DGY"	
"anrm_00000549"	"GB"	"GB-DGY"	"KK"	"DGY"	
"anrm_00000550"	"GB"	"GB-NLK"	"LN"	"DGY"	
"anrm_00000551"	"GB"	"GB-SLK"	"LN"	"DGY"	
"anrm_00000552"	"GB"	"GB-DGY"	"PE"	"DGY"	
"anrm_00000553"	"GB"	"GB-DGY"	"RX"	"DGY"	
"anrm_00000554"	"GB"	"GB-DGY"	"SF"	"DGY"	
"anrm_00000555"	"GB"	"GB-DGY"	"SV"	"DGY"	
"anrm_00000556"	"GB"	"GB-FIF"	"KN"	"FIF"	
"anrm_00000557"	"GB"	"GB-FIF"	"PR"	"FIF"	
"anrm_00000558"	"GB"	"GB-HRT"	"MX"	"HRT"	
"anrm_00000559"	"GB"	"GB-RUT"	"RU"	"LEC"	
"anrm_00000560"	"GB"	"GB-AGB"	"AG"	"NAY"	
"anrm_00000561"	"GB"	"GB-AGB"	"BT"	"NAY"	
"anrm_00000562"	"GB"	"GB-EDU"	"DT"	"NAY"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000563"	"GB"	"GB-WDU"	"DT"	"NAY"	
"anrm_00000564"	"GB"	"GB-NAY"	"WT"	"NAY"	
"anrm_00000565"	"GB"	"GB-OXF"	"BK"	"OXF"	
"anrm_00000566"	"GB"	"GB-POW"	"BR"	"POW"	
"anrm_00000567"	"GB"	"GB-POW"	"RA"	"POW"	
"anrm_00000568"	"GB"	"GB-SND"	"CM"	"SND"	
"anrm_00000569"	"GB"	"GB-SND"	"CT"	"SND"	
"anrm_00000570"	"GB"	"GB-SND"	"IN"	"SND"	
"anrm_00000571"	"GB"	"GB-SND"	"RO"	"SND"	
"anrm_00000572"	"GR"	"GR-G"	"01"	"01"	
"anrm_00000573"	"GR"	"GR-H"	"50"	"03"	
"anrm_00000574"	"GR"	"GR-H"	"11"	"04"	
"anrm_00000575"	"GR"	"GR-H"	"09"	"05"	
"anrm_00000576"	"GR"	"GR-H"	"14"	"06"	
"anrm_00000577"	"GR"	"GR-H"	"13"	"07"	
"anrm_00000578"	"GR"	"GR-J"	"13"	"07"	
"anrm_00000579"	"GR"	"GR-J"	"03"	"11"	
"anrm_00000580"	"GR"	"GR-J"	"04"	"12"	
"anrm_00000581"	"GR"	"GR-G"	"02"	"13"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000582"	"GR"	"GR-G"	"16"	"14"	
"anrm_00000583"	"GR"	"GR-J"	"30"	"15"	
"anrm_00000584"	"GR"	"GR-J"	"32"	"16"	
"anrm_00000585"	"GR"	"GR-J"	"38"	"17"	
"anrm_00000586"	"GR"	"GR-F"	"52"	"21"	
"anrm_00000587"	"GR"	"GR-F"	"24"	"22"	
"anrm_00000588"	"GR"	"GR-F"	"23"	"23"	
"anrm-00000589"	"GR"	"GR-F"	"24"	"36"	
"anrm_00000590"	"GR"	GR-D"	"05"	"31"	
"anrm_00000591"	"GR"	"GR-D"	"47"	"32"	
"anrm_00000592"	"GR"	"GR-D"	"18"	"33"	
"anrm_00000593"	"GR"	"GR-D"	"42"	"34"	
"anrm_00000594"	"GR"	"GR-E"	"20"	"41"	
"anrm_00000595"	"GR"	"GR-E"	"33"	"42"	
"anrm_00000596"	"GR"	"GR-E"	"37"	"43"	
"anrm_00000597"	"GR"	"GR-E"	"49"	"44"	
"anrm_00000598"	"GR"	"GR-C"	"15"	"51"	
"anrm_00000599"	"GR"	"GR-A"	"08"	"52"	
"anrm_00000600"	"GR"	"GR-B"	"17"	"53"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000601"	"GR"	"GR-B"	"48"	"54"	
"anrm_00000602"	"GR"	"GR-A"	"22"	"55"	
"anrm_00000603"	"GR"	"GR-C"	"21"	"56"	
"anrm_00000604"	"GR"	"GR-B"	"29"	"57"	
"anrm_00000605"	"GR"	"GR-C"	"31"	"58"	
"anrm_00000606"	"GR"	"GR-B"	"39"	"59"	
"anrm_00000607"	"GR"	"GR-B"	"40"	"61"	
"anrm-00000608"	"GR"	"GR-B"	"46"	"62"	
"anrm_00000609"	"GR"	"GR-C"	"12"	"63"	
"anrm_00000610"	"GR"	"GR-B"	"25"	"64"	
"anrm_00000611"	"GR"	"GR-A"	"10"	"71"	
"anrm_00000612"	"GR"	"GR-A"	"51"	"72"	
"anrm_00000613"	"GR"	"GR-A"	"44"	"73"	
"anrm_00000614"	"GR"	"GR-L"	"07"	"81"	
"anrm_00000615"	"GR"	"GR-L"	"28"	"82"	
"anrm_00000616"	"GR"	"GR-K"	"35"	"83"	
"anrm_00000617"	"GR"	"GR-K"	"45"	"84"	
"anrm_00000618"	"GR"	"GR-K"	"27"	"85"	
"anrm_00000619"	"GR"	"GR-M"	"19"	"91"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000620"	"GR"	"GR-M"	"34"	"92"	
"anrm_00000621"	"GR"	"GR-M"	"43"	"93"	
"anrm_00000622"	"GR"	"GR-M"	"26"	"94"	
"anrm_00000623"	"GR"	"GR-I"	"06"	"A1"	
"anrm_00000624"	"GR"	"GR-I"	"41"	"A1"	
"anrm_00000625"	"HR"	"HR-09"	"I00"	"09"	
"anrm_00000626"	"HR"	"HR-05"	"E00"	"05"	
"anrm_00000627"	"HR"	"HR-16"	"P00"	"16"	
"anrm_00000628"	"HR"	"HR-06"	"F00"	"06"	
"anrm_00006290"	"HR"	"HR-17"	"R00"	"17"	
"anrm_00000630"	"HR"	"HR-07"	"G00"	"07"	
"anrm_00000631"	"HR"	"HR-18"	"S00"	"18"	
"anrm_00000632"	"HR"	"HR-08"	"H00"	"08"	
"anrm_00000633"	"HR"	"HR-19"	"T00"	"19"	
"anrm_00000634"	"HR"	"HR-01"	"A00"	"01"	
"anrm_00000635"	"HR"	"HR-12"	"L00"	"12"	
"anrm_00000636"	"HR"	"HR-02"	"B00"	"02"	
"anrm_00000637"	"HR"	"HR-13"	"M00"	"13"	
"anrm_00000638"	"HR"	"HR-03"	"C00"	"03"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000639"	"HR"	"HR-14"	"N00"	"14"	
"anrm_00000640"	"HR"	"HR-04"	"D00"	"04"	
"anrm_00000641"	"HR"	"HR-15"	"O00"	"15"	
"anrm_00000642"	"HR"	"HR-20"	"U00"	"20"	
"anrm_00000643"	"HR"	"HR-10"	"J00"	"10"	
"anrm_00000644"	"HR"	"HR-21"	"V00"	"21"	
"anrm_00000645"	"HR"	"HR-11"	"K00"	"11"	
"anrm_00000646"	"ID"	"ID-PB"	"26"	"PB"	
"anrm_00000647"	"ID"	"ID-NB"	"23"	"NB"	
"anrm_00000648"	"ID"	"ID-LA"	"13"	"LA"	
"anrm_00000649"	"ID"	"ID-PA"	"26"	"PA"	
"anrm_00000650"	"ID"	"ID-JA"	"10"	"JA"	
"anrm_00000651"	"ID"	"ID-RI"	"09"	"RI"	
"anrm_00000652"	"ID"	"ID-JB"	"02"	"JB"	
"anrm_00000653"	"ID"	"ID-BE"	"12"	"BE"	
"anrm_00000654"	"ID"	"ID-BA"	"22"	"BA"	
"anrm_00000655"	"ID"	"ID-JI"	"04"	"JI"	
"anrm_00000656"	"ID"	"ID-BB"	"11"	"BB"	
"anrm_00000657"	"ID"	"ID-JK"	"01"	"JK"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000658"	"ID"	"ID-JT"	"03"	"JT"	
"anrm_00000659"	"ID"	"ID-NT"	"24"	"NT"	
"anrm_00000660"	"ID"	"ID-BT"	"02"	"BT"	
"anrm_00000661"	"ID"	"ID-MA"	"25"	"MA"	
"anrm_00000662"	"ID"	"ID-SG"	"19"	"SG"	
"anrm_00000663"	"ID"	"ID-SA"	"21"	"SA"	
"anrm_00000664"	"ID"	"ID-SB"	"09"	"SB"	
"anrm_00000665"	"ID"	"ID-SN"	"18"	"SN"	
"anrm_00000666"	"ID"	"ID-YO"	"05"	"YO"	
"anrm_00000667"	"ID"	"ID-KB"	"15"	"KB"	
"anrm_00000668"	"ID"	"ID-AC"	"06"	"AC"	
"anrm_00000669"	"ID"	"ID-SU"	"07"	"SU"	
"anrm_00000670"	"ID"	"ID-KI"	"17"	"KI"	
"anrm_00000671"	"ID"	"ID-SR"	"18"	"SR"	
"anrm_00000672"	"ID"	"ID-SS"	"11"	"SS"	
"anrm_00000673"	"ID"	"ID-ST"	"20"	"ST"	
"anrm_00000674"	"ID"	"ID-KR"	"09"	"KR"	
"anrm_00000675"	"ID"	"ID-GO"	"21"	"GO"	
"anrm_00000676"	"ID"	"ID-KS"	"14"	"KS"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000677"	"ID"	"ID-MU"	"25"	"MU"	
"anrm_00000678"	"ID"	"ID-KT"	"16"	"KT"	
"anrm_00000679"	"IE"	"IE-WH"	"WH"	"WH"	
"anrm_00000680"	"IE"	"IE-MH"	"MH"	"MH"	
"anrm_00000681"	"IE"	"IE-SO"	"SO"	"SO"	
"anrm_00000682"	"IE"	"IE-KE"	"KE"	"KE"	
"anrm_00000683"	"IE"	"IE-KK"	"KK"	"KK"	
"anrm_00000684"	"IE"	"IE-WW"	"WW"	"WW"	
"anrm_00000685"	"IE"	"IE-MN"	"MN"	"MN"	
"anrm_00000686"	"IE"	"IE-WX"	"WX"	"WX"	
"anrm_00000687"	"IE"	"IE-CE"	"CE"	"CE"	
"anrm_00000688"	"IE"	"IE-MO"	"MO"	"MO"	
"anrm_00000689"	"IE"	"IE-CN"	"CN"	"CN"	
"anrm_00000690"	"IE"	"IE-TA"	"TA"	"TA"	
"anrm_00000691"	"IE"	"IE-KY"	"KY"	"KY"	
"anrm_00000692"	"IE"	"IE-OY"	"OY"	"OY"	
"anrm_00000693"	"IE"	"IE-CW"	"CW"	"CW"	
"anrm_00000694"	"IE"	"IE-LH"	"LH"	"LH"	
"anrm_00000695"	"IE"	"IE-RN"	"RN"	"RN"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000696"	"IE"	"IE-LD"	"LD"	"LD"	
"anrm_00000697"	"IE"	"IE-D"	"D"	"D"	
"anrm_00000698"	"IE"	"IE-G"	"G"	"G"	
"anrm_00000699"	"IE"	"IE-LK"	"LK"	"LK"	
"anrm_00000700"	"IE"	"IE-LM"	"LM"	"LM"	
"anrm_00000701"	"IE"	"IE-WD"	"WD"	"WD"	
"anrm_00000702"	"IE"	"IE-LS"	"LS"	"LS"	
"anrm_00000703"	"IE"	"IE-DL"	"DL"	"DL"	
"anrm_00000704"	"IT"	"IT-BI"	"BI"	"BI"	
"anrm_00000705"	"IT"	"IT-BO"	"BO"	"BO"	
"anrm_00000706"	"IT"	"IT-BN"	"BN"	"BN"	
"anrm_00000707"	"IT"	"IT-BL"	"BL"	"BL"	
"anrm_00000708"	"IT"	"IT-BA"	"BA"	"BA"	
"anrm_00000709"	"IT"	"IT-BG"	"BG"	"BG"	
"anrm_00000710"	"IT"	"IT-BZ"	"BZ"	"BZ"	
"anrm_00000711"	"IT"	"IT-SI"	"SI"	"SI"	
"anrm_00000712"	"IT"	"IT-SP"	"SP"	"SP"	
"anrm_00000713"	"IT"	"IT-SO"	"SO"	"SO"	
"anrm_00000714"	"IT"	"IT-BS"	"BS"	"BS"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000715"	"IT"	"IT-BR"	"BR"	"BR"	
"anrm_00000716"	"IT"	"IT-SA"	"SA"	"SA"	
"anrm_00000717"	"IT"	"IT-BT"	"BT"	"BT"	
"anrm_00000718"	"IT"	"IT-AG"	"AG"	"AG"	
"anrm_00000719"	"IT"	"IT-AN"	"AN"	"AN"	
"anrm_00000720"	"IT"	"IT-AL"	"AL"	"AL"	
"anrm_00000721"	"IT"	"IT-IS"	"IS"	"IS"	
"anrm_00000722"	"IT"	"IT-IM"	"IM"	"IM"	
"anrm_00000723"	"IT"	"IT-RI"	"RI"	"RI"	
"anrm_00000724"	"IT"	"IT-RO"	"RO"	"RO"	
"anrm_00000725"	"IT"	"IT-RN"	"RN"	"RN"	
"anrm_00000726"	"IT"	"IT-RM"	"RM"	"RM"	
"anrm_00000727"	"IT"	"IT-AR"	"AR"	"AR"	
"anrm_00000728"	"IT"	"IT-RC"	"RC"	"RC"	
"anrm_00000729"	"IT"	"IT-AQ"	"AQ"	"AQ"	
"anrm_00000730"	"IT"	"IT-AP"	"AP"	"AP"	
"anrm_00000731"	"IT"	"IT-RA"	"RA"	"RA"	
"anrm_00000732"	"IT"	"IT-AO"	"AO"	"AO"	
"anrm_00000733"	"IT"	"IT-AV"	"AV"	"AV"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000734"	"IT"	"IT-RG"	"RG"	"RG"	
"anrm_00000735"	"IT"	"IT-AT"	"AT"	"AT"	
"anrm_00000736"	"IT"	"IT-RE"	"RE"	"RE"	
"anrm_00000737"	"IT"	"IT-LU"	"LU"	"LU"	
"anrm_00000738"	"IT"	"IT-LT"	"LT"	"LT"	
"anrm_00000739"	"IT"	"IT-TS"	"TS"	"TS"	
"anrm_00000740"	"IT"	"IT-TR"	"TR"	"TR"	
"anrm_00000741"	"IT"	"IT-LO"	"LO"	"LO"	
"anrm_00000742"	"IT"	"IT-TV"	"TV"	"TV"	
"anrm_00000743"	"IT"	"IT-ME"	"ME"	"ME"	
"anrm_00000744"	"IT"	"IT-MC"	"MC"	"MC"	
"anrm_00000745"	"IT"	"IT-MI"	"MI"	"MI"	
"anrm_00000746"	"IT"	"IT-UD"	"UD"	"UD"	
"anrm_00000747"	"IT"	"IT-MB"	"MB"	"MB"	
"anrm_00000748"	"IT"	"IT-CL"	"CL"	"CL"	
"anrm_00000749"	"IT"	"IT-KR"	"KR"	"KR"	
"anrm_00000750"	"IT"	"IT-CI"	"CI"	"CI"	
"anrm_00000751"	"IT"	"IT-TA"	"TA"	"TA"	
"anrm_00000752"	"IT"	"IT-CO"	"CO"	"CO"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000753"	"IT"	"IT-CN"	"CN"	"CN"	
"anrm_00000754"	"IT"	"IT-SS"	"SS"	"SS"	
"anrm_00000755"	"IT"	"IT-CB"	"CB"	"CB"	
"anrm_00000756"	"IT"	"IT-SR"	"SR"	"SR"	
"anrm_00000757"	"IT"	"IT-CA"	"CA"	"CA"	
"anrm_00000758"	"IT"	"IT-CH"	"CH"	"CH"	
"anrm_00000759"	"IT"	"IT-SV"	"SV"	"SV"	
"anrm_00000760"	"IT"	"IT-CE"	"CE"	"CE"	
"anrm_00000761"	"IT"	"IT-LE"	"LE"	"LE"	
"anrm_00000762"	"IT"	"IT-CZ"	"CZ"	"CZ"	
"anrm_00000763"	"IT"	"IT-LC"	"LC"	"LC"	
"anrm_00000764"	"IT"	"IT-LI"	"LI"	"LI"	
"anrm_00000765"	"IT"	"IT-TP"	"TP"	"TP"	
"anrm_00000766"	"IT"	"IT-TO"	"TO"	"TO"	
"anrm_00000767"	"IT"	"IT-TN"	"TN"	"TN"	
"anrm_00000768"	"IT"	"IT-CT"	"CT"	"CT"	
"anrm_00000769"	"IT"	"IT-TE"	"TE"	"TE"	
"anrm_00000770"	"IT"	"IT-CS"	"CS"	"CS"	
"anrm_00000771"	"IT"	"IT-CR"	"CR"	"CR"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000772"	"IT"	"IT-FM"	"FM"	"FM"	
"anrm_00000773""	"IT"	"IT-NU"	"NU"	"NU"	
"anrm_00000774"	"IT"	"IT-FR"	"FR"	"FR"	
"anrm_00000775"	"IT"	"IT-FG"	"FG"	"FG"	
"anrm_00000776"	"IT"	"IT-NO"	"NO"	"NO"	
"anrm_00000777"	"IT"	"IT-VV"	"VV"	"VV"	
"anrm_00000778"	"IT"	"IT-FE"	"FE"	"FE"	
"anrm_00000779"	"IT"	"IT-VT"	"VT"	"VT"	
"anrm_00000780"	"IT"	"IT-FI"	"FI"	"FI"	
"anrm_00000781"	"IT"	"IT-OG"	"OG"	"OG"	
"anrm_00000782"	"IT"	"IT-EN"	"EN"	"EN"	
"anrm_00000783"	"IT"	"IT-MT"	"MT"	"MT"	
"anrm_00000784"	"IT"	"IT-MS"	"MS"	"MS"	
"anrm_00000785"	"IT"	"IT-VC"	"VC"	"VC"	
"anrm_00000786"	"IT"	"IT-VB"	"VB"	"VB"	
"anrm_00000787"	"IT"	"IT-VA"	"VA"	"VA"	
"anrm_00000788"	"IT"	"IT-MN"	"MN"	"MN"	
"anrm_00000789"	"IT"	"IT-MO"	"MO"	"MO"	
"anrm_00000790"	"IT"	"IT-FC"	"FC"	"FC"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000791"	"IT"	"IT-VS"	"VS"	"VS"	
"anrm_00000792"	"IT"	"IT-VR"	"VR"	"VR"	
"anrm_00000793"	"IT"	"IT-VE"	"VE"	"VE"	
"anrm_00000794"	"IT"	"IT-HA"	"HA"	"HA"	
"anrm_00000795"	"IT"	"IT-VI"	"VI"	"VI"	
"anrm_00000796"	"IT"	"IT-PV"	"PV"	"PV"	
"anrm_00000797"	"IT"	"IT-PZ"	"PZ"	"PZ"	
"anrm_00000798"	"IT"	"IT-PO"	"PO"	"PO"	
"anrm_00000799"	"IT"	"IT-PN"	"PN"	"PN"	
"anrm_00000800"	"IT"	"IT-PU"	"PU"	"PU"	
"anrm_00000801"	"IT"	"IT-PT"	"PT"	"PT"	
"anrm_00000802"	"IT"	"IT-PR"	"PR"	"PR"	
"anrm_00000803"	"IT"	"IT-GO"	"GO"	"GO"	
"anrm_00000804"	"IT"	"IT-GR"	"GR"	"GR"	
"anrm_00000805"	"IT"	"IT-GE"	"GE"	"GE"	
"anrm_00000806"	"IT"	"IT-OT"	"OT"	"OT"	
"anrm_00000807"	"IT"	"IT-OR"	"OR"	"OR"	
"anrm_00000808"	"IT"	"IT-PI"	"PI"	"PI"	
"anrm_00000809"	"IT"	"IT-PG"	"PG"	"PG"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000810"	"IT"	"IT-PA"	"PA"	"PA"	
"anrm_00000811"	"IT"	"IT-PE"	"PE"	"PE"	
"anrm_00000812"	"IT"	"IT-PD"	"PD"	"PD"	
"anrm_00000813"	"IT"	"IT-PC"	"PC"	"PC"	
"anrm_00000814"	"JP"	"JP-09"	"09"	"09"	
"anrm_00000815"	"JP"	"JP-22"	"22"	"22"	
"anrm_00000816"	"JP"	"JP-44"	"44"	"44"	
"anrm_00000817"	"JP"	"JP-21"	"21"	"21"	
"anrm_00000818"	"JP"	"JP-43"	"43"	"43"	
"anrm_00000819"	"JP"	"JP-20"	"20"	"20"	
"anrm_00000820"	"JP"	"JP-42"	"42"	"42"	
"anrm_00000821"	"JP"	"JP-41"	"41"	"41"	
"anrm_00000822"	"JP"	"JP-40"	"40"	"40"	
"anrm_00000823"	"JP"	"JP-08"	"08"	"08"	
"anrm_00000824"	"JP"	"JP-07"	"07"	"07"	
"anrm_00000825"	"JP"	"JP-29"	"29"	"29"	
"anrm_00000826"	"JP"	"JP-06"	"05"	"06"	
"anrm_00000827"	"JP"	"JP-28"	"28"	"28"	
"anrm_00000828"	"JP"	"JP-05"	"05"	"05"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000829"	"JP"	"JP-27"	"27"	"27"	
"anrm_00000830"	"JP"	"JP-04"	"04"	"04"	
"anrm_00000831"	"JP"	"JP-26"	"26"	"26"	
"anrm_00000832"	"JP"	"JP-03"	"03"	"03"	
"anrm_00000833"	"JP"	"JP-25"	"25"	"25"	
"anrm_00000834"	"JP"	"JP-47"	"47"	"47"	
"anrm_00000835"	"JP"	"JP-02"	"02"	"02"	
"anrm_00000836"	"JP"	"JP-24"	"24"	"24"	
"anrm_00000837"	"JP"	"JP-46"	"46"	"46"	
"anrm_00000838"	"JP"	"JP-01"	"01"	"01"	
"anrm_00000839"	"JP"	"JP-23"	"23"	"23"	
"anrm_00000840"	"JP"	"JP-45"	"45"	"45"	
"anrm_00000841"	"JP"	"JP-11"	"11"	"11"	
"anrm_00000842"	"JP"	"JP-33"	"33"	"33"	
"anrm_00000843"	"JP"	"JP-10"	"10"	"10"	
"anrm_00000844"	"JP"	"JP-32"	"32"	"32"	
"anrm_00000845"	"JP"	"JP-31"	"31"	"31"	
"anrm_00000846"	"JP"	"JP-30"	"30"	"30"	
"anrm_00000847"	"JP"	"JP-19"	"19"	"19"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000848"	"JP"	"JP-18"	"18"	"18"	
"anrm_00000849"	"JP"	"JP-17"	"17"	"17"	
"anrm_00000850"	"JP"	"JP-39"	"39"	"39"	
"anrm_00000851"	"JP"	"JP-16"	"16"	"16"	
"anrm_00000852"	"JP"	"JP-38"	"38"	"38"	
"anrm_00000853"	"JP"	"JP-15"	"15"	"15"	
"anrm_00000854"	"JP"	"JP-37"	"37"	"37"	
"anrm_00000855"	"JP"	"JP-14"	"14"	"14"	
"anrm_00000856"	"JP"	"JP-36"	"36"	"36"	
"anrm_00000857"	"JP"	"JP-13"	"13"	"13"	
"anrm_00000858"	"JP"	"JP-35"	"35"	"35"	
"anrm_00000859"	"JP"	"JP-12"	"12"	"12"	
"anrm_00000860"	"JP"	"JP-34"	"34"	"34"	
"anrm_00000861"	"KR"	"KR-11"	"13"	"11"	
"anrm_00000862"	"KR"	"KR-44"	"05"	"44"	
"anrm_00000863"	"KR"	"KR-45"	"02"	"45"	
"anrm_00000864"	"KR"	"KR-31"	"16"	"31"	
"anrm_00000865"	"KR"	"KR-42"	"07"	"42"	
"anrm_00000866"	"KR"	"KR-43"	"04"	"43"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000867"	"KR"	"KR-30"	"15"	"30"	
"anrm_00000868"	"KR"	"KR-41"	"09"	"41"	
"anrm_00000869"	"KR"	"KR-28"	"06"	"28"	
"anrm_00000870"	"KR"	"KR-29"	"08"	"29"	
"anrm_00000871"	"KR"	"KR-26"	"12"	"26"	
"anrm_00000872"	"KR"	"KR-48"	"11"	"48"	
"anrm_00000873"	"KR"	"KR-27"	"14"	"27"	
"anrm_00000874"	"KR"	"KR-49"	"01"	"49"	
"anrm_00000875"	"KR"	"KR-46"	"03"	"46"	
"anrm_00000876"	"KR"	"KR-47"	"10"	"47"	
"anrm_00000877"	"KW"	"KW-KU"	"KW"	"KW"	
"anrm_00000878"	"KZ"	"KZ-AKM"	"04"	"AKM"	
"anrm_00000879"	"KZ"	"KZ-ALM"	"00"	"ALM"	
"anrm_00000880"	"KZ"	"KZ-AST"	"04"	"AST"	
"anrm_00000881"	"KZ"	"KZ-PAV"	"03"	"PAV"	
"anrm_00000882"	"KZ"	"KZ-SEV"	"02"	"SEV"	
"anrm_00000883"	"KZ"	"KZ-YUZ"	"11"	"YUZ"	
"anrm_00000884"	"KZ"	"KZ-AKT"	"05"	"AKT"	
"anrm_00000885"	"KZ"	"KZ-KZY"	"12"	KZY"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000886"	"KZ"	"KZ-ATY"	"06"	"ATY"	
"anrm_00000887"	"KZ"	"KZ-KUS"	"02"	"KUS"	
"anrm_00000888"	"KZ"	"KZ-ZAP"	"07"	"ZAP"	
"anrm_00000889"	"KZ"	"KZ-ZHA"	"11"	"ZHA"	
"anrm_00000890"	"KZ"	"KZ-BAY"	"12"	"BAY"	
"anrm_00000891"	"KZ"	"KZ-MAN"	"08"	"MAN"	
"anrm_00000892"	"KZ"	"KZ-VOS"	"10"	"VOS"	
"anrm_00000893"	"KZ"	"KZ-KAR"	"09"	"KAR"	
"anrm_00000894"	"KZ"	"KZ-ALA"	"00"	"ALA"	
"anrm_00000895"	"MX"	"MX-JAL"	"JAL"	"JAL"	
"anrm_00000896"	"MX"	"MX-TAB"	"TAB"	"TAB"	
"anrm_00000897"	"MX"	"MX-BCS"	"BCS"	"BCS"	
"anrm_00000898"	"MX"	"MX-ROO"	"QR"	"ROO"	
"anrm_00000899"	"MX"	"MX-SON"	"SON"	"SON"	
"anrm_00000900"	"MX"	"MX-SIN"	"SIN"	"SIN"	
"anrm_00000901"	"MX"	"MX-ZAC"	"ZAC"	"ZAC"	
"anrm_00000902"	"MX"	"MX-MEX"	"MEX"	"MEX"	
"anrm_00000903"	"MX"	"MX-TAM"	"TMS"	"TAM"	
"anrm_00000904"	"MX"	"MX-HID"	"HGO"	"HID"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000905"	"MX"	"MX-YUC"	"YUC"	"YUC"	
"anrm_00000906"	"MX"	"MX-MIC"	"MCH"	"MIC"	
"anrm_00000907"	"MX"	"MX-BCN"	"MX-BC"	"BCN"	
"anrm_00000908"	"MX"	"MX-MOR"	"MOR"	"MOR"	
"anrm_00000909"	"MX"	"MX-AGU"	"AGS"	"AGU"	
"anrm_00000910"	"MX"	"MX-CAM"	"CMP"	"CAM"	
"anrm_00000911"	"MX"	"MX-COA"	"COA"	"COA"	
"anrm_00000912"	"MX"	"MX-GUA"	"GTO"	"MX-GUA"	
"anrm_00000913"	"MX"	"MX-SLP"	"SLP"	"SLP"	
"anrm_00000914"	"MX"	"MX-COL"	"COL"	"COL"	
"anrm_00000915"	"MX"	"MX-PUE"	"PUE"	"PUE"	
"anrm_00000916"	"MX"	"MX-DUR"	"DGO"	"DUR"	
"anrm_00000917"	"MX"	"MX-QUE"	"QRO"	"QUE"	
"anrm_00000918"	"MX"	"MX-GRO"	"GRO"	"GRO"	
"anrm_00000919"	"MX"	"MX-CHH	"CHI"	"CHH"	
"anrm_00000920"	"MX"	"MX-VER"	"VER"	"VER"	
"anrm_00000921"	"MX"	"MX-TLA"	"TLX"	"TLA"	
"anrm_0000922"	"MX"	"MX-NAY"	"NAY"	"NAY"	
"anrm_00000923"	"MX"	"MX-OAX"	"OAX"	"OAX"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000924"	"MX"	"MX-NLE"	"NL"	"NLE"	
"anrm_00000925"	"MX"	"MX-CHP"	"CHS"	"CHP"	
"anrm_00000926"	"MY"	"MY-05"	"SER"	"05"	
"anrm_00000927"	"MY"	"MY-16"	"PSK"		
"anrm_00000928"	"MY"	"MY-06"	"PAH"	"06"	
"anrm_00000929"	"MY"	"MY-03"	"KEL"	"03"	
"anrm_00000930"	"MY"	"MY-14"	"KUL"	"14"	
"anrm_00000931"	"MY"	"MY-04"	"MEL"	"04"	
"anrm_00000932"	"MY"	"MY-15"	"LAB"	"15"	
"anrm_00000933"	"MY"	"MY-01"	"JOH"	"01"	
"anrm_00000934"	"MY"	"MY-12"	"SAB"	"12"	
"anrm_00000935"	"MY"	"MY-02"	"KED"	"02"	
"anrm_00000936"	"MY"	"MY-13"	"SAR"	"13"	
"anrm_00000937"	"MY"	"MY-10"	"SEL"	"10"	
"anrm_00000938"	"MY"	"MY-11"	"TRE"	"11"	
"anrm_00000939"	"MY"	"MY-09"	"PEL"	"09"	
"anrm_00000940"	"MY"	"MY-07"	"PIN"	"07"	
"anrm_00000941"	"MY"	"MY-08"	"PER"	"08"	
"anrm_00000942"	"NL"	"NL-UT"	"10"	"UT"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000943"	"NL"	"NL-LI"	"06"	"LI"	
"anrm_00000944"	"NL"	"NL-DR"	"01"	"DR"	
"anrm_00000945"	"NL"	"NL-GE"	"04"	"GE"	
"anrm_00000946"	"NL"	"NL-ZH"	"12"	"ZH"	
"anrm_00000947"	"NL"	"NL-GR"	"05"	"GR"	
"anrm_00000948"	"NL"	"NL-ZE"	"11"	"ZE"	
"anrm_00000949"	"NL"	"NL-FR"	"03"	"FR"	
"anrm_00000950"	"NL"	"NL-NH"	"08"	"NH"	
"anrm_00000952"	"NL"	"NL-OV"	"09"	"OV"	
"anrm_00000953"	"NL"	NL-NB"	"07"	"NB"	
"anrm_00000954"	"NO"	"NO-03"	"03"	"03"	
"anrm_00000955"	"NO"	"NO-14"	"14"	"14"	
"arnm_00000956"	"NO"	"NO-02"	"02"	"02"	
"anrm_00000957"	"NO"	"NO-01"	"01"	"01"	
"anrm_00000958"	"NO"	"NO-12"	"12"	"12"	
"anrm_00000959"	"NO"	"NO-11"	"11"	"11"	
"anrm_00000960"	"NO"	"NO-10"	"10"	"10"	
"anrm_00000961"	"NO"	"NO-20"	"20"	"20"	
"anrm_00000962"	"NO"	"NO-09"	"09"	"09"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000963"	"NO"	"NO-08"	"08"	"08"	
"anrm_00009643"	"NO"	"NO-19"	"19"	"19"	
"anrm_00000965"	"NO"	"NO-07"	"07"	"07"	
"anrm_00000966"	"NO"	"NO-18"	"18"	"18"	
"anrm_00000967"	"NO"	"NO-06"	"06"	"06"	
"anrm_00000968"	"NO"	"NO-05"	"05"	"05"	
"anrm_00000969"	"NO"	"NO-04"	"04"	"04"	
"anrm_00000970"	"NO"	"NO-15"	"15"	"15"	
"anrm_00000971"	"NZ"	"NZ-BOP"	"BOP"	"BOP"	
"anrm_00000972"	"NZ"	"NZ-WTC"	"WEC"	"WTC"	
"anrm_00000973"	"NZ"	"NZ-NTL"	"NTL"	"NTL"	
"anrm_00000974"	"NZ"	"NZ-STL"	"STL"	"STL"	
"anrm_00000975"	"NZ"	"NZ-MWT"	"MAN"	"MWT"	
"anrm_00000976"	"NZ"	"NZ-CAN"	"CAN"	"CAN"	
"anrm_00000977"	"NZ"	"NZ-TKI"	"TAR"	"TKI"	
"anrm_00000978"	"NZ"	"NZ-AUK"	"AKL"	"AUK"	
"anrm_00000979"	"NZ"	"NZ-OTA"	"OTA"	"OTA"	
"anrm_00000980"	"NZ"	"NZ-WGN"	"WLG"	"WGN"	
"anrm_00000981"	"NZ"	"NZ-HKB"	"HAB"	"HKB"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"arnm_00000982"	"NZ"	"NZ-WKO"	"WAI"	"WKO"	
"anrm_00000983"	"PE"	"PE-PIU"	"02"	"PIU"	
"anrm_00000984"	"PE"	"PE-SAM"	"13"	"SAM"	
"anrm_00000985"	"PE"	"PE-LAM"	"03"	"LAM"	
"anrm_00000986"	"PE"	"PE-APU"	"19"	"APU"	
"anrm_00000987"	"PE"	"PE-PAS"	"15"	"PAS"	
"anrm_00000988"	"PE"	"PE-MDD"	"24"	"MDD"	
"anrm_00000989"	"PE"	"PE-AYA"	"18"	"AYA"	
"anrm_00000990"	"PE"	"PE-AMA"	"11"	"AMA"	
"anrm_00000991"	"PE"	"PE-HUC"	"14"	"HUC"	
"anrm_00000992"	"PE"	"PE-ICA"	"07"	"ICA"	
"anrm_00000993"	"PE"	"PE-CUS"	"20"	"20"	
"anrm_00000994"	"PE"	"PE-LMA"	"06"	"LMA"	
"anrm_00000995"	"PE"	"PE-JUN"	"16"	"JUN"	
"anrm_00000996"	"PE"	"PE-CAJ"	"12"	"CAJ"	
"anrm_00000997"	"PE"	"PE-TUM"	"01"	"TUM"	
"anrm_00000998"	"PE"	"PE-LOR"	"22"	"LOR"	
"anrm_00000999"	"PE"	"PE-MOQ"	"09"	"MOQ"	
"anrm_00001000"	"PE"	"PE-CAL"	"06"	"CAL"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001001"	"PE"	"PE-HUV"	"17"	"HUV"	
"anrm_00001002"	"PE"	"PE-PUN"	"21"	"PUN"	
"anrm_00001003"	"PE"	"PE-ARE"	"08"	"ARE"	
"anrm_00001004"	"PE"	"PE-LAL"	"04"	"LAL"	
"anrm_00001005"	"PE"	"PE-ANC"	"05"	"ANC"	
"anrm_00001006"	"PE"	"PE-TAC"	"10"	"TAC"	
"anrm_00001007"	"PE"	"PE-LIM"	"06"	"LIM"	
"anrm_00001008"	"PE"	"PE-UCA"	"23"	"UCA"	
"anrm_00001009"	"PH"	"PH-WSA"	"08"	"WSA"	
"anrm_00001010"	"PH"	"PH-AKL"	"06"	"AKL"	
"anrm_00001011"	"PH"	"PH-COM"	"12"	"COM"	
"anrm_00001012"	"PH"	"PH-NUE"	"03"	"NUE"	
"anrm_00001013"	"PH"	"PH-MSC"	"10"	"MSC"	
"anrm_00001014"	"PH"	"PH-PLW"	"04"	"PLW"	
"anrm_00001015"	"PH"	"PH-ZMB"	"09"	"ZMB"	
"anrm_00001016"	"PH"	"PH-BUL"	"03"	"BUL"	
"anrm_00001017"	"PH"	"PH-BUK"	"10"	"BUK"	
"anrm_00001018"	"PH"	"PH-IFU"	"03"	"IFU"	
"anrm_00001019"	"PH"	"PH-ISA"	"02"	"ISA"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001020"	"PH"	"PH-BAS"	"11"	"BAS"	
"anrm_00001021"	"PH"	"PH-MOU"	"03"	"MOU"	
"anrm_00001022"	"PH"	"PH-APA"	"03"	"APA"	
"anrm_00001023"	"PH"	"PH-DAO"	"12"	"DAO"	
"anrm_00001024	"PH"	"PH-LAG"	"04"	"LAG"	
"anrm_00001025"	"PH"	"PH-BAN"	"03"	"BAN"	
"anrm_00001026"	"PH"	"PH-NUV"	"02"	"NUV"	
"anrm_00001027"	"PH"	"PH-AGS"	"10"	"AGS"	
"anrm_00001028"	"PH"	"PH-MSR"	"10"	"MSR"	
"anrm_00001029"	"PH"	"PH-NEC"	"07"	"NEC"	
"anrm_00001030"	"PH"	"H-BEN"	"03"	"BEN"	
"anrm_00001031"	"PH"	"PH-AGN"	"10"	"AGN"	
"anrm_00001032"	"PH"	"PH-BIL"	"08"	"BIL"	
"anrm_00001033"	"PH"	"PH-LUN"	"01"	"LUN"	
"anrm_00001034"	"PH"	"PH-TAR"	"03"	"TAR"	
"anrm_00001035"	"PH"	"PH-RIZ"	"04"	"RIZ"	
"anrm_00001036"	"PH"	"PH-ZAN"	"09"	"ZAN"	
"anrm_00001037"	"PH"	"PH-LEY"	"08"	"LEY"	
"anrm_00001038"	"PH"	"PH-TAW"	"11"	"TAW"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001039"	"PH"	"PH-LAS"	"11"	"LAS"	
"anrm_00001040"	"PH"	"PH-PAN"	"01"	"PAN"	
"anrm_00001041"	"PH"	"PH-SLE"	"08"	"SLE"	
"anrm_00001042"	"PH"	"PH-ZAS"	"09"	"ZAS"	
"anrm_00001043"	"PH"	"PH-PAM"	"03"	"PAM"	
"anrm_00001044"	"PH"	"PH-NER"	"07"	"NER"	
"anrm_00001045"	"PH"	"PH-DAV"	"12"	"DAV"	
"anrm_00001046"	"PH"	"PH-LAN"	"10"	"LAN"	
"anrm_00001047"	"PH"	"PH-ALB"	"05"	"ALB"	
"anrm_00001048"	"PH"	"PH-DAS"	"12"	"DAS"	
"anrm_00001049"	"PH"	"PH-SOR"	"05"	"SOR"	
"anrm_00001050"	"PH"	"PH-ILS"	"01"	"ILS"	
"anrm_00001051"	"PH"	"PH-MDC"	"04"	"MDC"	
"anrm_00001052"	"PH"	"PH-ILN"	"01"	"ILN"	
"anrm_00001053"	"PH"	"PH-SCO"	"11"	"SCO"	
"anrm_00001054"	"PH"	"PH-ILI"	"06"	"ILI"	
"anrm_00001055"	"PH"	"PH-QUE"	"04"	"QUE"	
"anrm_00001056"	"PH"	"PH-CEB"	"07"	"CEB"	
"anrm_00001057"	"PH"	"PH-SUK"	"11"	"SUK"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001058"	"PH"	"PH-AUR"	"03"	"AUR"	
"anrm_00001059"	"PH"	"PH-SUN"	"10"	"SUN"	
"anrm_00001060"	"PH"	"PH-NSA"	"08"	"NSA"	
"anrm_00001061"	"PH"	"PH-BOH"	"07"	"BOH"	
"anrm_00001062"	"PH"	"PH-GUI"	"06"	"GUI"	
"anrm_00001063"	"PH"	"PH-MDR"	"04"	"MDR"	
"anrm_00001064"	"PH"	"PH-ROM"	"04"	"ROM"	
"anrm_00001065"	"PH"	"PH-SUR"	"10"	"SUR"	
"anrm_00001066"	"PH"	"PH-ZSI"	"09"	"ZSI"	
"anrm_00001067"	"PH"	"PH-SIG"	"07"	"SIG"	
"anrm_00001068"	"PH"	"PH-MAG"	"11"	"MAG"	
"anrm_00001069"	"PH"	"PH-CAP"	"06"	"CAP"	
"anrm_00001070"	"PH"	"PH-CAN"	"05"	"CAN"	
"anrm_00001071"	"PH"	"PH-MAD"	"04"	"MAD"	
"anrm_00001072"	"PH"	"PH-CAM"	"10"	"CAM"	
"anrm_00001073"	"PH"	"PH-SLU"	"11"	"SLU"	
"Anrm_00001074"	"PH"	"PH-CAG"	"02"	"CAG"	
"anrm_00001075"	"PH"	"PH-QUI"	"02"	"QUI"	
"anrm_00001076"	"PH"	"PH-MAS"	"05"	"MAS"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001077"	"PH"	"PH-BTN"	"02"	"BTN"	
"anrm_00001078"	"PH"	"PH-NCO"	"11"	"NCO"	
"anrm_00001079"	"PH"	"PH-CAV"	"04"	"CAV"	
"anrm_00001080"	"PH"	"PH-EAS"	"08"	"EAS"	
"anrm_00001081"	"PH"	"PH-CAT"	"05"	"CAT"	
"anrm_00001082"	"PH"	"PH-KAL"	"03"	"KAL"	
"anrm_00001083"	"PH"	"PH-BTG"	"04"	"BTG"	
"anrm_00001084"	"PH"	"PH-CAS"	"04"	"CAS"	
"anrm_00001085"	"PH"	"PH-ABR"	"03"	"ABR"	
"anrm_00001086"	"PH"	"PH-ANT"	"06"	"ANT"	
"anrm_00001087"	"PH"	"PH-SAR"	"11"	"SAR"	
"anrm_00001088"	"PL"	"PL-02"	"DSL"	"DS"	
"anrm_00001089"	"PL"	"PL-04"	"K-P"	"KP"	
"anrm_00001090"	"PL"	"PL-08"	"LBS"	"LB"	
"anrm_00001091"	"PL"	"PL-10"	"LDZ"	"LD"	
"anrm_00001092"	"PL"	"PL-06"	"LBL"	"LU"	
"anrm_00001093"	"PL"	"PL-12"	"MAL"	"MA"	
"anrm_00001094"	"PL"	"PL-14"	"MAZ"	"MZ"	
"anrm_00001095"	"PL"	"PL-16"	"OPO"	"OP"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001096"	"PL"	"PL-20"	"PDL"	"PD"	
"anrm_00001097"	"PL"	"PL-18"	"PDK"	"PK"	
"anrm_00001098"	"PL"	"PL-22"	"POM"	"PM"	
"anrm_00001099"	"PL"	"PL-26"	"SWK	"SK"	
"anrm_00001100"	"PL"	"PL-24"	"SLS"	"SL"	
"anrm_00001101"	"PL"	"PL-28"	"W-M"	"WN"	
"anrm_00001102"	"PL"	"PL-30"	"WLK"	"WP"	
"anrm_00001103"	"PL"	"PL-32"	"Z-P"	"ZP"	
"anrm_00001104"	"PT"	"PT-05"	"28"	"05"	
"anrm_00001105"	"PT"	"PT-16"	"10"	"16"	
"anrm_00001106"	"PT"	"PT-06"	"21"	"06"	
"anrm_00001107"	"PT"	"PT-17"	"16"	"17"	
"anrm_00001108"	"PT"	"PT-03"	"11"	"03"	
"anrm_00001109"	"PT"	"PT-14"	"34"	"14"	
"anrm_00001110"	"PT"	"PT-04"	"17"	"04"	
"anrm_00001111"	"PT"	"PT-15"	"32"	"15"	
"anrm_00001112"	"PT"	"PT-01"	"20"	"01"	
"anrm_00001113"	"PT"	"PT-12"	"41"	"12"	
"anrm_00001114"	"PT"	"PT-02"	"43"	"02"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001115"	"PT"	"PT-13"	"13"	"13"	
"anrm_00001116"	"PT"	"PT-10"	"22"	"10"	
"anrm_00001117"	"PT"	"PT-11"	"31"	"11"	
"anrm_00001118"	"PT"	"PT-30"	"70"	"30"	
"anrm_00001119"	"PT"	"PT-20"	"60"	"20"	
"anrm_00001120"	"PT"	"PT-09"	"27"	"09"	
"anrm_00001121"	"PT"	"Pt-07"	"42"	"07"	
"ANRM_00001122"	"PT"	"PT-18"	"25"	"18"	
"anrm_00001123"	"PT"	"PT-08"	"50"	"08"	
"anrm_00001124"	"QA"	"QA-MS"	"002"	"MS"	
"anrm_00001125"	"QA"	"QA-WA"	"004"	"WA"	
"anrm_00001126"	"QA"	"QA-US"	"002"	"US"	
"anrm_00001127"	"QA"	"QA-DA"	"001"	"DA"	
"anrm_00001128"	"QA"	"QA-KH"	"002"	"KH"	
"anrm_00001129"	"QA"	"QA-RA"	"003"	"RA"	
"anrm_00001130"	"RO"	"RO-BZ"	"11"	"BZ"	
"anrm_00001131"	"RO"	"RO-SM"	"34"	"SM"	
"anrm_00001132"	"RO"	"RO-MH"	"28"	"MH"	
"anrm_00001133"	"RO"	"RO-IF"	"26"	"IF"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001134"	"RO"	"RO-BR"	"08"	"BR"	
"anrm_00001135"	"RO"	"RO-BT"	"07"	"BT"	
"anrm_00001136"	"RO"	"RO-BV"	"09"	"BV"	
"anrm_00001137"	"RO"	"RO-SJ"	"33"	"SJ"	
"anrm_00001138"	"RO"	"RO-CL"	"12"	"CL"	
"anrm_00001139"	"RO"	"RO-IS"	"25"	"IS"	
"anrm_00001140"	"RO"	"RO-GR"	"21"	"GR"	
"anrm_00001141"	"RO"	"RO-B"	"10"	"B"	
"anrm_00001142"	"RO"	"RO-MM"	"27"	"MM"	
"anrm_00001143"	"RO"	"RO-AB"	"01"	"AB"	
"anrm_00001144"	"RO"	"RO-GJ"	"20"	"GH"	
"anrm_00001145"	"RO"	"RO-IL"	"24"	"IL"	
"anrm_00001146"	"RO"	"RO-SV"	"36"	"SV"	
"anrm_00001147"	"RO"	"RO-GL"	"19"	"GL"	
"anrm_00001148"	"RO"	"RO-OT"	"31"	"OT"	
"anrm_00001149"	"RO"	"RO-AG"	"03"	"AG"	
"anrm_00001150"	"RO"	"RO-MS"	"29"	"MS"	
"anrm_00001151"	"RO"	"RO-CJ"	"14"	"CJ"	
"anrm_00001152"	"RO"	"RO-PH"	"32"	"PH"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001153"	"RO"	"RO-TL"	"39"	"TL"	
"anrm_00001154"	"RO"	"RO-VN"	"42"	"VN"	
"anrm_00001155"	"RO"	"RO-TM"	"38"	"TM"	
"anrm_00001156"	"RO"	"RO-HD"	"23"	"HD"	
"anrm_00001157"	"RO"	"RO-VS"	"40"	"VS"	
"anrm_00001158"	"RO"	"RO-DB"	"17"	"DB"	
"anrm_00001159"	"RO"	"RO-TR"	"37"	"TR"	
"anrm_00001160"	"RO"	"RO-CS"	"13"	"CS"	
"anrm_00001161"	"RO"	"RO-AR"	"02"	"AR"	
"anrm_00001162"	"RO"	"RO-CT"	"15"	"CT"	
"anrm_00001163"	"RO"	"RO-CV"	"16"	"CV"	
"anrm_00001164"	"RO"	"RO-VL"	"41"	"VL"	
"anrm_00001165"	"RO"	"RO-HR"	"22"	"HR"	
"anrm_00001166"	"RO"	"RO-BN"	"06"	"BN"	
"anrm_00001167"	"RO"	"RO-SB"	"35"	"SB"	
"anrm_00001168"	"RO"	"RO-BC"	"04"	"BC"	
"anrm_00001169"	"RO"	"RO-BH"	"05"	"BH"	
"anrm_00001170"	"RO"	"RO-DJ"	"18"	"DJ"	
"anrm_00001171"	"RO"	"RO-NT"	"30"	"NT"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001172"	"RU"	"RU-ARK"	"29"	"ARK"	
"anrm_00001173"	"RU"	"RU-KK"	"19"	"KK"	
"anrm_00001174"	"RU"	"RU-KL"	"08"	"KL"	
"anrm_00001175"	"RU"	"RU-SAK"	"65"	"SAK"	
"anrm_00001176"	"RU"	"RU-KO"	"11"	"KO'	
"anrm_00001177"	"RU"	"RU-SAM"	"63"	"SAM"	
"anrm_00001178"	"RU"	"RU-CE"	"20"	"CE"	
"anrm_00001179"	"RU"	"RU-IRK"	"38"	"IRK"	
"anrm_00001180"	"RU"	"RU-KC"	"09"	"KC"	
"anrm_00001181"	"RU"	"RU-ORE"	"56"	"ORE"	
"anrm_00001182"	"RU"	"RU-SVE"	"66"	"SVE"	
"anrm_00001183"	"RU"	"RU-SAR"	"64"	"SAR"	
"anrm_00001184"	"RU"	"RU-KB"	"07"	"KB"	
"anrm_00001185"	"RU"	"RU-YAN"	"89"	"YAN"	
"anrm_00001186"	"RU"	"RU-ORL"	"57"	"ORL"	
"anrm_00001187"	"RU"	"RU-MUR"	"51"	"MUR"	
"anrm_00001188"	"RU"	"RU-CU"	"21"	"CU"	
"anrm_00001189"	"RU"	"RU-TOM"	"70"	"TOM"	
"anrm_00001190"	"RU"	"RU-KEM"	"42"	"KEM"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001191"	"RU"	"RU-MAG"	"49"	"MAG"	
"anrm_00001192"	"RU"	"RU-IVA"	"37"	"IVA"	
"anrm_00001193"	"RU"	"RU-KIR"	"43"	"KIR"	
"anrm_00001194"	"RU"	"RU-KR"	"10"	"KR"	
"anrm_00001195"	"RU"	"RU-OMS"	"55"	"OMS"	
"anrm_00001196"	"RU"	"RU-SMO"	"67"	"SMO"	
"anrm_00001197"	"RU"	"RU-ROS"	"61"	"ROS"	
"anrm_00001198"	"RU"	"RU-VGG"	"34"	"VGG"	
"anrm_00001199"	"RU"	"RU-KAM"	"41"	"KAM"	
"anrm_00001200"	"RU"	"RU-TA"	"16"	"TA"	
"anrm_00001201"	"RU"	"RU-NGR"	"53"	"NGR"	
"anrm_00001202"	"RU"	"RU-VOR"	"36"	"VOR"	
"anrm_00001203"	"RU"	"RU-PNZ"	"57"	"PNZ"	
"anrm_00001204"	"RU"	"RU-BA"	"03"	"BA"	
"anrm_00001205"	"RU"	"RU-ULY"	"73"	"ULY"	
"anrm_00001206"	"RU"	"RU-PSK"	"60"	"PSK"	
"anrm_00001207"	"RU"	"RU-AMU"	"28"	"AMU"	
"anrm_00001208"	"RU"	"RU-NVS"	"54"	"NVS"	
"anrm_00001209"	"RU"	"RU-SA"	"14"	"SA"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001210"	"RU"	"RU-CHU"	"87"	"CHU"	
"anrm_00001211"	"RU"	"RU-KHM"	"86"	"KHM"	
"anrm_00001212"	"RU"	"RU-SE"	"15"	"SE"	
"anrm_00001213"	"RU"	"RU-BU"	"04"	"BU"	
"anrm_00001214"	"RU"	"RU-KYA"	"24"	"KYA"	
"anrm_00001215"	"RU"	"RU-KLU"	"40"	"KLU"	
"anrm_00001216"	"RU"	"RU-ZAB"	"75"	"ZAB"	
"anrm_00001217"	"RU"	"RU-PER"	"59"	"PER"	
"anrm_00001218"	"RU"	"RU-IN"	"06"	"IN"	
"anrm_00001219"	"RU"	"RU-NIZ"	"52"	"NIZ"	
"anrm_00001220"	"RU"	"RU-CHE"	"74"	"CHE"	
"anrm_00001221"	"RU"	"RU-MO"	"13"	"MO"	
"anrm_00001222"	"RU"	"RU-STA"	"26"	"STA"	
"anrm_00001223"	"RU"	"RU-TAM"	"68"	"TAM"	
"anrm_00001224"	"RU"	"RU-AD"	"01"	"AD"	
"anrm_00001225"	"RU"	"RU-ME"	"12"	"ME"	
"anrm_00001226"	"RU"	"RU-TVE"	"69"	"TVE"	
"anrm_00001227"	"RU"	"RU-KHA"	"27"	"KHA"	
"anrm_00001228"	"RU"	"RU-PRI"	"25"	"PRI"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001229"	"RU"	"RU-KDA"	"23"	"KDA"	
"anrm_00001230"	"RU"	"RU-SPE"	"78"	"SPE"	
"anrm_00001231"	"RU"	"RU-ALT"	"22"	"ALT"	
"anrm_00001232"	"RU"	"RU-BRY"	"32"	"BRY"	
"anrm_00001233"	"RU"	"RU-TUL"	"71"	"TUL"	
"anrm_00001234"	"RU"	"RU-KOS"	"44"	"KOS"	
"anrm_00001235"	"RU"	"RU-TYU"	"72"	"TYU"	
"anrm_00001236"	"RU"	"RU-MOS"	"50"	"MOS"	
"anrm_00001237"	"RU"	"RU-KGN"	"45"	"KGN"	
"anrm_00001238"	"RU"	"RU-LIP"	"48"	"LIP"	
"anrm_00001239"	"RU"	"RU-LEN"	"47"	"LEN"	
"anrm_00001240"	"RU"	"RU-MOW"	"77"	"MOW"	
"anrm_00001241"	"RU"	"RU-NEN"	"83"	"NEN"	
"anrm_00001242"	"RU"	"RU-AL"	"02"	"AL"	
"anrm_00001243"	"RU"	"RU-RYA"	"62"	"RYA"	
"anrm_00001244"	"RU"	"RU-TY"	"17"	"TY"	
"anrm_00001245"	"RU"	"RU-AST"	"30"	"AST"	
"anrm_00001246"	"RU"	"RU-DA"	"05"	"DA"	
"anrm_00001247"	"RU"	"RU-KGD"	"39"	"KDG"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001248"	"RU"	"RU-BEL"	"31"	"BEL"	
"anrm_00001249"	"RU"	"RU-YAR"	"76"	"YAR"	
"anrm_00001250"	"RU"	"RU-YEV"	"79"	"YEV"	
"anrm_00001251"	"RU"	"RU-VLA"	"33"	"VLA"	
"anrm_00001252"	"RU"	"RU-KRS"	"46"	"KRS"	
"anrm_00001253"	"RU"	"RU-UD"	"18"	"UD"	
"anrm_00001254"	"RU"	"RU-VLG"	"35"	"VLG"	
"anrm_00001255"	"SE"	"SE-I"	"003"	"I"	
"anrm_00001256"	"SE"	"SE-G"	"009"	"G"	
"anrm_00001257"	"SE"	"SE-H"	"008"	"H"	
"anrm_00001258"	"SE"	"SE-AC"	"016"	"AC"	
"anrm_00001259"	"SE"	"SE-BD"	"010"	"BD"	
"anrm_00001260"	"SE"	"SE-E"	"021"	"E"	
"anrm_00001261"	"SE"	"SE-AB"	"012"	"AB"	
"anrm_00001262"	"SE"	"SE-F"	"007"	"F"	
"anrm_00001263"	"SE"	"SE-C"	"014"	"C"	
"anrm_00001264"	"SE"	"SE-D"	"013"	"D"	
"anrm_00001265"	"SE"	"SE-O"	"019"	"O"	
"anrm_00001266"	"SE"	"SE-M"	"011"	"M"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001267"	"SE"	"SE-N"	"005"	"N"	
"anrm_00001268"	"SE"	"SE-K"	"001"	"K"	
"anrm_00001269"	"SE"	"SE-Y"	"017"	"Y"	
"anrm_00001270"	"SE"	"SE-Z"	"006"	"Z"	
"anrm_00001271"	"SE"	"SE-W"	"002"	"W"	
"anrm_00001272"	"SE"	"SE-X"	"004"	"X"	
"anrm_00001273"	"SE"	"SE-U"	"018"	"U"	
"anrm_00001274"	"SE"	"SE-S"	"015"	"S"	
"anrm_00001275"	"SE"	"SE-T"	"020"	"T"	
"anrm_00001276"	"TH"	"TH-71"	"14"	"71"	
"anrm_00001277"	"TH"	"TH-73"	"27"	"73"	
"anrm_00001278"	"TH"	"TH-31"	"03"	"31"	
"anrm_00001279"	"TH"	"TH-30"	"29"	"30"	
"anrm_00001280"	"TH"	"TH-76"	"43"	"76"	
"anrm_00001281"	"TH"	"TH-37"	"01"	"37"	
"anrm_00001282"	"TH"	"TH-36"	"06"	"36"	
"anrm_00001283"	"TH"	"TH-39"	"34"	"39"	
"anrm_00001284"	"TH"	"TH-80"	"31"	"80"	
"anrm_00001285"	"TH"	"TH-82"	"39"	"82"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001286"	"TH"	"TH-81"	"16"	"81"	
"anrm_00001287"	"TH"	"TH-40"	"15"	"40"	
"anrm_00001288"	"TH"	"TH-83"	"48"	"83"	
"anrm_00001289"	"TH"	"TH-42"	"21"	"42"	
"anrm_00001290"	"TH"	"TH-86"	"11"	"86"	
"anrm_00001291"	"TH"	"TH-44"	"24"	"44"	
"anrm_00001292"	"TH"	"TH-43"	"35"	"43"	
"anrm_00001293"	"TH"	"TH-46"	"12"	"46"	
"anrm_00001294"	"TH"	"TH-48"	"28"	"48"	
"anrm_00001295"	"TH"	"TH-49"	"25"	"49"	
"anrm_00001296"	"TH"	"TH-93"	"40"	"93"	
"anrm_00001297"	"TH"	"TH-51"	"20"	"51"	
"anrm_00001298"	"TH"	"TH-50"	"08"	"50"	
"anrm_00001299"	"TH"	"TH-94"	"38"	"94"	
"anrm_00001300"	"TH"	"TH-52"	"19"	"52"	
"anrm_00001301"	"TH"	"TH-96"	"33"	"96"	
"anrm_00001302"	"TH"	"TH-55"	"32"	"55"	
"anrm_00001303"	"TH"	"TH-10"	"17"	"10"	
"anrm_00001304"	"TH"	"TH-54"	"47"	"54"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001305"	"TH"	"TH-13"	"37"	"13"	
"anrm_00001306"	"TH"	"TH-57"	"09"	"57"	
"anrm_00001307"	"TH"	"TH-12"	"36"	"12"	
"anrm_00001308"	"TH"	"TH-56"	"41"	"56"	
"anrm_00001309"	"TH"	"TH-15"	"02"	"15"	
"anrm_00001310"	"TH"	"TH-14"	"46"	"14"	
"anrm_00001311"	"TH"	"TH-58"	"23"	"58"	
"anrm_00001312"	"TH"	"TH-16"	"22"	"16"	
"anrm_00001313"	"TH"	"TH-18"	"05"	"18"	
"anrm_00001314"	"TH"	"TH-60"	"30"	"60"	
"anrm_00001315"	"TH"	"TH-62"	"13"	"62"	
"anrm_00001316"	"TH"	"TH-20"	"10"	"20"	
"anrm_00001317"	"TH"	"TH-22"	"07"	"22"	
"anrm_00001318"	"TH"	"TH-66"	"44"	"66"	
"anrm_00001319"	"TH"	"TH-65"	"45"	"65"	
"anrm_00001320"	"TH"	"TH-24"	"04"	"24"	
"anrm_00001321"	"TH"	"TH-67"	"42"	"67"	
"anrm_00001322"	"TH"	"TH-26"	"26"	"26"	
"anrm_00001323"	"TH"	"TH-25"	"49"	"25"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001324"	"TR"	"TR-53"	"53"	"53"	
"anrm_00001325"	"TR"	"TR-52"	"52"	"52"	
"anrm_00001326"	"TR"	"TR-11"	"11"	"11"	
"anrm_00001327"	"TR"	"TR-55"	"55"	"55"	
"anrm_00001328"	"TR"	"TR-10"	"10"	"10"	
"anrm_00001329"	"TR"	"TR-54"	"54"	"54"	
"anrm_00001330"	"TR"	"TR-51"	"51"	"51"	
"anrm_00001331"	"TR"	"TR-50"	"50"	"50"	
"anrm_00001332"	"TR"	"TR-17"	"17"	"17"	
"anrm_00001333"	"TR"	"TR-16"	"16"	"16"	
"anrm_00001334"	"TR"	"TR-19"	"19"	"19"	
"anrm_00001335"	"TR"	"TR-18"	"18"	"18"	
"anrm_00001336"	"TR"	"TR-13"	"13"	"13"	
"anrm_00001337"	"TR"	"TR-57"	"57"	"57"	
"anrm_00001338"	"TR"	"TR-12"	"12"	"12"	
"anrm_00001339"	"TR"	"TR-56"	"56"	"56"	
"anrm_00001340"	"TR"	"TR-15"	"15"	"15"	
"anrm_00001341"	"TR"	"TR-59"	"59"	"59"	
"anrm_00001342"	"TR"	"TR-14"	"14"	"14"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001343"	"TR"	"TR-58"	"58"	"58"	
"anrm_00001344"	"TR"	"TR-20"	"20"	"20"	
"anrm_00001345"	"TR"	"TR-64"	"64"	"64"	
"anrm_00001346"	"TR"	"TR-63"	"63"	"63"	
"anrm_00001347"	"TR"	"TR-22"	"22"	"22"	
"anrm_00001348"	"TR"	"TR-66"	"66"	"66"	
"anrm_00001349"	"TR"	"TR-21"	"21"	"21"	
"anrm_00001350"	"TR"	"TR-65"	"65"	"65"	
"anrm_00001351"	"TR"	"TR-60"	"60"	"60"	
"anrm_00001352"	"TR"	"TR-62"	"62"	"62"	
"anrm_00001353"	"TR"	"61"	"61"	"61"	
"anrm_00001354"	"TR"	"TR-28"	"28"	"28"	
"anrm_00001355"	"TR"	"TR-27"	"27"	"27"	
"anrm_00001356"	"TR"	"TR-29"	"29"	"29"	
"anrm_00001357"	"TR"	"TR-24"	"24"	"24"	
"anrm_00001358"	"TR"	"TR-68"	"68"	"68"	
"anrm_00001359"	"TR"	"TR-23"	"23"	"23"	
"anrm_00001360"	"TR"	"TR-67"	"67"	"67"	
"anrm_00001361"	"TR"	"TR-26"	"26"	"26"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001362"	"TR"	"TR-25"	"25"	"25"	
"anrm_00001363"	"TR"	"TR-69"	"69"	"69"	
"anrm_00001364"	"TR"	"TR-31"	"31"	"31"	
"anrm_00001365"	"TR"	"TR-75"	"75"	"75"	
"anrm_00001366"	"TR"	"TR-30"	"30"	"30"	
"anrm_00001367"	"TR"	"TR-74"	"74"	"74"	
"anrm_00001368"	"TR"	"TR-33"	"33"	"33"	
"anrm_00001369"	"TR"	"TR-77"	"77"	"77"	
"anrm_00001370"	"TR"	"TR-32"	"32"	"32"	
"anrm_00001371"	"TR"	"TR-76"	"76"	"76"	
"anrm_00001372"	"TR"	"TR-71"	"71"	"71"	
"anrm_00001373"	"TR"	"TR-70"	"70"	"70"	
"anrm_00001374"	"TR"	"TR-73"	"73"	"73"	
"anrm_00001375"	"TR"	"TR-72"	"72"	"72"	
"anrm_00001376"	"TR"	"TR-39"	"39"	"39"	
"anrm_00001377"	"TR"	"TR-38"	"38"	"38"	
"anrm_00001378"	"TR"	"TR-35"	"35"	"35"	
"anrm_00001379"	"TR"	"TR-79"	"79"	"79"	
"anrm_00001380"	"TR"	"TR-34"	"34"	"34"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001381"	"TR"	"TR-78"	"67"	"78"	
"anrm_00001382"	"TR"	"TR-37"	"37"	"37"	
"anrm_00001383"	"TR"	"TR-36"	"36"	"36"	
"anrm_00001384"	"TR"	"TR-80"	"01"	"80"	
"anrm_00001385"	"TR"	"TR-42"	"42	"42"	
"anrm_00001386"	"TR"	"TR-41"	"41"	"41"	
"anrm_00001387"	"TR"	"TR-44"	"44"	"44"	
"anrm_00001388"	"TR"	"TR-43"	"43"	"43"	
"anrm_00001389"	"TR"	"TR-81"	"14"	"81"	
"anrm_00001390"	"TR"	"TR-40"	"40"	"40"	
"anrm_00001391"	"TR"	"TR-06"	"06"	"06"	
"anrm_00001392"	"TR"	"TR-05"	"05"	"05"	
"anrm_00001393"	"TR"	"TR-49"	"49"	"49"	
"anrm_00001394"	"TR"	"TR-08"	"08"	"08"	
"anrm_00001395"	"TR"	"TR-07"	"07"	"07"	
"anrm_00001396"	"TR"	"TR-02"	"02"	"02"	
"anrm_00001397"	"TR"	"TR-46"	"46"	"46"	
"anrm_00001398"	"TR"	"TR-01"	"01"	"01"	
"anrm_00001399"	"TR"	"TR-45"	"45"	"45"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001400"	"TR"	"TR-04"	"04"	"04"	
"anrm_00001401"	"TR"	"TR-48"	"48"	"48"	
"anrm_00001402"	"TR"	"TR-03"	"03"	"03"	
"anrm_00001403"	"TR"	"TR-47"	"47"	"47"	
"anrm_00001404"	"TR"	"TR-09"	"09"	"09"	
"anrm_00001405"	"TW"	"TW-ILA"	"TWN"	"ILA"	
"anrm_00001406"	"TW"	"TW-CHA"	"TWN"	"CHA"	
"anrm_00001407"	"TW"	"TW-CYQ"	"TWN"	"CYQ"	
"anrm_00001408"	"TW"	"TW-NAN"	"TWN"	"NAN"	
"anrm_00001409"	"TW"	"TW-TPE"	"TPE"	"TPE"	
"anrm_00001410"	"TW"	"TW-HSQ"	"TWN"	"HSQ"	
"anrm_00001411"	"TW"	"TW-MIA"	"TWN"	"MIA"	
"anrm_00001412"	"TW"	"TW-TAO"	"TWN"	"TAO"	
"anrm_00001413"	"TW"	"TW-TXG"	"TWN"	"TXG"	
"anrm_00001414"	"TW"	"TW-HSZ"	"TWN"	"HSZ"	
"anrm_00001415"	"TW"	"TW-PIF"	"TWN"	"PIF"	
"anrm_00001416"	"TW"	"TW-KEE"	"TWN"	"KEE"	
"anrm_00001417"	"TW"	"TW-KHH"	"KSH"	"KHH"	
"anrm_00001418"	"TW"	"TW-PEN"	"TWN"	"PEN"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001419"	"TW"	"TW-HUA"	"TWN"	"HUA"	
"anrm_00001420"	"TW"	"TW-TNN"	"TWN"	"TNN"	
"anrm_00001421"	"TW"	"TW-TTT"	"TWN"	"TTT"	
"anrm_00001422"	"TW"	"TW-YUN"	"TWN"	"YUN"	
"anrm_00001423"	"TW"	"TW-CYI"	"TWN"	"CYI"	
"anrm_00001424"	"UA"	"UA-18"	"ZHI"	"18"	
"anrm_00001425"	"UA"	"UA-14"	"DON"	"14"	
"anrm_00001426"	"UA"	"UA-59"	"SUM"	"59"	
"anrm_00001427"	"UA"	"UA-32"	"KIE"	"32"	
"anrm_00001428"	"UA"	"UA-77"	"CHV"	"77"	
"anrm_00001429"	"UA"	"UA-12"	"DNP"	"12"	
"anrm_00001430"	"UA"	"UA-56"	"RIV"	"56"	
"anrm_00001431"	"UA"	"UA-35"	"KIR"	"35"	
"anrm_00001432"	"UA"	"UA-61"	"TER"	"61"	
"anrm_00001433"	"UA"	"UA-40"	"M_S"	"40"	
"anrm_00001434"	"UA"	"UA-63"	"HAR"	"63"	
"anrm_00001435"	"UA"	"UA-07"	"VOL"	"07"	
"anrm_00001436"	"UA"	"UA-09"	"LUG"	"09"	
"anrm_00001437"	"UA"	"UA-26"	"IVF"	"26"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001438"	"UA"	"UA-48"	"MIK"	"48"	
"anrm_00001439"	"UA"	"UA-05"	"VIN"	"05"	
"anrm_00001440"	"UA"	"UA-21"	"ZAK"	"21"	
"anrm_00001441"	"UA"	"UA-43"	"KRM"	"43"	
"anrm_00001442"	"UA"	"UA-65"	"HRS"	"65"	
"anrm_00001443"	"UA"	"UA-23"	"ZAP"	"23"	
"anrm_00001444"	"UA"	"UA-46"	"L'V"	"46"	
"anrm_00001445"	"UA"	"UA-68"	"HML"	"68"	
"anrm_00001446"	"UA"	"UA-51"	"ODS"	"51"	
"anrm_00001447"	"UA"	"UA-30"	"M_K"	"30"	
"anrm_00001448"	"UA"	"UA-74"	"CHG"	"74"	
"anrm_00001449"	"UA"	"UA-53"	"POL"	"53"	
"anrm_00001450"	"UA"	"UA-71"	"CHR"	"71"	
"anrm_00001451"	"US"	"US-FL"	"FL"	"FL"	
"anrm_00001452"	"US"	"US-NV"	"NV"	"NV"	
"anrm_00001453"	"US"	"US-SC"	"SC"	"SC"	
"anrm_00001454"	"US"	"US-WA"	"WA"	"WA"	
"anrm_00001455"	"US"	"US-NY"	"NY"	"NY"	
"anrm_00001456"	"US"	"US-NC"	"NC"	"NC"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001457"	"US"	"US-ND"	"ND"	"ND"	
"anrm_00001458"	"US"	"US-NE"	"NE"	"NE"	
"anrm_00001459"	"US"	"US-RI"	"RI"	"RI"	
"anrm_00001460"	"US"	"US-AR"	"AR"	"AR"	
"anrm_00001461"	"US"	"US-AS"	"AS"		
"anrm_00001462"	"US"	"US-VT"	"VT"	"VT"	
"anrm_00001463"	"US"	"US-NM"	"NM"	"NM"	
"anrm_00001464"	"US"	"US-AZ"	"AZ"	"AZ"	
"anrm_00001465"	"US"	"US-NH"	"NH"	"NH"	
"anrm_00001466"	"US"	"US-NJ"	"NJ"	"NJ"	
"anrm_00001467"	"US"	"US-KS"	"KS"	"KS"	
"anrm_00001468"	"US"	"US-WY"	"WY"	"WY"	
"anrm_00001469"	"US"	"US-OR"	"OR"	"OR"	
"anrm_00001470"	"US"	"US-KY"	"KY"	"KY"	
"anrm_00001471"	"US"	"US-CO"	"CO"	"CO"	
"anrm_00001472"	"US"	"US-SD"	"SD"	"SD"	
"anrm_00001473"	"US"	"US-WI"	"WI"	"WI"	
"anrm_00001474"	"US"	"US-CA"	"CA"	"CA"	
"anrm_00001475"	"US"	"US-WV"	"WV"	"WV"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001476"	"US"	"US-OH"	"OH"	"OH"	
"anrm_00001477"	"US"	"US-GA"	"GA"	"GA"	
"anrm_00001478"	"US"	"US-OK"	"OK"	"OK"	
"anrm_00001479"	"US"	"US-DE"	"DE"	"DE"	
"anrm_00001480"	"US"	"US-HI"	"HI"	"HI"	
"anrm_00001481"	"US"	"US-PR"	"PR"		
"anrm_00001482"	"US"	"US-TX"	"TX"	"TX"	
"anrm_00001483"	"US"	"US-LA"	"LA"	"LA"	
"anrm_00001484"	"US"	"US-CT"	"CT"	"CT"	
"anrm_00001485"	"US"	"US-PA"	"PA"	"PA"	
"anrm_00001486"	"US"	"US-DC"	"DC"	"DC"	
"anrm_00001487"	"US"	"US-TN"	"TN"	"TN"	
"anrm_0001488"	"US"	"US-IN"	"IN"	"IN"	
"anrm_00001489"	"US"	"US-MS"	"MS"	"MS"	
"anrm_00001490"	"US"	"US-MT"	"MT"	"MT"	
"anrm_00001491"	"US"	"US-MN"	"MN"	"MN"	
"anrm_00001492"	"US"	"US-MO"	"MO"	"MO"	
"anrm_00001493"	"US"	"US-IL"	"IL"	"IL"	
"anrm_00001494"	"US"	"US-AK"	"AK"	"AK"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001495"	"US"	"US-AL"	"AL"	"AL"	
"anrm_00001496"	"US"	"US-VA"	"VA"	"VA"	
"anrm_00001497"	"US"	"US-MD"	"MD"	"MD"	
"anrm_00001498"	"US"	"US-IA"	"IA"	"IA"	
"anrm_00001499"	"US"	"US-ME"	"ME"	"ME"	
"ANRM_00001500"	"US"	"US-MA"	"MA"	"MA"	
"anrm_00001501"	"US"	"US-UT"	"UT"	"UT"	
"anrm_00001502"	"US"	"US-ID"	"ID"	"ID"	
"anrm_00001503"	"US"	"US-MI"	"MI"	"MI"	
"anrm_00001504"	"VE"	"VE-F"	"BOL"	"F"	
"anrm_00001505"	"VE"	"VE-G"	"CAR"	"G"	
"anrm_00005066"	"VE"	"VE-H"	"COJ"	"H"	
"anrm_00001507"	"VE"	"VE-I"	"FAL"	"I"	
"anrm_00001508"	"VE"	"VE-J"	"GUA"	"J"	
"anrm_00001509"	"VE"	"VE-K"	"LAR"	"K"	
"anrm_00001510"	"VE"	"VE-L"	"MER"	"L"	
"anrm_00001511"	"VE"	"VE-M"	"MIR"	"M"	
"anrm_00001512"	"VE"	"VE-A"	"DF"	"A"	
"anrm_00001513"	"VE"	"VE-B"	"ANZ"	"B"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001514"	"VE"	"VE-C"	"APU"	"C"	
"anrm_00001515"	"VE"	"VE-D"	"ARA"	"D"	
"anrm_00001516"	"VE"	"VE-E"	"BAR"	"E"	
"anrm_00001517"	"VE"	"VE-V"	"ZUL"	"V"	
"anrm_00001518"	"VE"	"VE-W"	"W"		
"anrm_00001519"	"VE"	"VE-X"	"VAR"	"X"	
"anrm_00001520"	"VE"	"VE-Y"	"DA"	"Y"	
"anrm_00001521"	"VE"	"VE-Z"	"AMA"	"Z"	
"anrm_00001522"	"VE"	"VE-N"	"MON"	"N"	
"anrm_00001523"	"VE"	"VE-O"	"NE"	"O"	
"anrm_00001524"	"VE"	"VE-P"	"POR"	"P"	
"anrm_00001525"	"VE"	"VE-R"	"SUC"	"R"	
"anrm_00001526"	"VE"	"VE-S"	"TAC"	"S"	
"anrm_00001527"	"VE"	"VE-T"	"TRU"	"T"	
"anrm_00001528"	"VE"	"VE-U"	"YAR"	"U"	
"anrm_00001529"	"ZA"	"ZA-WC"	"WC"	"WC"	
"anrm_00001530"	"ZA"	"ZA-FS"	"FS"	"FS"	
"anrm_00001531"	"ZA"	"ZA-GT"	"GP"	"GT"	
"anrm_00001532"	"ZA"	"ZA-EC"	"EC"	"EC"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00001533"	"ZA"	"ZA-NL"	"ZN"	"NL"	
"anrm_00001534"	"ZA"	"ZA-LP"	"LP"	"LP"	
"anrm_00001535"	"ZA"	"ZA-NC"	"NC"	"NC"	`
"anrm_00001536"	"ZA"	"ZA-MP"	"MP"	"MP"	
"anrm_00001537"	"ZA"	"ZA-NW"	"NW"	"NW"	
"anrm_00000027"	"IN"	"IN-ML"	"15"	"ML"	
"anrm_00000032"	"IN"	"IN-PB"	"19"	"PB"	
"anrm_00000024"	"IN"	"IN_GA"	"05"	"GA"	
"anrm_00000030"	"IN"	"IN-CT"	"33"	"CT"	
"anrm_00000021"	"IN"	"IN-OR"	"18"	"OR"	
"anrm_00000005"	"IN"	"IN-TN"	"22"	"TN"	
"anrm_00000018"	"IN"	"IN-MN"	"14"	"MN"	
"anrm_00000010"	"IN"	"IN_KA"	"10"	"KA"	
"anrm_00000003"	"IN"	"IN-LD"	"31"	"LD"	
"anrm_00000015"	"IN"	"IN-HR"	"07"	"HR"	
"anrm_00000008"	"IN"	"IN-TR"	"23"	"TR"	
"anrm_00000013"	"IN"	"IN-PY"	"32"	"PY"	
"anrm_00000035"	"IN"	"IN-AP"	"01"	"AP"	
"anrm_00000006"	"IN"	"IN-JH"	"34"	"JH"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000012"	"IN"	"IN-HP"	"08"	"HP"	
"anrm_00000002"	"IN"	"IN-JK"	"09"	"JK"	
"anrm_00000009"	"IN"	"IN-BR"	"04"	"BR"	
"anrm_00000034"	"IN"	"IN-MZ"	"16"	"MZ"	
"anrm_00000026"	"IN"	"IN-UP"	"24"	"UP"	
"anrm_00000023"	"IN"	"IN-SK"	"21"	"SK"	
"anrm_00000020"	"IN"	"IN-MP"	"12"	"MP"	
"anrm_00000017"	"IN"	"IN-KL"	"11"	"KL"	
"anrm_00000029"	"IN"	"IN-AR"	"02"	"AR"	
"anrm_00000014"	"IN"	"IN-DN"	"28"	"DN"	
"anrm_00000019"	"IN"	"IN-GJ"	"06"	"GJ"	
"anrm_00000016"	"IN"	"IN-WB"	"25"	"WB"	
"anrm_00000011"	"IN"	"IN-DL"	"30"	"DL"	
"anrm_00000031"	"IN"	"IN-AS"	"03"	"AS"	
"anrm_00000036"	"IN"	"IN-TS"	"02"		
"anrm_00000028"	"IN"	"IN-UT"	"35"	"UL"	
"anrm_00000033"	"IN"	"IN-AN"	"26"	"AN"	
"anrm_00000025"	"IN"	"IN-MH"	"13"	"MH"	
"anrm_00000004"	"IN"	"IN-RJ"	"20"	"RJ"	

UniqueName	CountryCode	ANStateCode	ERPRegionCode	PrevANStateCode	PrevERPRegionCode
"anrm_00000007"	"IN"	"IN-NL"	"17"	"NL"	
"anrm_00000022"	"IN"	"IN-CH"	"27"	"CH"	
"anrm_00000001"	"IN"	"IN-DD"	"29"	"DD"	

Default Syntax Validation for Postal Codes in Supplier Addresses

SAP Ariba provides default syntax validation master data for the postal codes that respondents provide in answers to **Address** and **Extended Address** questions in supplier management questionnaires..

You can use the **Import Country-Specific Postal Code Validations** data import task to define custom, country/region-specific syntax validation for postal codes [page 114] in Ariba Administrator.

The following table describes SAP Ariba's default postal code validation master data:

CountryCode	Country	ZipFormat	Regex	ISO	Note
AO	Angola			AO	
AG	Antigua and Barbuda			AG	
AW	Aruba			AW	
BS	Bahamas			BS	
BZ	Belize			BZ	
BJ	Benin			BJ	
BM	Bermuda			BM	
BO	Bolivia			BO	
BQ	"Bonaire, Sint Eustatius and Saba"			BQ	
BW	Botswana			BW	
BF	Burkino Faso			BF	
BI	Burundi			BI	
CM	Cameroon			CM	

CountryCode	Country	ZipFormat	Regex	ISO	Note
CF	Central African Republic			CF	
TD	Chad			TD	
KM	Comoros			KM	
CG	Congo (Brazzaville)			CG	
CD	Congo, Democratic Republic			CD	
CK	Cook Islands			CK	
CI	Ivory Coast			CI	
CW	Curacao			CW	
DJ	Djibouti			DJ	
DM	Dominica			DM	
TL	East Timor			TL	
GQ	Equatorial Guinea			GQ	
ER	Eritrea			ER	
FJ	Fiji			FJ	
TF	French Southern and Antarctic Territories			TF	
GA	Gabon			GA	
GM	Gambia			GM	
GH	Ghana			GH	
GD	Grenada			GD	
GY	Guyana			GY	
HM	Heard and McDonald Islands			HM	
HK	Hong Kong			HK	
IE	Ireland			IE	
KI	Kiribati			KI	
LY	Libyan Arab Jamahiriya			LY	

CountryCode	Country	ZipFormat	Regex	ISO	Note
MO	Macau			MO	
MW	Malawi			MW	
ML	Mali			ML	
MR	Mauritania			MR	
NA	Namibia			NA	
NR	Nauru			NR	
NL	Netherlands	(1-9)N(0-9)NN N (!SA|SD| SS)AA	^[1-9][0-9] {3}\s(?!SA| SD|SS)[A-Z] {2}$	NL	
NU	Nieu			NU	
QA	Qatar			QA	
RW	Rwanda			RW	
KN	Saint Kitts and Nevis			KN	
ST	Sao Tome and Principe			ST	
SC	Seychelles			SC	
SL	Sierra Leone			SL	
SX	Sint Maarten			SX	
SB	Solomon Islands			SB	
SR	Suriname			SR	
TG	Togo			TG	
TK	Tokelau			TK	
TO	Tonga			TO	
TV	Tuvalu			TV	
UG	Uganda			UG	
AE	United Arab Emirates			AE	
VU	Vanuatu			VU	
YE	Yemen			YE	
ZW	Zimbabwe			ZW	
VA	Vatican	120	^(^00120$)$	VA	

CountryCode	Country	ZipFormat	Regex	ISO	Note
SM	San Marino	4789N	^(^4789\d{1}$)$	SM	
BL	Saint Barthelemy	97133	^(^97133$)$	BL	
MF	Saint Martin	97150	^(^97150$)$	MF	
GP	Guadeloupe	971NN	^(^971\d{2}$)$	GP	
MQ	Martinique	972NN	^(^972\d{2}$)$	MQ	
GF	French Guiana	973NN	^(^973\d{2}$)$	GF	
RE	Reunion	974NN	^(^974\d{2}$)$	RE	
PM	Saint Pierre and Miquelon	97500	^(^97500$)$	PM	
YT	Mayotte	976NN	^(^976\d{2}$)$	YT	
MC	Monaco	980NN	^(^980\d{2}$)$	MC	
WF	Wallis and Futuna	986NN	^(^986\d{2}$)$	WF	
PF	French Polynesia	987NN	^(^987\d{2}$)$	PF	
NC	New Caledonia	988NN	^(^988\d{2}$)$	NC	
GB	United Kingdom	A[A]N[A/N] NAA	([Gg][Ir][Rr] 0[Aa]{2})|((([A-Za-z][0-9]{1,2})|(([A-Za-z][A-Ha-hJ-Yj-y][0-9]{1,2})|(([A-Za-z][0-9][A-Za-z])|([A-Za-z][A-Ha-hJ-Yj-y][0-9][A-Za-z]?))))\s?[0-9][A-Za-z]{2})	GB	
SO	Somalia	AA NNNNN	^(^\S{2}\s\d{5}$)$	SO	

CountryCode	Country	ZipFormat	Regex	ISO	Note
MT	Malta	AAA NNNN	^(^\S{3}\s\d{4}$)$	MT	
SH	"Saint Helena, Ascension and Tristan da Cunha"	AAAA 1ZZ	^(^\S{4}\s1ZZ$)$	SH	
GG	Guernsey	"AAN NAA, AAN NAA"	^(^\S{2}\d{1}\s\d{1}\S{2})$\|^(\S{2}\d{2}\s\d{1}\S{2}$)$	GG	
BN	Brunei	AANNNN	^(^\S{2}\d{4}$)$	BN	
AI	Anguilla	AI-2640	^(^AI-2640$)$	AI	
CA	Canada	ANA NAN	^(?!.*[DFIOQU])[A-VXY][0-9][A-Z] ?[0-9][A-Z][0-9]$	CA	
SZ	Swaziland	ANNN	^(^S{1}\d{3}$)$	SZ	
IO	British Indian Ocean Territory	BBND 1ZZ	^(^BIQQ\s1ZZ$)$	IO	
IO	British Antarctic Territory	BBND 1ZZ	^(^BBND\s1ZZ$)$	IO	
LV	Latvia	CC-NNNN	^(^LV-\d{4}$)$	LV	
LT	Lithuania	CC-NNNNN	^(^LT-\d{5}$)$	LT	
IM	Isle of Man	"CCN NAA, CCNN NAA"	^(^IM\d{1}\s\d{1}\S{2})$\|^(IM\d{2}\s\d{1}\S{2}$)$	IM	
JE	Jersey	"CCN NAA, CCNN NAA"	^(^JE\d{1}\s\d{1}\S{2})$\|^(JE\d{2}\s\d{1}\S{2}$)$	JE	
KY	Cayman Islands	CCN-NNNN	^(^KY\d{1}-\d{4}$)$	KY	

CountryCode	Country	ZipFormat	Regex	ISO	Note
AD	Andorra	CCNNN	^(^AD\d{3}$)$	AD	
AZ	Azerbaijan	CCNNNN	^(^AZ\d{4}$)$	AZ	
VG	British Virgin Islands	CCNNNN	^(^VG\d{4}$)$	VG	
VC	Saint Vincent and the Grenadines	CCNNNN	^(^VC\d{4}$)$	VC	
WS	Samoa	CCNNNN	^(^WS\d{4}$)$	WS	
MD	Moldova	"CCNNNN, CC-NNNN"	^(^MD\d{4})$\|^(MD-\d{4}$)$	MD	
BB	Barbados	CCNNNNN	^(^BB\d{5}$)$	BB	
HN	Honduras	CCNNNNN	^(^HN\d{5}$)$	HN	
FK	Falkland Islands	FIQQ 1ZZ	^(^FIQQ\s1ZZ$)$	FK	
GI	Gibraltar	GX11 1AA	^(^GX11\s1AA$)$	GI	
LC	Saint Lucia	LCNN NN	^(^LC\d{2}\s\d{3}$)$	LC	
MS	Montserrat	MSR 1110-1350	^[Mm][Ss][Rr]\s{0,1}\d{4}$	MS	
DE	Germany	NNNNN	^(^\d{5}$)$	DE	
JM	Jamaica	NN	^(^\d{2}$)$	JM	
SG	Singapore	NNNNNN	^(^\d{6}$)$	SG	
PL	Poland	NN-NNN	^(^\d{2}-\d{3}$)$	PL	
FO	Faroe Islands	NNN	^(^\d{3}$)$	FO	
GN	Guinea	NNN	^(^\d{3}$)$	GN	
IS	Iceland	NNN	^(^\d{3}$)$	IS	
LS	Lesotho	NNN	^(^\d{3}$)$	LS	
MG	Madagascar	NNN	^(^\d{3}$)$	MG	
OM	Oman	NNN	^(^\d{3}$)$	OM	
PS	Palestine	NNN	^(^\d{3}$)$	PS	
PG	Papua New Guinea	NNN	^(^\d{3}$)$	PG	
CZ	Czech Republic	NNN NN	^(^\d{3}\s\d{2}$)$	CZ	

CountryCode	Country	ZipFormat	Regex	ISO	Note
GR	Greece	"NNNNN, NNN NN"	^(^\d{5})$\|^(\d{3}\s\d{2}$)$	GR	
SK	Slovakia	NNN NN	^(^\d{3}\s\d{2}$)$	SK	
SE	Sweden	NNN NN	^(^\d{3}\s\d{2}$)$	SE	
TW	Taiwan	"NNN, NNNNN, NNN-NN"	^(^[0-9]{3})$\|^(^[0-9]{5})$|^([0-9]{3}-[0-9]{2}$)$	TW	
BH	Bahrain	"NNN, NNNN"	^(^\d{3})$\|^(\d{4}$)$	BH	
JP	Japan	NNN-NNNN	^(^\d{3}-\d{4}$)$	JP	
	Afghanistan	NNNN	^(^\d{4}$)$		
AL	Albania	NNNN	^(^\d{4}$)$	AL	
AR	Argentina	"ANNNNAAA, NNNN"	^([A-Za-z]{1}\d{4}[a-zA-Z]{3})$\|^(\d{4}$)$	AR	
AM	Armenia	NNNN	^(^\d{4}$)$	AM	
AU	Australia	NNNN	^(^\d{4}$)$	AU	
AT	Austria	NNNN	^(^\d{4}$)$	AT	
BD	Bangladesh	NNNN	^(^\d{4}$)$	BD	
BE	Belgium	NNNN	^(^\d{4}$)$	BE	
BG	Bulgaria	NNNN	^(^\d{4}$)$	BG	
CV	Cape Verde	NNNN	^(^\d{4}$)$	CV	
CX	Christmas Island	NNNN	^(^\d{4}$)$	CX	
CC	Cocos (Keeling) Island	NNNN	^(^\d{4}$)$	CC	
CY	Cyprus	NNNN	^(^\d{4}$)$	CY	
DK	Denmark	NNNN	^(^\d{4}$)$	DK	
SV	El Salvador	NNNN	^(^\d{4}$)$	SV	
ET	Ethiopia	NNNN	^(^\d{4}$)$	ET	

CountryCode	Country	ZipFormat	Regex	ISO	Note
GE	Georgia	NNNN	^(^\d{4}$)$	GE	
GL	Greenland	NNNN	^(^\d{4}$)$	GL	
GW	Guinea Bissau	NNNN	^(^\d{4}$)$	GW	
HT	Haiti	NNNN	^(^\d{4}$)$	HT	
HU	Hungary	NNNN	^(^\d{4}$)$	HU	
LR	Liberia	NNNN	^(^\d{4}$)$	LR	
LI	Liechtenstein	NNNN	^(^\d{4}$)$	LI	
LU	Luxembourg	NNNN	^(^\d{4}$)$	LU	
MK	Macedonia	NNNN	^(^\d{4}$)$	MK	
MZ	Mozambique	NNNN	^(^\d{4}$)$	MZ	
NZ	New Zealand	NNNN	^(^\d{4}$)$	NZ	
NE	Niger	NNNN	^(^\d{4}$)$	NE	
NF	Norfolk Island	NNNN	^(^\d{4}$)$	NF	
NO	Norway	NNNN	^(^\d{4}$)$	NO	
PA	Panama	NNNN	^(^\d{4}$)$	PA	
PY	Paraguay	NNNN	^(^\d{4}$)$	PY	
PH	Philippines	NNNN	^(^\d{4}$)$	PH	
PT	Portugal	"NNNN, NNNN-NNN"	^(^\d{4})$\|^(\d{4}-\d{3}$)$	PT	
ZA	South Africa	NNNN	^(^\d{4}$)$	ZA	
CH	Switzerland	NNNN	^(^\d{4}$)$	CH	
SJ	Svalbard and Jan Mayen	NNNN	^(^\d{4}$)$	SJ	
TN	Tunisia	NNNN	^(^\d{4}$)$	TN	
SI	Slovenia	"NNNN, CC-NNNN"	^(^\d{4})$\|^(SI-\d{4}$)$	SI	
VE	Venezuela	"NNNN, NNNN-A"	^(^\d{4})$\|^(\d{4}-\S{1}$)$	VE	
DZ	Algeria	NNNNN	^(^\d{5}$)$	DZ	
BT	Bhutan	NNNNN	^(^\d{5}$)$	BT	
BA	Bosnia and Herzegovina	NNNNN	^(^\d{5}$)$	BA	

CountryCode	Country	ZipFormat	Regex	ISO	Note
KH	Cambodia	NNNNN	^(^\d{5}$)$	KH	
CR	Costa Rica	NNNNN	^(^\d{5}$)$	CR	
HR	Croatia	NNNNN	^(^\d{5}$)$	HR	
DO	Dominican Republic	NNNNN	^(^\d{5}$)$	DO	
EG	Egypt	NNNNN	^(^\d{5}$)$	EG	
EE	Estonia	NNNNN	^(^\d{5}$)$	EE	
FI	Finland	NNNNN	^(^\d{5}$)$	FI	
FR	France	NNNNN	^(^\d{5}$)$	FR	
GT	Guatemala	NNNNN	^(^\d{5}$)$	GT	
ID	Indonesia	NNNNN	^(^\d{5}$)$	ID	
IT	Italy	NNNNN	^(^\d{5}$)$	IT	
JO	Jordan	NNNNN	^(^\d{5}$)$	JO	
KE	Kenya	NNNNN	^(^\d{5}$)$	KE	
KR	"Korea, South"	NNNNN	^(^\d{5}$)$	KR	
XK	Kosovo	NNNNN	^(^\d{5}$)$	XK	
KW	Kuwait	NNNNN	^(^\d{5}$)$	KW	
LA	Laos	NNNNN	^(^\d{5}$)$	LA	
MY	Malaysia	NNNNN	^(^\d{5}$)$	MY	
MV	Maldives	NNNNN	^(^\d{5}$)$	MV	
MU	Mauritius	NNNNN	^(^\d{5}$)$	MU	
MX	Mexico	NNNNN	^(^\d{5}$)$	MX	
ME	Montenegro	NNNNN	^(^\d{5}$)$	ME	
MA	Morocco	NNNNN	^(^\d{5}$)$	MA	
MM	Myanmar	NNNNN	^(^\d{5}$)$	MM	
NP	Nepal	NNNNN	^(^\d{5}$)$	NP	
NI	Nicaragua	NNNNN	^(^\d{5}$)$	NI	
PK	Pakistan	NNNNN	^(^\d{5}$)$	PK	
SN	Senegal	NNNNN	^(^\d{5}$)$	SN	
RS	Serbia	NNNNN	^(^\d{5}$)$	RS	
ES	Spain	NNNNN	^(^\d{5}$)$	ES	
LK	Sri Lanka	NNNNN	^(^\d{5}$)$	LK	

CountryCode	Country	ZipFormat	Regex	ISO	Note
SD	Sudan	NNNNN	^(^\d{5}$)$	SD	
TZ	Tanzania	NNNNN	^(^\d{5}$)$	TZ	
TH	Thailand	NNNNN	^(^\d{5}$)$	TH	
TR	Turkey	NNNNN	^(^\d{5}$)$	TR	
UA	Ukraine	NNNNNN	^(^\d{5}$)$	UA	
UY	Uruguay	NNNNNN	^(^\d{5}$)$	UY	
ZM	Zambia	NNNNN	^(^\d{5}$)$	ZM	
PE	Peru	"NNNNN, CC NNNN"	^(^\d{5})$\|^(PE\s\d{4}$)$	PE	
AX	Aland Islands	"NNNN, CC-NNNN"	^(^\d{5})$\|^(AX-\d{5}$)$	AX	
LB	Lebanon	"NNNNN, NNNN NNNN"	^(^\d{5})$\|^(\d{4}\s\d{4}$)$	LB	
BR	Brazil	"NNNNN, NNNNN-NNN"	^(^\d{5})$\|^(\d{5}-\d{3}$)$	BR	
AS	American Samoa	"NNNNN, NNNNN-NNNN"	^(^\d{5})$\|^(\d{5}-\d{4}$)$	AS	
GU	Guam	"NNNNN, NNNNN-NNNN"	^(^\d{5})$\|^(\d{5}-\d{4}$)$	GU	
MH	Marshall Islands	"NNNNN, NNNNN-NNNN"	^(^\d{5})$\|^(\d{5}-\d{4}$)$	MH	
FM	Micronesia	"NNNNN, NNNNN-NNNN"	^(^\d{5})$\|^(\d{5}-\d{4}$)$	FM	
MP	Northern Mariana Islands	"NNNNN, NNNNN-NNNN"	^(^\d{5})$\|^(\d{5}-\d{4}$)$	MP	
PW	Palau	"NNNNN, NNNNN-NNNN"	^(^\d{5})$\|^(\d{5}-\d{4}$)$	PW	
PR	Puerto Rico	"NNNNN, NNNNN-NNNN"	^(^\d{5})$\|^(\d{5}-\d{4}$)$	PR	

CountryCode	Country	ZipFormat	Regex	ISO	Note
US	United States	"NNNNN, NNNNN-NNNN"	^(^\d{5}) $\|^(\d{5}-\d{4}$)$	US	
VI	U.S. Virgin Islands	"NNNNN, NNNNN-NNNN"	^(^\d{5}) $\|^(\d{5}-\d{4}$)$	VI	
SA	Saudi Arabia	"NNNNN-NNNN, NNNNN"	^(^\d{5}-\d{4})$\| ^(\d{5}$)$	SA	
BY	Belarus	NNNNNN	^(^\d{6}$)$	BY	
CN	China	NNNNNN	^(^\d{6}$)$	CN	
CO	Colombia	NNNNNN	^(^\d{6}$)$	CO	
EC	Ecuador	NNNNNN	^(^\d{6}$)$	EC	
KZ	Kazakhstan	NNNNNN	^(^\d{6}$)$	KZ	
KG	Kyrgyzstan	NNNNNN	^(^\d{6}$)$	KG	
MN	Mongolia	NNNNNN	^(^\d{6}$)$	MN	
NG	Nigeria	NNNNNN	^(^\d{6}$)$	NG	
RO	Romania	NNNNNN	^(^\d{6}$)$	RO	
RU	Russia	NNNNNN	^(^\d{6}$)$	RU	
TJTJ	Tajikistan	NNNNNN	^(^\d{6}$)$		
TT	Trinidad and Tobago	NNNNNN	^(^\d{6}$)$	TT	
TM	Turkmenistan	NNNNNN	^(^\d{6}$)$	TM	
UZ	Uzbekistan	NNNNNN	^(^\d{6}$)$	UZ	
VN	Vietnam	NNNNN	^(^\d{5}$)$	VN	
IN	India	"NNNNN, \n NNN NNN"	^(^\d{6})$\| ^(\d{3}\s\d{3}$)$	IN	
IL	Israel	"NNNNN, NNNNNNN"	^(^\d{5})$\| ^(\d{7}$)$	IL	
CL	Chile	"NNNNNNN, NNN-NNNN"	^(^\d{7}) $\|^(\d{3}-\d{4}$)$	CL	
PN	Pitcairn Islands	PCRN 1ZZ	^(^PCRN\s1ZZ$)$	PN	

CountryCode	Country	ZipFormat	Regex	ISO	Note
GS	South Georgia and the South Sandwich Islands	SIQQ 1ZZ	^(^SIQQ\s1ZZ$)$	GS	
TC	Turks and Caicos Islands	TKCA 1ZZ	^(^TKCA\s1ZZ$)$	TC	

Related Information

Country/Region-Specific Postal Code Validation Data Import [page 114]

Site Configuration Parameters for Supplier Management

A number of supplier management features and functions are optional. Their availability in your site is controlled by site configuration parameters.

The parameters that control behavior of certain features and functions in your site can be either support-enabled or self-service:

- **Support-enabled parameters** can only be set by SAP Ariba Support.
- **Self-service parameters** can be set by an administrator in your organization. Depending on what they control, self-service configuration parameters are available in one of the following locations:
  - **Intelligent Configuration Manager**
  - **SM Administration** > **Configuration Parameters**

Some behavior in your site is controlled by feature toggles, which an administrator can also set, rather than by parameters. For more information, see Supplier Management and Risk Self-Service Feature Toggles.

Support-Enabled Site Configuration Parameters for Supplier Management [page 786]

Self-Service Site Configuration Parameters for Supplier Management in Intelligent Configuration Manager [page 790]

Self-Service Site Configuration Parameters in Supplier Administration [page 826]

Support-Enabled Site Configuration Parameters for Supplier Management

Some of the functionality for supplier management is controlled by configuration options that SAP Ariba Support sets for you. These parameters apply to supplier management in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture).

Application.Password.NewPasswordTokenLifeSpan (set by SAP Ariba Support)

The `Application.Password.NewPasswordTokenLifeSpan` parameter is an integer value that specifies the amount of time, in hours, that a temporary password token remains valid after an administrator generates a password.

This parameter also controls the date displayed by the supplier registration deadline (`SUPPLIER_REG_DEADLINE`) token in notifications sent to suppliers.

The default value is 48.

Application.AQS.FileUploadMaxSize

Specifies the maximum size of files that suppliers can upload in events, surveys, and supplier management questionnaires in bytes. The default value is 104857600, or approximately 100MB. For supplier management questionnaires such as registration,

qualification, and modular questionnaires, this maximum only applies to supplier responses to external questionnaires.

`Application.SM.DeleteHiddenItemsInRepeatableSectionsEnabled` (set by SAP Ariba Support)

Enables the same automatic deletion and cleanup of item values for conditionally hidden questions in repeatable sections that occurs by default outside of repeatable sections. The default value is **No**. Set this parameter to **Yes** if any questionnaires in your site include repeatable sections in which one piece of content triggers visibility conditions on other content in the section, and recipient responses to requests for additional information during questionnaire approval that involve deleting existing instances of the repeatable section and then adding other instances of the same section result in submitted questionnaires that include both deleted and re-added instances.

`Application.SM.DisableRepeatableSectionAutoPopulationValidation` (set by SAP Ariba Support)

Specifies whether or not the a questionnaire automatically validates auto-populated items in repeatable sections when opened for editing. The default setting is **No**. Setting this parameter to **Yes** disables the automatic validation, which is necessary in rare cases where it causes an external questionnaire to generate additional instances of a repeatable section that suppliers are unable to delete, and that can prevent suppliers from submitting those questionnaires. This situation occurs for some external questionnaires that include 100 or more instances of repeatable sections.

`Application.SM.DisableRepeatableSectionDeleteOnceRegistered` (set by SAP Ariba Support)

Specifies whether or not suppliers updating external registration questionnaires after a supplier is registered can delete repeatable section answers such an bank accounts and tax IDs that were added during the initial registration. Setting this parameter to **Yes** means that once a supplier has achieved **Registered** registration status, suppliers do not see the **Delete** option for repeatable section answers when updating external questionnaires. It is useful if an integrated system separately deactivates or otherwise flags obsolete answers but does not expect them to be removed entirely. The default setting, **No**, means that suppliers can remove repeatable section answers from external registration questionnaires both during the initial registration and when updating questionnaires after registration.

`Application.SM.IsStateCodePopulatedInS4` (set by SAP Ariba Support)

Specifies whether, in solutions where you have migrated from supplier organizations and supplier users to the unified vendor model, and plan to use an existing SAP Ariba integration toolkit or SOAP web service integration to continue to update suppliers in the unified vendor model after migration, the vendor push task enabled by `Application.SM.VendorPushTaskEnabled` pushes data in the supplier organization `CorporateAddress.PostalAddress.State` field to the `vendor.address.state` field (which has a maximum size of 2 characters) or the `vendor.address.stateName` field (which has a maximum size of 6 characters) in the unified vendor model.

The default setting, **No**, means that supplier organization state data is pushed to `vendor.address.stateName`. If you migrated your supplier organizations without the **Consider state as stateName** option enabled, supplier organization address state data was migrated to the `vendor.address.state` field. Disabling this parameter means that the vendor push task pushes updates to the same field.

`Application.SM.ITKImportProfileInSM` (set by SAP Ariba Support)

Specifies whether or not, in solutions where a customer has migrated from using the supplier profile questionnaire to supplier registrations in the unified vendor model, and has configured mappings between supplier profile questionnaire content and supplier registration questionnaire content, extended profile data imported using SAP Ariba integration toolkit or SOAP web service integration is synchronized from the now-inactive supplier profile questionnaire to the supplier registration questionnaires. The default value, **No**, means that there is no synchronization from supplier profile questionnaire to supplier registration questionnaires.

`Application.SM.PopulateDefaultValuesOfRepeatableSectionInInternalQues` (set by SAP Ariba Support)

Automatically populates text questions in internal questionnaires in repeatable sections with initial values from the template. If this parameter is disabled, these questions don't include any initial values from the template. Contact SAP Ariba Support to enable this parameter.

`Application.SM.SyncEmptyRepeatableSectionToSM` (set by SAP Ariba Support)

Specifies whether empty repeatable sections in the supplier view of external questionnaires on SAP Business Network are synchronized to the supplier management application. The default setting is **No**, meaning that when a supplier deletes the only remaining instance of a repeatable section in a questionnaire, the supplier management application retains that final instance and its answers.

This default behavior is designed to preserve one bank account or tax ID per supplier so that their removal does not cause integration errors with ERP systems that require bank account or tax data. It only occurs for the deletion of the final instance of a repeatable section. Deletion of all other instances up to the final instance are synchronized to the supplier management application and then to the integrated ERP system. The bank account or tax details in the final deleted instance remain visible in the **ERP data** detail area of the supplier's profile and continue to be included in integration messages sent to the ERP system, and there is a mismatch between the data in the supplier management application and the supplier view of the questionnaire.

Setting this parameter to **Yes** also removes the deleted repeatable section instance from the supplier's profile and synchronizes the deletion to the integrated ERP system.

`Application.SM.VendorContactPushTaskEnabled` (set by SAP Ariba Support)

Specifies whether or not supplier user data is synchronized from the classic supplier organization model or SAP Ariba Procurement solutions common suppliers to supplier contacts in the new unified vendor data model used by SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture) solutions. The synchronization occurs for a limited number of fields and is performed by the `SMVendorContactPushScheduledTask`. The default value, **No**, means that supplier user data is not synchronized.

The `SMVendorContactPushScheduledTask` is designed to synchronize a limited number of records. It is not designed to replace manual or automatic migration. If you enable this task as part of migrating supplier users to supplier contacts in the unified vendor model, only do so after data import or automatic migration tools have migrated your site's current data so that it can push post-migration updates.

Keep this task enabled if:

- Your site includes SAP Ariba Supplier Risk but does **not** include either SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture), and you maintain supplier user data in supplier organization profiles.
- Your solution includes SAP Ariba Procurement solutions and your configuration expects updates to common supplier users in SAP Ariba Procurement solutions to be pushed to SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture).
- You have completed supplier user migration to the unified vendor model, and you plan to continue using either theSAP Ariba integration toolkit or SOAP web service integration to send updates from an integrated ERP system to supplier organization profile fields after supplier user migration is completed.

If you have enabled this task to support a migration cut-over period after the initial automatic or manual data migration but do not meet one of the above circumstances, SAP Ariba recommends disabling it after migration is finally complete.

`Application.SM.VendorPushTaskEnabled` (set by SAP Ariba Support)

Specifies whether or not supplier data is synchronized from the classic supplier organization model or SAP Ariba Procurement solutions common suppliers to the new unified vendor data model used by SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture) solutions. The synchronization occurs for a limited number of fields and is performed by the `SMVendorSyncScheduledTasks` scheduled task. The default value, No, means that supplier data is not synchronized.

The `SMVendorSyncScheduledTasks` task is designed to synchronize a limited number of records. It is not designed to replace manual or automatic migration. If you enable this task as part of migrating supplier organizations to suppliers in the unified vendor model, only do so after data import or automatic migration tools have migrated your site's current data so that it can push post-migration updates

Keep this task enabled if:

- Your site includes SAP Ariba Supplier Risk but does **not** include either SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture), and you maintain supplier organizations.
- Your solution includes SAP Ariba Procurement solutions and your configuration expects updates to common suppliers in SAP Ariba Procurement solutions to be pushed to SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture).
- You have completed supplier organization migration to the unified vendor model, and you plan to continue using either theSAP Ariba integration toolkit or SOAP web service integration to send updates from an integrated ERP system to supplier organization profile fields after supplier migration is completed. In this case, the parameters `Application.SM.ITKImportProfileInSM` and `Application.SM.IsStateCodePopulatedInS4` might also be applicable.

If you have enabled this task to support a migration cut-over period after the initial automatic or manual data migration but do not meet one of the above circumstances, SAP Ariba recommends disabling it after migration is finally complete.

Application.SM.MQ.KeepMQStatusIfExpiredViaCertificate

Retains **Expired** or **Expiring** statuses of modular questionnaire projects that are achieved through certificate expirations after template upgrades. This parameter is disabled by default, meaning that modular questionnaire projects that have achieved **Expired** or **Expiring** status through a certificate expiration move to **Approved** status after template upgrade .

The following configuration option can only be set by SAP Ariba engineering. Contact SAP Ariba Support if you want this option enabled in your site.

skipBlankAnswersDuringMassInvite

By default, if a buyer mass invites a supplier to register, creating a registration project, if there are any optional questions in the external questionnaires that have vendor database field mappings where the database field is a blank value, and then the buyer adds answers to the questions through a method such as questionnaire import and again mass invites the supplier to the registration, those existing answers are overwritten by blank values from the mapped vendor database fields. Required questions and questions with no vendor database field mappings retain prepopulated answers. Setting this parameter to `true` skips resetting answers to optional questions that are mapped to vendor database fields with blank values to those blank valuess so that they also retain prepopulated answers when the supplier is reinvited.

Self-Service Site Configuration Parameters for Supplier Management in Intelligent Configuration Manager

Some of the functionality for supplier management is controlled by self-service configuration parameters in **Intelligent Configuration Manager**, which members of the **Customer Administrator** group can set.

These parameters apply to supplier management in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture).

For information about how to manage parameters, refer to the Intelligent Configuration Manager Administration topics.

Allow request update on pending modular questionnaire statuses [page 792]

Automatically start supplier registrations [page 792]

Automatically synchronize supplier users from SAP Business Network [page 793]

Create initial version of internal questionnaires on submission [page 794]

Define the length of supplier bank IDs [page 794]

Disable field restrictions for field mappings in supplier management questionnaires [page 795]

Disable participant view for supplier management questionnaires [page 796]

Enable additional street lines in supplier addresses [page 797]

Enable API updates for external modular questionnaires with any status [page 798]

Enable certificate sections in supplier management questionnaires [page 799]

Enable country/region-specific visibility and optionality configurations for Bank Account fields [page 799]

Enable custom sender name options [page 800]

Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup [page 801]

Enable improved user experience for internal questionnaires with visibility conditions [page 802]

Enable internal forms in modular questionnaires [page 802]

Enable internal supplier registrations [page 803]

Enable modular process framework [page 804]

Enable modular questionnaire template creation in sites with a basic supplier management entitlement [page 805]

Enable questionnaire recipients in internal registrations to see and edit otherwise masked answers [page 806]

Enable repeatable sections in internal questionnaires [page 806]

Enable enhanced filtering and pagination for standalone modular questionnaires [page 807]

Enable ratings and total ratings in internal forms or questionnaires [page 808]

Enable external validation of registration questionnaires using web services [page 808]

Enable external validation of modular questionnaires using web services [page 809]

Exclude vendor.vendorInfo.name3 from Dun & Bradstreet lookup in supplier requests [page 809]

Hide bank master data fields in Bank Account questions [page 810]

Hide timestamps in external supplier request names in project search [page 811]

Increase maximum size for name fields to 40 characters each in applied field restrictions [page 812]

Include previous approved answers in external validation of registration questionnaires using web services [page 813]

Include previous approved answers in external validation of modular questionnaires using web services [page 814]

List Extended Address fields for which blank updates from SAP Business Network clear data [page 814]

Make account holder name required in Bank Account questions [page 815]

Make Extended Address State/Province/Region Required Where Available [page 816]

Override existing source system with SAP domain values during vendor push [page 816]

Prepopulate process qualifications with request or registration commodities, regions, and departments [page 817]

Remove blank DUNS IDs in supplier data synchronization from supplier management to sourcing [page 818]

Reopen period for supplier questionnaires [page 818]

Require only attachment and expiration date for supplier certificates [page 819]

Send Email Notification On Adding Supplier Contacts [page 820]

Set maximum length for Room ID in Extended Address [page 821]

Set minimum registration status for event participation [page 821]

Specify the Web Assistant JavaScript template URL for supplier management [page 823]

Start automatically-generated supplier bank IDs with 0001 [page 823]

Use custom logo and footer for emails sent to suppliers [page 824]

Validate required questions in repeatable sections in external questionnaires [page 825]

Web Assistant in-context help for supplier management [page 825]

Related Information

Intelligent Configuration Manager Administration

Allow request update on pending modular questionnaire statuses

Enables you to request updates for modular questionnaires with pending statuses.

ID	`Application.SM.AllowRequestUpdateOnPendingModularQuestionnaireStatuses`
Name	**Allow request update on pending modular questionnaire statuses**
Default value	**No**

Setting this parameter to "Yes" enables internal stakeholders of your organization to request updates for modular questionnaires that are in **Pending Submission** or **Pending Approval** statuses. After the request for update is sent, the modular questionnaire reverts to **Not Responded** status.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Automatically start supplier registrations

Specifies whether to start supplier registrations automatically (automatically create supplier registration projects) on approval of supplier requests.

ID	`Application.SM.AutoStartRegistration`
Name	**Automatically start supplier registrations**
Default value	**No**

The default value, **No**, means that a category or supplier manager must manually invite the supplier to register, either individually or in a mass invitation wave, after the supplier request is approved. Setting this parameter to **Yes** automatically sends the registration invitation email to a supplier as soon as the supplier request is approved without requiring a manual invitation.

This parameter is only applicable in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management(new architecture) solutions, which include supplier registration projects.

> **Note**
>
> If the feature for validating supplier requests in SAP Master Data Governance (MDG) is enabled, MDG validation is the final step in the supplier request workflow. In such a case, or when primary supplier contacts are added or imported for the very first time, you can ensure that supplier registrations are started automatically by enabling the configuration parameter **Application.SM.AutoStartRegistrationWhenPrimaryContactAdded** in **Manage** > **SM Administration** > **Configuration Parameters**.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager administration
Parameter Management in Intelligent Configuration Manager
Reference of Configuration Parameters in Supplier Administration [page 826]

Automatically synchronize supplier users from SAP Business Network

Specifies if new supplier users in SAP Business Network profiles are automatically synchronized with existing supplier organizations in your site.

ID	`Application.AOD.EnableAdditionalSupplierUserDataSync`
Name	**Automatically synchronize supplier users from SAP Business Network**
Default value	**Yes**

This parameter specifies whether or not new supplier users in supplier SAP Business Network accounts are automatically synchronized with existing suppliers in your site. If this parameter is set to **Yes**, the new users are added to your site as new supplier contacts.

A separate support-enabled parameter, `Application.AOD.EnableAutoApproveSupplierUserOnDataSync`, specifies whether or not the supplier contacts are automatically approved when they are synchronized, or whether they require manual approval.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Support-Enabled Site Configuration Parameters for Supplier Management [page 786]

Create initial version of internal questionnaires on submission

Creates the initial version of internal supplier management questionnaires that include prepopulated answers when the internal recipient submits the questionnaire for the first time rather than when the project is created.

ID	`Application.SM.CreateInitialVersionOfInternalQuestionnaireOnSubmission`
Name	**Create initial version of internal questionnaires on submission**
Default value	**Yes**

The default value of **Yes** means that version 1 is created when an internal questionnaire editor first submits an internal supplier management questionnaire that includes prepopulated answers, rather than when the project is created. For example, if a registration project includes one internal questionnaire, that questionnaire is created when the registration starts and the registration project is created. When this parameter is set to **Yes** and the questionnaire includes prepopulated answers, it's not assigned an initial version of 1 until an internal questionnaire editor submits it. Then, when an internal questionnaire editor next updates the questionnaire, its version updates to 2.

Setting this parameter to **No** means that when the project is first created, internal questionnaires with prepopulated answers are assigned an initial version of 1 immediately. When an internal questionnaire editor submits the questionnaire for the first time, its version updates to 2. Then, when an internal questionnaire editor next updates the questionnaire, its version updates to 3.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Define the length of supplier bank IDs

Specifies the length, in characters, of automatically-generated supplier bank IDs. An automatically-generated bank ID combines a country or region-specific prefix, defined by master data, and an automatically generated number. The maximum length is 4 characters.

ID	`Application.SM.BankIdSize`
Name	**Define the length of supplier bank IDs**

Default value	4

SAP Ariba automatically generates supplier bank IDs as sequential numerical values and, optionally, a country or region-specific prefix, with a maximum combined length defined by this parameter. For example, if you set this parameter to 4 and you do not define country or region-specific prefixes, SAP Ariba generates sequential, numerical bank IDs starting at 0000 up to a maximum of 9999 per supplier. If you set this parameter to 4 and define 3-character country or region-specific prefixes such as EUR and USD, SAP Ariba generates sequential bank IDs such as EUR0 through EUR9 and USD0 through USD9.

The related parameter **Start automatically-generated supplier bank IDs with 0001** (`Application.SM.InitializeBankIDFromOne`) specifies whether the automatically-generated IDs start with 0000 (the default) or 0001.

If you use country or region-specific prefixes for bank IDs, make sure that the value you set for this parameter is at least one character longer than those prefixes so that automatically-generated bank IDs include at least one number.

This parameter is only applicable in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management(new architecture) solutions.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Country/Region-Specific Bank ID Prefix Data Import [page 101]
Start automatically-generated supplier bank IDs with 0001 [page 823]
Parameter Management in Intelligent Configuration Manager

Disable field restrictions for field mappings in supplier management questionnaires

Disables or enables the option for applying field restrictions to field mappings in supplier management questionnaires. These field restrictions suggest validation patterns and maximum lengths based on default SAP business partner configurations.

ID	`Application.SM.EnableSupplierFieldMappingRestrictions`
Name	**Disable field restrictions for field mappings in supplier management questionnaires**
Default value	**Yes**

Setting this parameter to **Yes** enables feature SM-12250, which adds the **Apply field restrictions** tool to pages for adding and editing questions in supplier management project templates. Template creators adding questions with answer types of **Text (single line limited)** or **Text (single line)** can add a field mapping to the

Supplier Field Mapping field and then choose the **Apply field restrictions** button. The tool provides system-generated suggestions for validation patterns and maximum field lengths based on default SAP business partner configuration for the mapped field. Setting this parameter to **No** disables this feature by removing the **Apply Field Restrictions** button from the page for adding or editing questions. If your integrated ERP system uses business partner configurations that differ from the defaults, setting this parameter to **No** prevents template creators from using suggested validation patterns and maximum field lengths that aren't necessarily valid for your integration.

By default, the **Apply field restrictions** tool sets a maximum field length of 35 characters for individual name fields (`vendor.vendorInfo.name1` through `vendor.vendorInfo.name4`) and, in sites with the supplier full name feature (SM-14213) enabled, 140 characters for the `vendor.vendorInfo.fullName` field.

If your site has enabled both the full name feature and the feature for increasing maximum length of individual name fields to 40 characters and the full name field to 160 characters (SM-36076), you can make suggestions generated by the **Apply field restrictions** tool match these increased lengths by also enabling Increase maximum size for name fields to 40 characters each in applied field restrictions [page 812].

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Automatic Field Restrictions for Questions in Supplier Management Questionnaires [page 410]
Adding a Question to a Supplier Form or Questionnaire [page 400]
Parameter Management in Intelligent Configuration Manager
Increase maximum size for name fields to 40 characters each in applied field restrictions [page 812]

Disable participant view for supplier management questionnaires

Disables or enables the **View as Participant** option for supplier management questionnaires in project advanced view user interface. Since the associated functionality is not supported, the user interface option is disabled by default.

ID	`Application.SM.HideSMProjectViewAsParticipantAfterEventPublish`
Name	**Disable participant view for supplier management questionnaires**
Default value	**No**

The default value for this parameter is **No**, meaning that the **View as Participant** option is visible by default. However, the associated functionality is **not** supported. Therefore, we recommend that you change the value of this parameter to **Yes**. This action hides the **View as Participant** option.

> ### Note
>
> Setting this parameter to **Yes** hides the **View as Participant** option from all users in your site, including customer administrators.

In SAP Ariba Supplier Risk, this setting is only applicable to modular questionnaires.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Enable additional street lines in supplier addresses

Enables additional street lines in supplier address questions in the supplier view of supplier management questionnaires and in project advanced view so that those views match the buyer view.

ID	`Application.SM.EnableAdditionalStreetLines`
Name	**Enable additional street lines in supplier addresses**
Default value	**No**

In supplier management questionnaires, default configurations of the **Address** and **Extended Address** questions include not only a main field for street address (line 1), but two additional street address lines (**Street 2** and **Street 3**). **Street 2** and **Street 3** automatically show in internal questionnaires such as the internal supplier request and internal registration questionnaires.

By default, **Street 2** and **Street 3** don't show in **Address** questions in the supplier view of external questionnaires in supplier SAP Business Network accounts or in project advanced view. Suppliers can only add or update address information for the main street address field.

If your configuration of **Address** questions includes **Street 2** and **Street 3**, setting this parameter to **Yes** shows those fields in supplier view so that suppliers can add or update that information in external questionnaires as well. It also enables those fields in project advanced view.

> **Note**
>
> The fields included in **Address** and **Extended Address** and questions can be customized. By default, both questions include **Street 2** and **Street 3** fields, but your site's configuration can vary. Availability of these fields in **Extended Address** questions is controlled only through field customization.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration

Default Fields and Field Mappings in Address Question Answer Types [page 447]
Address or Extended Address Questions for Collecting Supplier Address Information [page 417]
Parameter Management in Intelligent Configuration Manager

Enable API updates for external modular questionnaires with any status

Enables API updates to external modular questionnaires with any status, including questionnaires that are currently editable by the supplier. By default, API client applications can only update external modular questionnaires with specific statuses.

ID	`Application.SM.MQ.AllowUpdateResponseOnAllStatusFromAPI`
Name	**Enable API updates for external modular questionnaires with any status**
Default value	**No**

The default setting for this parameter, **No**, means that client applications can't use the `/answers` endpoint of the Supplier Data API with Pagination to update external modular questionnaires with **Not Responded**, **Pending Submission**, or **Pending Resubmission** status. Questionnaires with these statuses are editable in the supplier view on SAP Business Network. Setting this parameter to **Yes** removes this restriction and allows client applications to use the `/answers` endpoint to update external modular questionnaires with any status.

For example, when this parameter is enabled, a client application can prepopulate a modular questionnaire with data from an external system such as an ERP system immediately after a modular questionnaire manager or process initiator has invited the supplier to fill it out,while it's still in **Not Responded** status. The invited supplier contact sees the propopulated answers and can verify them and update them as needed when submitting the questionnaire for the first time.

The Supplier Data API with Pagination `/answers` endpoint always allows updates to **internal** modular questionnaires with any status regardless of the setting of this parameter.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Use of the Supplier Data API with Pagination answers Endpoint
Parameter Management in Intelligent Configuration Manager

Enable certificate sections in supplier management questionnaires

This parameter enables you to configure certificate sections in supplier management questionnaires.

ID	`Application.SM.CustomizableCertificateSectionSupport`
Name	**Enable certificate sections in supplier management questionnaires**
Default value	**False**

The default value of **False** means that certificate section can't be added in the internal and external modular supplier management questionnaire template. Setting this parameter to **True** provides option to add a certificate section in the modular supplier management questionnaire template.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Enable country/region-specific visibility and optionality configurations for Bank Account fields

Enables configuration of the visibility and optionality based on bank country/region of some fields in **Bank Account** questions, such as bank key, account number, and IBAN number.

ID	`Application.SM.EnableBankComponentVisibility`
Name	**Enable country/region-specific visibility and optionality configurations for Bank Account fields**
Default value	**No**

Bank Account questions, which collect supplier bank information, include a set of predefined fields. By default, all of those fields are visible. Either **IBAN Number** or a combination of **Bank Key/ABA Routing Number** and **Account Number** is required for all countries/regions.

When this parameter is set to **No**, this default behavior always applies. Any values in the the `Visible` and `Mandatory` fields for **IBAN Number**, **Bank Key/ABA Routing Number**, and **Account Number** in bank syntax validation data files are ignored during data imports.

Setting this parameter to **Yes** does the following things:

- Adds default data to the `Visible` and `Mandatory` fields for **IBAN Number**, **Bank Key/ABA Routing Number**, and **Account Number** in bank syntax validation data files and reads any values present in those columns during data imports.

For **Bank Key/ABA Routing Number** and **Account Number**, these columns are in the `BankValidationMetaData.csv` file that defines country/region-specific syntax validation for account numbers and bank key or ABA routing numbers. [page 109].
For **IBAN Number**, these columns are in the `BankIBANMetaData.csv` file that defines country/region-specific syntax validation for IBAN numbers [page 106].

- Bases visibility and requirements for these three fields on this bank syntax validation data.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Country/Region-Specific Validation Syntax, Visibility, and Optionality for Supplier Bank Account IBAN Number Data Import [page 106]
Country/Region-Specific Syntax Validation, Visibility, and Optionality for Supplier Bank Account Holder Name, Account Number, and Bank Key or ABA Routing Number Data Import [page 109]
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Syntax Validation, Visibility, and Optionality for Supplier Bank Account Information [page 424]
Predefined Fields and Field Mappings in Bank Account Questions [page 454]
Parameter Management in Intelligent Configuration Manager

Enable custom sender name options

Enables a setting in template external registration questionnaires where template creators can specify a default sender for registration invitations. This sender shows in the "From" fields of registration invitation emails unless overridden by requester selection during manual registration invitations.

Full name	`Application.SM.EnableCustomSenderName`
Name	**Enable custom sender name options**
Default value	**No**

When this parameter is set to **Yes**, the **Message Board** area of the **Rules** step in survey documents in the supplier registration project template includes a setting, **Sender name used in the 'From' field in emails to participants**, that template creators can use to specify a custom sender name such as a supplier onboarding group for email notifications to suppliers related to registration invitations.

If this parameter is set to **No**, or if it is set to **Yes** but a template creator has not configured a custom sender name for an external registration questionnaire, the associated registration invitations use a generic system alias or the registration project owner name instead, depending on questionnaire configuration.

This parameter is only applicable in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management(new architecture) solutions.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup

Makes **Extended Address** questions editable in supplier requests using Dun & Bradstreet lookup during both initial request submission and approval. **Extended Address** answers are populated automatically by D&B lookup and are read-only when this parameter is disabled.

ID	`Application.SM.IsExtendedAddressSectionEditableForDNBLookup`
Name	**Enable Extended Address editing in supplier requests using Dun & Bradstreet lookup**
Default value	**No**

In the supplier request with Dun & Bradstreet lookup, the lookup prepopulates fields in the **Extended Address** question with address data from D&B, which isn't always complete. By default, when this parameter is disabled, all of of the fields in the supplier request that are populated by the D&B lookup are read-only, including all **Extended Address** fields except for **Region**.

When this parameter is enabled, the requester and the users who have permission to edit a supplier request during approval can edit all fields in **Extended Address** questions to add missing information in required fields or to make corrections. Edited address information isn't overwritten by subsequent D&B data pulls, and it's synchronized to integrated ERP systems and to supplier registration questionnaires that include corresponding mapped address questions.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 601]

Enable improved user experience for internal questionnaires with visibility conditions

Enables or disables the improved user experience for internal questionnaires with visibility conditions, which processes conditions in the background so that recipients can continue to edit the questionnaire during that processing. Enable or disable this parameter depending on the performance of your internal questionnaires.

ID	`Application.SM.SMUIConditionEvaluation`
Name	**Enable improved user experience for internal questionnaires with visibility conditions**
Default value	**No**

This parameter is one of two settings required for improved user experience for internal questionnaires with visiblity conditions. You can set it in **Intelligent Configuration Manager**. The other required setting is the **Application.SM.SMUIConditionEvaluation** configuration parameter in **SM Administration** > **Configuration Parameters**. Always enable or disable both parameters together.

The setting of **Yes** means that the recipients can continue to edit the questionnaire during processing. You can enable or disable this parameter depending on the performance of your internal questionnaires.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Reference of Configuration Parameters in Supplier Administration [page 826]
Managing Configuration Parameters in Supplier Administration [page 862]

Enable internal forms in modular questionnaires

Enables or disables support for additional internal forms with To Do and approval tasks in modular questionnaire projects. Important: enabling or disabling this parameter requires a corresponding change to the **Application.SM.MQEnableInternalFormsinModularQuestionnaires** parameter in **SM Administration** > **Configuration Parameters**.

ID	`Application.SM.MQ.EnableInternalFormsinModularQuestionnaires`
Name	**Enable internal forms in modular questionnaires**
Default value	**No**

This parameter is one of two required settings that enable or disable support for internal forms with associated To Do and approval tasks in modular questionnaire projects (SM-30222). You set it in **Intelligent Configuration Manager**. The other required setting is the **Application.SM.MQEnableInternalFormsinModularQuestionnaires** parameter in **SM Administration** > **Configuration Parameters**. **Always enable or disable both parameters together.**

Internal forms are a way of collecting information in modular questionnaire projects that is additional to or supplements the information provided by the questionnaire project recipient in the key or main questionnaire. You can use these internal forms and associated To Do and approval tasks to provide supplementary information or analysis, or affirm actions performed in other systems.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Reference of Configuration Parameters in Supplier Administration [page 826]
Parameter Management in Intelligent Configuration Manager

Enable internal supplier registrations

Enables or disables internal registrations, where buyers complete registration projects on behalf of suppliers.

Important: enabling or disabling internal registration also requires a corresponding change in **SM Administration** > **Configuration Parameters**.

ID	`Application.SM.InternalRegistrationEnabled`
Name	**Enable internal supplier registrations**
Default value	**Yes**

This parameter is one of two settings that control the availability of the internal registration feature, where buyers can complete registration projects on behalf of suppliers, in your site. You set it in **Intelligent Configuration Manager**. The other required setting is the **Application.SM.InternalRegistrationEnabled** parameter in **SM Administration** > **Configuration Parameters**. **Always enable or disable both parameters together**.

The default value of **Enable internal supplier registrations** is **Yes**, meaning that the internal registration feature is enabled by default. Setting this parameter to **No** and making a corresponding change to **Application.SM.InternalRegistrationEnabled** in **SM Administration** > **SM Administration** disables internal registration in your site, meaning that buyers can't complete registration on behalf of suppliers.

> ⚠ Caution
>
> If you want to disable internal registrations, SAP Ariba recommends doing so before any internal registrations are created in your site. Disabling this feature prevents completion of any internal registration projects that are in progress and removes the mechanism for inviting suppliers to participate in completed internal registrations.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Reference of Configuration Parameters in Supplier Administration [page 826]
Managing Configuration Parameters in Supplier Administration [page 862]
Parameter Management in Intelligent Configuration Manager

Enable modular process framework

Enables or disables the modular process framework for qualification and other lifecycle processes, which includes process projects and associated functionality. Important: enabling or disabling this parameter requires a corresponding change to the **Application.SM.Process.EnableModularProcessFramework** parameter in **SM Administration > Configuration Parameters**.

ID	`Application.SM.Process.EnableModularProcessFramework`
Name	**Enable modular process framework**
Default value	**No**

This parameter is one of two required settings to enable the modular process framework feature (SM-16798) in your site and is set in **Intelligent Configuration Manager**. The other required setting is the **Application.SM.Process.EnableModularProcessFramework** parameter in **SM Administration > Configuration Parameters**. **Always enable or disable both parameters together.**

Process projects provide a flexible, repeatable framework that allows process initiators to create different supplier management processes for different types of suppliers using different combinations of modular supplier management questionnaires. They allow you to tailor questionnaire content to specific suppliers, to leverage and reuse modular questionnaires across different processes, and to create custom processes for your specific supplier lifecycle activities. The feature includes:

- Process project templates.
- Specialized settings in modular questionnaire project templates for questionnaires used in process projects.
- Data imports for setting up process projects and for importing supplier processes.
- Workflow pages for creating and managing processes.
- Additional elements in the supplier profile for viewing and managing processes.
- A filter for process statuses in supplier searches.

> ⚠ Caution
>
> Enabling the flexible process framework feature (SM-16798) in your site immediately disables creation of new projects from the legacy supplier qualification project template and introduces other restrictions to legacy supplier qualifications and disqualifications. If you manage supplier qualifications using supplier qualification and disqualification projects, only enable this feature when you're prepared to transition to process qualifications. For details, refer to Transition from Legacy Supplier Qualification Projects to Qualification Process Projects [page 289].

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Workflow for Setting Up Qualification and Miscellaneous Process Projects [page 294]
Qualification and Miscellaneous Supplier Management Process Projects [page 22]
Managing Configuration Parameters in Supplier Administration [page 862]
Parameter Management in Intelligent Configuration Manager

Enable modular questionnaire template creation in sites with a basic supplier management entitlement

Enables creation of modular questionnaire project templates in sites that have the basic supplier management entitlement and a solution package where modular questionnaires are a supported feature.

ID	`Application.SM.MQ.EnableMQCreationWithSMBasicConfig`
Name	**Enable modular questionnaire template creation in sites with a basic supplier management entitlement**
Default value	**No**

This feature enables the **SM Modular Questionnaire** project type in the **Templates** area in sites that have a basic supplier management entitlement for core supplier management features. You must be a member of both the **Template Creator** and **SM Modular Questionnaire Manager** group to create modular questionnaire templates.

Enabling this parameter isn't necessary if your site includes either SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Information and Performance Management (new architecture). Sites that include either of these solutions automatically include modular questionnaire project templates and other core supplier management features. However, if your site includes SAP Ariba Supplier Risk without one of these solutions, you must enable this parameter to create project templates for engagement risk assessments.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Features and Functions for Managing Suppliers and Supplier Lifecycles

Enable questionnaire recipients in internal registrations to see and edit otherwise masked answers

Enables questionnaire recipients in internal registrations to see and edit otherwise masked answers in their assigned questionnaires. This setting only applies to external questionnaires in internal registrations on behalf of the supplier.

ID	`Application.SM.EnableOBOUserCanViewOrEditMaskData`
Name	**Enable questionnaire recipients in internal registrations to see and edit otherwise masked answers**
Default value	**No**

By default, internal recipients of external questionnaires in internal registrations also required membership in the **Sensitive Data Access** group to view and edit masked answers in those questionnaires. Membership in the **Sensitive Data Access** group allows a user to see masked data in any questionnaire they can view.

Enabling this parameter allows the internal recipients of external questionnaires in registrations on behalf of suppliers to see and edit answers that are otherwise masked, even if they're not members of the **Sensitive Data Access** group. Masked answers can be prepopulated data from other sources such as an ERP system, or they can be answers that the recipient previously provided and for which an approver has requested more information. Enabling this parameter allows internal recipients to complete internal registrations on behalf of suppliers by updating those answers in their assigned questionnaires without granting them access to sensitive data in all questionnaires.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Sensitive Data Masking in Supplier Forms and Questionnaires [page 475]
Filling Out an External Registration Questionnaire on Behalf of a Supplier in an Internal Registration

Enable repeatable sections in internal questionnaires

Enables creation and editing of repeatable sections in internal questionnaires, including external registration questionnaires in internal registrations. Important: enabling or disabling this parameter requires a corresponding change to the **Application.SM.RepeatableSectionsInInternalQuestionnaires** parameter in **SM Administration** > **Configuration Parameters**.

ID	`Application.SM.RepeatableSectionsInInternalQuestionnaires`
Name	**Enable repeatable sections in internal questionnaires**

Default value	**No**

This parameter is one of two required settings for enabling or disabling the ability to create and edit repeatable sections in internal questionnaires, including external supplier registration questionnaires in internal registrations. You set it in **Intelligent Configuration Manager**. The other required setting is the **Application.SM.RepeatableSectionsInInternalQuestionnaires** parameter in **SM Administration > Configuration Parameters**. **Always enable or disable both parameters together.**

Suppliers can always add or edit repeatable sections in external questionnaires on SAP Business Network. However, by default buyer users can only view repeatable sections added or edited by suppliers. Enabling these parameters allows internal questionnaire editors, including the recipients of external questionnaires in internal registration questionnaires, to add or edit repeatable sections as well.

If you allow internal registrations and at least one of your external registration questionnaires includes a repeatable section, make sure to enable these parameters to that internal recipients can answer those questions.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Enable enhanced filtering and pagination for standalone modular questionnaires

Enables enhanced filtering and pagination in the workflow for sending standalone modular questionnaires.

ID	`Application.SM.MQ.EnableStandaloneMQEnhancement`
Name	**Enable enhanced filtering and pagination for standalone modular questionnaires**
Default value	**No**

This parameter is one of two required settings to enable enhanced filtering and pagination in the workflow for sending standalone modular questionnaires, and is set in **Intelligent Configuration Manager**. The other required setting is the **Application.SM.MQ.EnableStandaloneMQEnhancement** parameter in **SM Administration > Configuration Parameters**. **Always enable or disable both parameters together.**

Setting this parameter to **Yes** allows for content in the standalone external modular questionnaire list to:

- load much faster.
- be filtered based on **Questionnaire Type**, **Category**, **Department**, and **Region**.
- include additional search filters such as **Questionnaire Status** of suppliers, and **Expiry Date** of questionnaires.
- select 500 suppliers instead of 100 suppliers.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Enable ratings and total ratings in internal forms or questionnaires

Enables internal stakeholders to enter ratings and total ratings in internal forms or questionnaires.

ID	`Application.SM.MQ.EnableRatingandAggregationInInternalForms`
Name	**Enable rating and aggregation in internal forms**
Default value	**No**

Setting this parameter to "Yes" enables internal stakeholders of your organization to enter ratings in one or more internal forms or internal questionnaires of a project. It also enables them to view the final ratings. A final rating is a simple aggregation of all the individual ratings.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Enable external validation of registration questionnaires using web services

Indicates whether suppliers questionnaire responses require external validation

ID	`Application.SM.ExternalValidationEnabled`
Name	**Enable external validation of registration questionnaires using web services**
Default value	**No**

By default this parameter is disabled. After enabling this parameter and setting up the associated web service, external questionnaire content with the **Marks Responses for External Validation** setting enabled in the template are validated in the external system.

> **Note**
>
> It is recommended to mark only required questionnaires for external validation. Validation of attachments aren't supported.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Enable external validation of modular questionnaires using web services

Indicates whether suppliers questionnaire responses require external validation for modular questionnaires

ID	`Application.SM.ExternalValidationEnabledForMQ`
Name	**Enable external validation of modular questionnaires using web services**
Default value	**No**

By default this parameter is disabled. After enabling this parameter you will be able to mark modular questionnaire for external validation. **Marks Responses for External Validation** checkbox should be checked in the template configuration. This will send the supplier responses for validation to the external system.

> **Note**
>
> It is recommended that you should mark only required questionnaires for external validation. For validation of Modular questionnaire, the attachment type and the certificate in the attachment type cannot be validated.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Exclude vendor.vendorInfo.name3 from Dun & Bradstreet lookup in supplier requests

When enabled, excludes the `vendor.vendorInfo.name3` field from Dun & Bradstreet lookup and makes inclusion of a question mapped to the field in the supplier request with D&B lookup optional. If the request configuration does include a question mapped to the field, it's editable. By default, the supplier request with D&B

lookup must include a question mapped to `vendor.vendorInfo.name3`, it's automatically prepopulated with D&B data if available, and it's read-only.

ID	`Application.SM.ExcludeName3FieldFromDnB`
Name	**Exclude vendor.vendorInfo.name3 from Dun & Bradstreet lookup in supplier requests**
Default value	**No**

By default, the supplier request with D&B lookup must include a question mapped to `vendor.vendorInfo.name3`, it's automatically prepopulated with D&B data if available, and it's read-only. The request automatically concatenates the values in `vendor.vendorInfo.name1` and `vendor.vendorInfo.name3` fields to show in the user interface and synchronize to an integrated ERP system. However, if the `vendor.vendorInfo.name3` value populated by the D&B lookup is identical to the `vendor.vendorInfo.name1` value selected or added by the requester, the resulting concatenated name can be confusing to users and can synchronize inaccurate name data to the ERP system.

If this parameter is enabled:

- The `vendor.vendorInfo.name3` field isn't included in the D&B lookup, and therefore isn't populated with D&B data.
- The `vendor.vendorInfo.name3` question is optional in the supplier request. If it's included, the requester can edit the question to add a value.
- Only the `vendor.vendorInfo.name1` field is shown in the user interface and synchronized to an integrated ERP system.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 601]

Hide bank master data fields in Bank Account questions

Hides bank master data fields such as bank name, branch, state, street, postal code, and city in **Bank Account** questions.

ID	`Application.SM.HideBankMasterFields`
Name	**Hide bank master data fields in Bank Account questions**
Default value	**No**

Bank Account questions, which collect supplier bank information, include a set of predefined fields that are visible by default. This parameter controls whether some of those fields are hidden, and therefore uneditable, in questionnaires in your site. When set to **Yes**, it hides the following fields:

- **Name**
- **Bank Branch**
- **Street**
- **City**
- **State/Province/Region**
- **Postal Code**

These fields are considered bank master data and are typically maintained with bank master records in an integrated ERP system. Hiding these fields avoids confusion for questionnaire recipients who don't know these details and prevents them from entering answers that conflict with the ERP bank master records. This parameter's default setting, **No**, means that the predefined bank master data fields in **Bank Account** questions are visible and questionnaire recipients can edit them.

These fields are visible in the **ERP data** detail area of the supplier profile even when hidden in questionnaires.

If you have existing suppliers with **Bank Account** data, when you enable this parameter, questionnaire recipients can no longer see bank master data they previously added.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Enable country/region-specific visibility and optionality configurations for Bank Account fields [page 799]
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Parameter Management in Intelligent Configuration Manager

Hide timestamps in external supplier request names in project search

Hides the timestamps in the names of external supplier requests in project search results. These timestamps reflect the server time zone rather than the time zone where the request was submitted.

ID	`Application.SM.ExcludeDateInSupplierRequestTitle`
Name	**Hide timestamps in external supplier request names in project search**
Default value	**No**

By default, when you search for external supplier request projects using project search on the **Home** dashboard, search results include a "submitted on" timestamp in the supplier request project name. Other types of supplier management projects, such as registrations and modular questionnaires, don't include this timestamp in project search results. The timestamp in search results reflects the time the external supplier request was submitted in the server time zone, while the project history for the external supplier request shows the timestamp in the time zone of the submitting supplier. If you don't find the timestamps in project search results useful, or if they confuse users in your site, you can hide them by setting this parameter to **Yes**.

> **Note**
>
> Setting this parameter to **Yes** hides timestamps in the names of external supplier requests created after the parameter is enabled. It doesn't hide timestamps in the names of external supplier requests created before the parameter was enabled.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Increase maximum size for name fields to 40 characters each in applied field restrictions

Increases the maximum field size settings for questions mapped to `vendor.vendor.Info.name1` through `vendor.vendorInfo.name4` from 35 to 40 characters each, and the setting for `vendor.vendorInfo.fullName` to from 140 to 160 characters, in question configurations that use the **Apply Field Restrictions** validation tool. Keep this parameter enabled if name fields in an integrated ERP system also have 40 character maximum lengths (160 total), or disable it if the ERP system's name fields have a 35 character maximum length (140 total).

ID	`Application.SM.Enable160CharacterSupportForFullName`
Name	**Increase maximum size for name fields to 40 characters each in applied field restrictions**
Default value	**No**

The **Apply Field Restrictions** validation tool on pages for adding or editing questions in supplier management project templates validates field mappings and suggests values for ERP-related settings such as maximum length. By default, it sets a maximum length of 35 characters for individual name fields and 140 characters for the full name field. These default settings are appropriate in sites integrated with SAP ECC, where name fields have the same maximum lengths.

Enable this parameter to increase maximum length settings to 40 for individual name fields and 160 for the full name field if your site meets the following conditions:

- The supplier full name feature (SM-14213) is enabled. It's disabled by default.
- Name fields in an integrated ERP system such as SAP S/4HANA or SAP Master Data Governance (MDG) have a maximum length of 40 characters.
- The support for supplier names of up to 160 characters feature (SM-36076) is enabled. It's disabled by default and its availability is controlled by the self-service configuration parameter **Application.SM.Enable160CharacterSupportForFullName** in **SM Administration** > **Configuration Parameters**.

- The **Apply Field Restrictions** tool for question configuration (SM-12250) is enabled. It's enabled by default and its availability is controlled by the self-service configuration parameter **Disable field restrictions for field mappings in supplier management questionnaires** in **Intelligent Configuration Manager**.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Support for Supplier Display Names Longer Than 35 Characters in SAP Ariba Solutions [page 177]
Disable field restrictions for field mappings in supplier management questionnaires [page 795]
SM-14213: Enable supplier full name

Include previous approved answers in external validation of registration questionnaires using web services

Include previously approved supplier submissions in external questionnaire validation

ID	`Application.SM.IncludePreviousVersionForExternalValidation`
Name	**Include previous approved answers in external validation of registration questionnaires using web services**
Default value	**No**

By default this parameter is disabled. To enable **Application.SM.IncludePreviousVersionForExternalValidation**, the **Application.SM.ExternalValidationEnabled** must be enabled. Once this parameter is enabled, the previous approved version of the registration questionnaire is sent to the external system for validation. This helps the buyer to compare the supplier's responses of previous version with the latest version and identify which fields have changed and route the request to the respective business line for approval.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Include previous approved answers in external validation of modular questionnaires using web services

Allows users to choose if externally validated questionnaire responses should also include previously approved supplier submissions for modular questionnaires

ID	`Application.SM.IncludePreviousVersionForExternalValidationForMQ`
Name	**Include previous approved answers in external validation of modular questionnaires using web services**
Default value	**No**

By default this parameter is disabled. To enable **Application.SM.IncludePreviousVersionForExternalValidationForMQ**, the **Application.SM.ExternalValidationEnabledForMQ** must be enabled. Once this parameter is enabled, the previous approved version of the modular questionnaire is sent to the external system for validation. This helps the buyer to compare the supplier's responses of previous version with the latest version and identify which fields have changed and route the request to the respective business line for approval.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

List Extended Address fields for which blank updates from SAP Business Network clear data

Specifies a list of **Extended Address** fields for which data will be removed if a supplier updates their SAP Business Network profile address and an **Extended Address** question in an external registration questionnaire is mapped to '`vendor.addressExt.postalAddress,network.legal.addressExt.postalAddress`'. Data is removed from the specified field if either the supplier specifically removes the value in the corresponding SAP Business Network profile field, or if there is no corresponding profile field but the supplier updates their profile address. By default, in this situation, the answer is removed from the questionnaire with the mapped question, but remains in the database field and is synchronized to the ERP system unless the field is specified in this parameter. The setting for this parameter is a comma-separated list that can include one or more of the following values: `CountryCode`, `RegionCode`, `CityName`, `AdditionalCityName`, `DistrictName`, `StreetPostalCode`, `POBoxPostalCode`, `CompanyPostalCode`, `StreetPrefixName`, `AdditionalStreetPrefixName`, `StreetName`, `StreetSuffixName`, `AdditionalStreetSuffixName`, `HouseID`, `AdditionalHouseID`, `BuildingID`, `RoomID`, `FloorID`, `CareOfName`, `StreetAddressMailNonDeliveryReasonCode`, `POBoxDeviatingCountryCode`, `POBoxDeviatingRegionCode`, `POBoxDeviatingCityName`, `POBoxLobbyName`, `POBoxID`, `POBoxAddressMailNonDeliveryReasonCode`, `POBoxIDVisibleIndicator`, `POBoxDeliveryServiceID`, `POBoxDeliveryServiceTypeCode`, `TaxJurisdictionCode`, `TimeZoneCode`, `TransportationZoneID`, `RegionalStructureElementGroupCode`,

`RegionalStructureAddressConsistencyStatusCode`, `RegionalStructureCityCode`, `AdditionalRegionalStructureCityCode`, `POBoxDeviatingRegionalStructureCityCode`, `RegionalStructureDistrictCode`, `RegionalStructureStreetCode`.

ID	`Application.SM.ConfigureAddressExtFieldsAllowedForNullUpdates`
Name	**List Extended Address fields for which blank updates from SAP Business Network clear data**
Default value	`CountryCode,RegionCode,POBoxDeviatingCountryCode,POBoxDeviatingRegionCode`

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Address or Extended Address Questions for Collecting Supplier Address Information [page 417]

Make account holder name required in Bank Account questions

Makes the **Account Holder Name** field required in **Bank Account** questions.

ID	`Application.SM.AccountHolderNameMandatory`
Name	**Make account holder name required in Bank Account questions**
Default value	**No**

Bank Account questions, which collect supplier bank information, include a set of predefined fields. By default, the **Account Holder Name** field is optional. Enabling this parameter makes the **Account Holder Name** required for bank accounts in all countries/regions.

If you have existing suppliers with **Bank Account** data when you enable this parameter, questionnaire recipients must add any missing account holder names when updating the questionnaire.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Predefined Fields and Field Mappings in Bank Account Questions [page 454]

Make Extended Address State/Province/Region Required Where Available

Makes the **State/Province/Region** field in **Extended Address** questions required when there is state/province/region data available for the selected country/region. When there isn't any state/province/region data available for the selected country/region, the field remains optional. This parameter is only applicable in sites that don't have a field customization to make the State/Province/Region field required.

ID	`Application.SM.AddressExtRegionCodeMandatory`
Name	**Make Extended Address State/Province/Region Required Where Available**
Default value	**No**

In **Extended Address** questions, the **State/Province/Region** field is a dropdown menu populated by your site's region master data. Enabling this parameter makes the **State/Province/Region** field required if there's region master data available for the selected country/region, and optional if there isn't data available. This setting requires questionnaire recipients to provide a state/province/region answer where possible, but doesn't block them from submitting the questionnaire with an empty answer if there's no value to select.

This parameter isn't applicable in sites that have a field customization to make the **State/Province/Region** field required. The field customization makes the field required in all circumstances. If you want to use this parameter to control the required behavior of the **State/Province/Region** field instead, request SAP Ariba Support to remove the customization.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Address or Extended Address Questions for Collecting Supplier Address Information [page 417]

Override existing source system with SAP domain values during vendor push

Specifies whether the vendor push task that pushes supplier organizations to the supplier management database overrides existing supplier source systems of SM with SAP for any suppliers with organization IDs in the SAP domain. By default, the vendor push task doesn't update source systems once set. Disable this parameter if your supplier data load process involves adding SAP organization IDs during the initial load instead of during update.

ID	`Application.SM.OverridesourceSystemDuringVendorPush`
Name	**Override existing source system with SAP domain values during vendor push**
Default value	**Yes**

This parameter is applicable in sites that use data import, SOAP web service integration, or SAP Ariba integration toolkit file transfer to add suppliers to their site and then use the vendor push task enabled by the site configuration parameter `Application.SM.VendorContactPushTaskEnabled` (set by SAP Ariba Support) to push that data to the supplier management database. If your supplier data load process adds suppliers first and adds organization IDs for suppliers later, depending on timing, the vendor push task can add the new suppliers to the supplier management database before their organization IDs are added. In this situation, the suppliers are added with an SM source system. The default setting for **Override existing source system with SAP domain values during vendor push** means that when you update those suppliers to add organization IDs in the SAP domain, the vendor push task updates their source systems from SM to SAP in the supplier management database.

This parameter is only applicable in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management(new architecture) solutions.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Prepopulate process qualifications with request or registration commodities, regions, and departments

Automatically prepopulates intake forms for a supplier's process qualifications with the commodities, regions, and departments from their supplier request or registration.

ID	`Application.SM.PropagateMatrixDimensionToProcessQualification`
Name	**Prepopulate process qualifications with request or registration commodities, regions, and departments**
Default value	**No**

This parameter automatically prepopulates intake forms for a supplier's process qualifications with the commodities, regions, and departments from their supplier request or registration. If the supplier has both a request and registration with this data, the registration data is used.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Remove blank DUNS IDs in supplier data synchronization from supplier management to sourcing

Removes blank or empty DUNS IDs from sourcing supplier organization records during supplier data synchronization if the field is blank or empty in the corresponding supplier management record. By default, synchronization doesn't remove DUNS IDs from supplier organizations even if the corresponding supplier management field is blank or empty.

ID	`Application.SM.ResetDunsInVendorPullTaskIfValueIsEmpty`
Name	**Remove blank DUNS IDs in supplier data synchronization from supplier management to sourcing**
Default value	**No**

Enable this parameter to ensure that when a D-U-N-S number is removed from the supplier record through removal of an answer to a supplier management questionnaire, ERP data synchronization, or a data import in **SM Administration**, the new blank value is synchronized to the supplier organization and common supplier. Otherwise, the supplier organization and common supplier records retain the previous value.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Reopen period for supplier questionnaires

Specifies the number of days external (supplier-facing) questionnaires remain open if they are closed and reopened.

ID	`Application.AQS.RFX.ReopenIfClosedInterval`
Name	**Reopen period for supplier questionnaires**
Default value	**365** (days)

If the value for this parameter is 0, the amount of time that a reopened questionnaire remains open is determined by the template survey document **Due date** setting instead. If the document **Keep questionnaire reopened**

indefinitely option is set to **Yes**, the questionnaire ignores the **Reopen period for supplier questionnaires** parameter and remains reopened indefinitely.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Setting Up Periodic Reminders for Registration Questionnaire Updates [page 263]
Supplier Form or Questionnaire Closing, Reopening, and Due Dates [page 377]

Require only attachment and expiration date for supplier certificates

Specifies that **Attachment** and **Expiration Date** are the only two required fields for answers to certificate questions in external supplier management questionnaires. Otherwise, all certificate fields are required.

ID	`Application.SM.RequireCertificateAttachmentAndExpirationOnly`
Name	**Require only attachment and expiration date for supplier certificates**
Default value	**False**

The default value of **False** means that all the certificate fields are mandatory and the supplier must enter values in all the fields. The certificate detail fields are required if a supplier answers **Yes** to a certificate question. The certificate detail fields are not required if a supplier answers **No** to a certificate question.

Setting this parameter to **True** makes only the **Expiration Date** and **Attachment** fields mandatory, which means that the supplier only needs to enter an expiration date and attach a document to proceed.

> **Note**
>
> This parameter applies to external supplier management questionnaires.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Send Email Notification On Adding Supplier Contacts

The system automatically sends an email notification when a supplier contact is added to the relevant SAP Ariba solutions.

ID	`Application.SM.SendEmailNotificationOnAddingSupplierContacts`
Name	**SendEmailNotificationOnAddingSupplierContacts**
Default value	**No**

When this parameter is enabled, an email notification is automatically sent to newly added supplier contacts informing them that their contact details have been added to the system. However, the system doesn't verify if the communication was successfully delivered.

An email template is created for sending such external email communication. The template contains a default message stating that the supplier contact's details such as first and last names, email addresses, and other information can now be processed by your organisation. You can customize this template to include your company logo or to include your own content. Only newly created supplier contacts receive email notifications. The email template is located at **Manage** > **Administration** > **Project Manager** > **Project Email Template** > **Project type: All Applicable Types**.

Supplier contacts also receive an email notification when they're added:

- through the supplier request form
- via a mass upload of suppliers or supplier contacts in **Manage** > **SM Administration** > **Data import or export**, and
- while creating a sourcing event

> **Note**
>
> Supplier contacts added through **Manage** > **Administration** > **Supplier and Customer Manager** > **Users** don't receive email notifications when they're added.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Set maximum length for Room ID in Extended Address

Specifies the maximum length for the **Room** ID field in **Extended Address** questions. The default setting, 10, is the required setting for answers in mapped questions in supplier management questionnaires, although the base field supports up to 20 characters.

ID	`Application.SM.RoomIDFieldMaxLength`
Name	**Set maximum length for Room ID in Extended Address**
Default value	`10`

Extended Address questions include a set of predefined answer fields, including a **Room** field. The corresponding mapped `vendor.addressExt.postalAddress.roomID` field in the supplier database has a maximum field length of 10 characters. However, the question field allows answers of up to 20 characters. The default setting of this parameter, `10`, ensures that **Room** answers in mapped **Extended Address** questions synchronize to the database without causing errors. Since those errors can prevent successful submission of questionnaires such as the supplier request, SAP Ariba recommends against changing this default setting.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Address or Extended Address Questions for Collecting Supplier Address Information [page 417]

Set minimum registration status for event participation

Specifies the minimum registration status that a supplier must have to participate in sourcing events. Valid values are `0` for **Not Invited**, `1` for **Invited**, `2` for **Pending Approval**, and `3` for **Registered**.

ID	`Application.SM.MinimumRegistrationStatusForEventAccess`
Name	**Set minimum registration status for event participation**
Default value	`0`

Suppliers who are below the minimum status can be invited to events, but can't access them until they've achieved the minimum status. The restriction applies to suppliers who have been qualified for the event commodities, regions, and departments using qualification data import but who haven't yet achieved the required registration status.

The default value is `0`. The valid values are:

Value	Description	Associated Registration Invitations
`0` or **Not Invited**	Suppliers who haven't yet been invited to register can participate in sourcing events.	There are no automatic registration invitations.
`1` or **Invited**	Suppliers must have already been invited to register to participate in sourcing events. However, they don't need to submit registration questionnaires to participate in events.	If the person who invites a **Not Invited** supplier to participate in an event is a member of both the **Event Administrator** and **Supplier Registration Manager** groups, the supplier is invited to register at the same time automatically, and their registration status changes to **Invited**. Otherwise, the supplier must be invited to register separately.
2 or **Pending Approval**	Suppliers whose registration is pending approval or who are already registered can participate in sourcing events. They must submit registration questionnaires to participate in events, but their registration doesn't need to be approved.	
3 or **Registered**	Only suppliers with approved registrations can participate in sourcing events. They must submit registration questionnaires and their registrations must be approved before they can participate in events.	

> **Note**
>
> - Event templates have a supplier eligibility rule based on registration status. That rule governs whether or not suppliers can be **invited** to an event. This parameter governs their ability to **participate** after invitation.
> - Changes to this parameter's setting apply only to participants invited to events after they're made.

This parameter is only applicable in sites that include SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture), which use supplier registration projects.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Specify the Web Assistant JavaScript template URL for supplier management

Enables the use of the Web Assistant for supplier management features.

ID	`Application.SM.WebAssistantJSTemplate`
Name	**Specify the Web Assistant JavaScript template URL for supplier management**
Default value	`https://webassistant.enable-now.cloud.sap/wa_cfg/ariba_slp/WebAssistant.js`

If you have a valid SAP Enable Now license, the template you specify with this parameter definesthe behavior as well as the look and feel of the SAP Companion in-application help in supported supplier management user interface pages in your site. You can modify the configuration for your site in Enable Now Manager and then update this parameter with the configuration template.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager

Start automatically-generated supplier bank IDs with 0001

Specifies that the bank IDs automatically generated for suppliers start with 0001 rather than 0000.

ID	`Application.SM.InitializeBankIDFromOne`
Name	**Start automatically-generated supplier bank IDs with 0001**
Default value	**No**

For supplier bank accounts collected in **Bank Account** questions, SAP Ariba automatically generates unique, sequential IDs. Automatically generated bank IDs consist of sequential numerical values and, optionally, a country/region-specific prefix. By default, these automatically generated bank IDs start with 0000. If you set this parameter to **Yes**, they start with 0001 instead.

The related parameter **Define the length of supplier bank IDs** (`Application.SM.BankIdSize`) controls the length of the automatically-generated IDs. You can also define country/region-specific bank ID prefixes using a data import.

This parameter is only applicable in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management(new architecture) solutions.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Define the length of supplier bank IDs [page 794]
Bank Account Questions for Collecting Supplier Bank Information [page 421]
Country/Region-Specific Bank ID Prefix Data Import [page 101]
Parameter Management in Intelligent Configuration Manager

Use custom logo and footer for emails sent to suppliers

Allows you to specify a custom logo and footer for emails sent to suppliers.

When this parameter is set to **Yes**, the **Custom Email** tab appears in Ariba Administrator under **Customization Manager** > **Branding Settings**. In addition to the SAP Ariba logo and footer, the custom logo and footer that you set in this tab appear in emails. When this parameter is set to **No**, only the SAP Ariba logo and footer appear in emails.

ID	`Application.EnableCustomEmailLogoAndFooter`
Name	**Use custom logo and footer for emails sent to suppliers**
Default value	**No**

You must be a member of the **Customer Administrator** or **Event Administrator** group to customize the invitations sent to suppliers.

To include your company's logo in registration questionnaire invitations, the parameter `Application.EnableCustomEmailLogoAndFooter` must be enabled in your site. In addition, one of your company's customer administrators must upload the logo on the **Custom Email** tab. See Common Data Import and Administration Guide for SAP Ariba Strategic Sourcing Solutions and SAP Ariba Supplier Management Solutions for details.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

How to customize messages to buyers and suppliers
Intelligent Configuration Manager administration
Parameter Management in Intelligent Configuration Manager

Validate required questions in repeatable sections in external questionnaires

Validates required questions in repeatable sections in external questionnaires so that if there's no prepopulated answer in the initial questionnaire draft, suppliers must provide answers before submitting.

ID	`Application.SM.ValidationOfRequiredQuesInRSEnabled`
Name	**Validate required questions in repeatable sections in external questionnaires**
Default value	**No**

By default, when a repeatable section in an external questionnaire contains an individual required question, there's no validation check to ensure that the recipient has provided the required answer before submitting the questionnaire. Enabling this parameter applies a validation check to ensure that individual required questions within repeatable sections in external questionnaires are also validated so that recipients must provide answers before submitting the questionnaire.

This setting only applies to individual required questions in external questionnaires edited by suppliers on SAP Business Network. It doesn't apply to internal questionnaires, or to external questionnaires edited by buyer users on behalf of suppliers.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
Adding a Repeatable Section to a Supplier Form or Questionnaire [page 391]

Web Assistant in-context help for supplier management

Enable the use of the Web Assistant (SAP Companion) for supplier management features.

ID	`Application.SM.EnableWebAssistantForSupplierManagement`
Name	**Web Assistant in-context help for supplier management**
Default value	**Yes**

When you set this parameter to **Yes**, SAP Companion, which is used to provide in-application help, is enabled for supplier management. Setting the parameter to **No** disables this in-application help.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

Related Information

Intelligent Configuration Manager Administration
Parameter Management in Intelligent Configuration Manager
SAP Companion In-Application Help for Supplier Management [page 47]

Self-Service Site Configuration Parameters in Supplier Administration

Some of the functionality for supplier management is controlled by self-service configuration parameters which members of the **Customer Administrator** and **SM Ops Administrator** groups can set.

These parameters apply to supplier management in SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture).

The parameters are located in **SM Administration** > **Configuration Parameters**.

Reference of Configuration Parameters in Supplier Administration

Some of the functionality for supplier management is controlled by configuration parameters.

The configuration parameters are found in **SM Administration** > **Configuration Parameters**.

In guided buying sites, the navigation path is **Manage** > **SM Admin** > **Configuration Parameters**.

For more information on how to modify the settings of these parameters, see Managing Configuration Parameters in Supplier Administration [page 862].

Table 36:

Parameter category	Parameter name	Default setting	Description
Integration	**Application.SM.BusinessPartner.EnableChangeOrdinal**	**False**	This parameter ensures that the `changeOrdinalNumberValue` in integration messages sent an integrated MDG-S system includes automatically generated, sequential values for each supplier. It's disabled by default. If your SAP MDG-S system configuration requires these values to generate change requests, enable this parameter in your site.

Parameter category	Parameter name	Default setting	Description
Integration	**Application.SM.BusinessPartner.EnableDUNSIdnSync**	**False**	By default, the `vendor.vendorInfo.dunsId` field stores D-U-N-S numbers in the `vendor.vendorInfo.dunsId` field, and it isn't mapped to any elements in integration messages sent to an integrated ERP system. Enabling this parameter synchronizes `vendor.vendorInfo.dunsId` values to business partner identification segments in integration messages and sets a party identification type code of `BUP001` for them.
Integration	**Application.SM.BusinessPartner.EnableBup007Sync**	**False**	Includes the `vendor.vendorInfo.anId` value in integration messages to the ERP system and automatically sets the `PartyIdentifierTypeCode` to `BUP007`. If the partitioned supplier feature (SM-30017) is enabled in your site, enabling this parameter is recommended. It ensures that SAP Business Network IDs (ANIDs) added to suppliers through supplier management activities such as supplier registrations are correctly syncrhonized to the associated procurement common suppliers, and that those common suppliers are searchable by ANID.

Parameter category	Parameter name	Default setting	Description
Integration	**Application.SM.Vendor.SyncAcmIdToERP**	**False**	Automatically includes the ACM ID for a supplier created through ERP synchronization or data import with the next update to the ERP system after the ACM ID is set. Since ACM ID generation occurs after the new supplier is created, the initial outbound message to the ERP system typically doesn't include this ID, and it's not otherwise included in updates. **Note** To set the ACM ID for suppliers, your site must use custom fields to store ACM IDs through an imported default properties configuration [page 520] where a generic custom field such as `vendor.supplierGenericCustomField.ZS4ID` is set to `$(vendor.vendorInfo.s4OrgSystemId)`. The integrated ERP system must have a custom implementation for the corresponding custom field. This parameter only sends the ACM ID to the integrated ERP system if these configurations are in place.

Parameter category	Parameter name	Default setting	Description
Questionnaires Tax	**Application.SM.Vendor.EnhancedTaxInfo**	**True**	By default, answers in the country/region field of **Address** or **Extended Address** questions in supplier requests or registration questionnaires don't affect the extended tax country/region codes associated with supplier tax IDs. This behavior is designed for sites that collect supplier tax information using **Tax** questions. **Tax** questions include a required country/region field that sets the extended tax country/region code for the tax ID specified in the answer. The default setting of this parameter ensures that this extended tax country/region code isn't overwritten by the country/region in an **Address** or **Extended Address** answer. In sites that collect supplier tax information using individual tax ID questions mapped to tax ID fields such as `vendor.taxInfo.taxNumber1` rather than **Tax** questions, SAP Ariba recommends disabling this parameter so that the extended tax country/region code for tax IDs collected in individual questions is automatically set by the country/region field in **Address** or **Extended Address** questions in the supplier request or a registration questionnaire.

Parameter category	Parameter name	Default setting	Description
Integration	**Application.SM.Vendor.PollingClientMtlsEnabled**	**False**	Enables mutual TLS authentication for adapter-based cloud integrations of supplier data using the polling client. For information on how to configure mutual TLS authentication, refer to Setting Up Mutual TLS Authentication for Adapter-Based Cloud Integrations of Supplier Data That Use the Polling Client [page 541].

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.InternalRegistrationEnabled**	**True**	Specifies whether internal supplier registrations, where buyers complete registrations on behalf of suppliers without supplier involvement, are available in a site. By default, this parameter is set to **True** and internal registrations are available. You can set this parameter to enable or disable this functionality in your site. **Note** Along with the configuration parameter, you must also enable the **Enable internal supplier registrations** parameter in **Integration Configuration Manager** to ensure the functionality in available in your site. **Caution** If you want to disable internal registrations, SAP Ariba recommends doing so before any internal registrations are created in your site. Disabling the feature prevents completion of any internal registration projects that are in progress and removes the mechanism for inviting suppliers to participate in completed internal registrations.

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.AutoStartRegistrationWhenPrimaryContactAdded**	**False**	Allows you to start supplier registrations automatically when primary supplier contacts are added or imported into SAP Ariba Supplier Lifecycle and Performance for the very first time, and when supplier requests are externally approved in an integrated MDG-S system **Note** Along with this configuration parameter, you must also enable the existing **Automatically start supplier registrations** parameter in **Intelligent Configuration Manager** to ensure the functionality in available in your site.
User or administrator interface	**Application.SM.Registration.DisplaySetRegisteredOption**	**False**	Enabling this feature allows you to manually set a supplier's status to **Registered** using the **Set Registered** option in the **Registration** details area of the supplier's profile. The system immediately sets the status of the supplier to **Registered**. In addition, the system synchronizes supplier data with your ERP systems automatically or with manual intervention depending on how your site is configured. This data then becomes available for supplier qualifications or for use in other SAP Ariba procurement applications.

Parameter category	Parameter name	Default setting	Description
Search	**Application.SM.Vendor.PsoftVariantIds**		This parameter specifies a comma-separated list of realm IDs for any procurement sites in your SAP Ariba configuration that use PeopleSoft variant. This setting enables procurement sites with the PeopleSoft variant to use supplier data such addresses and qualified or preferred statuses, and is required for those sites.
Questionnaires	**Application.SM.SupplierRequest.RestrictRequestEdit**	**True**	Restricts the ability to edit supplier requests that are in approval to the project owner (the person who created the supplier request) and currently active approvers who are also members of the **Supplier Request Manager** group. If disabled, all members of the **Supplier Request Manager** group can edit supplier requests that are in approval.
Questionnaires	**Application.SM.PropagateMatrixDimensionToProcessQualification**	**False**	Automatically prepopulates intake forms for a supplier's process qualifications with the commodities, regions, and departments from their supplier request or registration. If the supplier has both a request and registration with this data, the registration data is used.

Parameter category	Parameter name	Default setting	Description
Feature enablement Questionnaires	**Application.SM.MQ.EnableStandaloneMQEnhancement**	**False**	This parameter enables enhanced filtering and pagination in the workflow for sending standalone modular questionnaires. **Note** Enabling or disabling this parameter requires a corresponding change to the Enable enhanced filtering and pagination for standalone modular questionnaires [page 807] parameter in **Intelligent Configuration Manager**. Always enable or disable both parameters together.
Search	**Application.SM.Vendor.DefaultRealmLocale**	en	The default locale for querying master data in your site. If the locale isn't provided, the default value is used.
Questionnaires Tax	**Application.SM.Vendor.EnableDefaultTaxMasking**	**True**	Enables or disables the masking of some information collected in **Tax** questions in portions of the user interface on the **Supplier Management** dashboard, such as supplier profiles. Country/region and tax ID fields in **Tax** questions are encrypted in the database, and when this parameter is enabled, data in encrypted tax fields is also masked in those areas of the user interface. It's never masked in other areas, such as project advanced view, internal and external questionnaires, and the supplier view on SAP Business Network. You can make tax data display consistent in all areas of the user interface by disabling this parameter.

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.Process.EnableModularProcessFramework**	**False**	Enables or disables the modular process framework for qualification and other lifecycle processes, which includes process projects and associated functionality. **Note** Enabling or disabling this parameter requires a corresponding change to the Enable modular process framework [page 804] parameter in **Intelligent Configuration Manager**. Always enable or disable both parameters together.
Feature enablement	**Application.SM.MQ.EnableInternalFormsinModularQuestionnaires**	**False**	Enables or disables support for additional internal forms with To Do and approval tasks in modular questionnaire projects. **Note** Enabling or disabling this parameter requires a corresponding change to the Enable internal forms in modular questionnaires [page 802] parameter in **Intelligent Configuration Manager**. Always enable or disable both parameters together.
Integration	**Application.SM.ERP.PreferredTelephoneUsage**	N/A	Specifies a default preferred usage code to set for any telephone number that doesn't have a usage code or, if the supplier doesn't have a telephone number, for the first mobile number if available. The default preferred usage code in SAP MDG systems is AD_DEFAULT.

Parameter category	Parameter name	Default setting	Description
Integration	**Application.SM.ERP.TelephoneUsageDefault**	N/A	Specifies a default usage code to set for any telephone number that doesn't have a usage code. The default telephone number usage code in SAP MDG systems is AD_NMBDEFA.
Integration	**Application.SM.ERP.MobileUsageDefault**	N/A	Specifies a default usage code to set for any mobile number that doesn't have a usage code. The default mobile number usage code in SAP MDG systems is AD_MBDEFAU.
Integration	**Application.SM.ERP.AddressUsageDefault**	XXDEFAULT	Specifies a default usage code to set for the first address if no addresses have a usage code.
Integration	**Application.SM.ERP.ErpIdMismatchEnabled**	**False**	If enabled, identifies mismatches between the sender business system ID in inbound integration messages and the ERP business system ID configured in integration settings.

Parameter category	Parameter name	Default setting	Description
Integration	**Application.SM.ERP.BusinessPartnerIdConversionEnabled**	**True**	Adds leading zeros to partner function bpids in outbound integration messages. Disable this parameter if your integrated ERP system sends partner function bpids without leading zeros to prevent a mismatch. ⚠ Caution • Only disable this parameter together with the **Use Internal Format for ERP Vendor Id** feature, which also adds leading zeros to outbound ERP vendor IDs. This feature must be disabled by SAP Ariba Support. • If you plan to use the partitioned supplier feature (SM-30017), make sure that you have the desired configuration for both the **Use Internal Format for ERP Vendor Id** feature and the **Application.SM.ERP.BusinessPartnerIdConversionEnabled** parameter **before** enabling the partitioned supplier feature in your site. Changing either configuration after enabling the partitioned supplier feature can result in unexpected effects on partitioned supplier data.

Parameter category	Parameter name	Default setting	Description
			For more information, see Management of Leading Zeros in ERP Vendor IDs [page 538].
Integration	**Application.SM.MasterData.MmSysId**	N/A	Specifies an ERP business system ID to replace the **ERP Business system ID** configured in **SM Administration** integration settings in ERP search calls for material master data. If left blank, the **ERP Business system ID** in integration settings is also used for material master data search.
Integration	**Application.SM.MDI.MdiEnabled**	**False**	Enables supplier data integrating with SAP S/4HANA Cloud Public Edition using SAP Master Data Integration (MDI). This parameter is only available when the support for supplier data integration with SAP S/4HANA Cloud Public Edition feature (SM-30016) is enabled in your site. For details on this feature, including prerequisites and restrictions, see About Supplier Data Integration with SAP S/4HANA Cloud Public Edition Using SAP Master Data Integration.
Integration	**Application.SM.MDI.MdiPrimaryBpId**		Specifies the business system ID of the integrated SAP S/4HANA Cloud Public Edition system. This parameter is only available when the support for supplier data integration with SAP S/4HANA Cloud Public Edition feature (SM-30016) is enabled in your site.

Parameter category	Parameter name	Default setting	Description
Business partner key mapping	**Application.SM.BPKM.KeyMappingEnabled**	**False**	Enables automatic creation of partitioned suppliers for each of the child sites defined in the child site mapping rules data import when your site receives a business partner key mapping request. Enabling this parameter shows other key mapping parameters. If your site uses the partitioned supplier feature (SM-30017), only enable this parameter if SAP Ariba Procurement solutions site has a multi-ERP configuration with a child site.
Business partner key mapping	**Application.SM.BPKM.KeyMappingTypeCodeForBP**	147	Specifies the type code for business partners in your site. This type code is used during business partner key mapping synchronization from an integrated ERP system. This parameter is only visible when **Application.SM.BPKM.KeyMappingEnabled** is enabled.
Business partner key mapping	**Application.SM.BPKM.KeyMappingObjectSchemaCodeForBP**	888	Specifies the object schema code for business partners in your site. This schema code is used during business partner key mapping synchronization from an integrated ERP system. This parameter is only visible when **Application.SM.BPKM.KeyMappingEnabled** is enabled.

Parameter category	Parameter name	Default setting	Description
Business partner key mapping	**Application.SM.BPKM.KeyMappingObjectSchemaCodeForBPUuid**	889	Specifies the UUID object schema code for business partners in your site. This code is used during business partner key mapping synchronization from an integrated ERP system. This parameter is only visible when **Application.SM.BPKM.KeyMappingEnabled** is enabled.
Business partner key mapping	**Application.SM.BPKM.KeyMappingTypeCodeForSup**	266	Specifies the type code for suppliers in your site. This type code is used during business partner key mapping synchronization from an integrated ERP system. This parameter is only visible when **Application.SM.BPKM.KeyMappingEnabled** is enabled.
Business partner key mapping	**Application.SM.BPKM.KeyMappingObjectSchemaCodeForSup**	892	Specifies the object schema code for suppliers in your site. This schema code is used during business partner key mapping synchronization from an integrated ERP system. This parameter is only visible when **Application.SM.BPKM.KeyMappingEnabled** is enabled.

Parameter category	Parameter name	Default setting	Description
Partitioned suppliers	**Application.SM.P2P.VendorDifferentiationType**	`All`	Specifies the vendor differentiation type for suppliers, which determines whether inbound suppliers replicated from an SAP S/4HANA Cloud Public Edition system are created as common suppliers (main vendors), remittance locations, or supplier locations (ordering addresses) in SAP Ariba Procurement solutions. Valid values are: • `PartnerFunction`, to set a supplier's vendor type based on partner function. Use **Application.SM.BPKM.MainVendorPartnerFunctionCodes**, **Application.SM.BPKM.OrderingPartnerFunctionCodes**, and **Application.SM.BPKM.RemittancePartnerFunctionCodes** to specify the partner function codes that determine each vendor type. • `All`, to specify that all suppliers are considered main vendors (common suppliers). **Note** `All` is the default setting for this parameter. To convert inbound vendor objects to remittance locations or supplier locations where appropriate instead of creating common suppliers for all of them, use the `PartnerFunction` setting and related parameters.

Parameter category	Parameter name	Default setting	Description
			This parameter is only available when the partitioned supplier feature (SM-30017) is enabled in your site.
Partitioned suppliers	**Application.SM.P2P.RemittancePartnerFunctionCodes**	RS	Specifies a comma-separated list of partner function codes that determine whether a business partner is a remittance address (remittance location). These codes are only used if **Application.SM.P2P.VendorDifferentiationType** is set to `PartnerFunction` . This parameter is only available when the partitioned supplier feature (SM-30017) is enabled in your site.
Partitioned suppliers	**Application.SM.P2P.OrderingPartnerFunctionCodes**	BA	Specifies a comma-separated list of partner function codes that determine whether a business partner is an ordering address (supplier location). These codes are only used if **Application.SM.P2P.VendorDifferentiationType** is set to `PartnerFunction` . This parameter is only available when the partitioned supplier feature (SM-30017) is enabled in your site.

Parameter category	Parameter name	Default setting	Description
Partitioned suppliers	**Application.SM.P2P.MainVendorPartnerFunctionCodes**	`LF`	Specifies a comma-separated list of partner function codes that determine whether that a supplier is a main vendor (common supplier). These codes are only used if **Application.SM.P2P.VendorDifferentiationType** is set to `PartnerFunction`. This parameter is only available when the partitioned supplier feature (SM-30017) is enabled in your site.
Partitioned suppliers	**Application.SM.P2P.VendorLevelAccountingGroups**	`0001,KRED`	Not currently used. This parameter is only available when the partitioned supplier feature (SM-30017) is enabled in your site.
Partitioned suppliers	**Application.SM.P2P.GoodsSupplierPartnerFunctionCodes**	`WL`	Not currently used. This parameter is only available when the partitioned supplier feature (SM-30017) is enabled in your site.
Partitioned suppliers	**Application.SM.P2P.FactoryPartnerFunctionCodes**	`ZF`	Not currently used. This parameter is only available when the partitioned supplier feature (SM-30017) is enabled in your site.

Parameter category	Parameter name	Default setting	Description
Integration Tax	**Application.SM.Vendor.LongPartyTaxIDSupported**	`False`	By default, the tax identification type code is included in the `PartyTaxID` element of integration messages received from and sent to an integrated ERP system. If enabled, this parameter ensures that the tax identification type code 5 or greater than 5 is included as the `LONG_PartyTaxID` element in the `BusinessPartner` segment of integration messages. The `LONG_PartyTaxID` element supports a maximum length of 60 characters.
Feature enablement	**Application.SM.DepartmentDimension**	`False`	You can enable this parameter to enable business unit or department as third dimension along with commodity and region in supplier management projects such qualifications, disqualification, and preferred projects that are based in commodity/region/department combinations. When the parameter is disabled, the department data no longer shows in the user interface.
Feature enablement	**Application.SM.RiskLevelSearchFilter**	`False`	This parameter enables or disables the **Risk level** search filter on the supplier search page, allowing you to search for suppliers based on their risk levels. This filter is only available in solutions that also include SAP Ariba Supplier Risk. The default value of the parameter is **False**. You must enable this parameter to use the **Risk level** filter in the supplier search page.

Parameter category	Parameter name	Default setting	Description
Search	**Application.SM.GB.SearchPreferredAndQualifiedByACMId**	**False**	Uses ACM IDs rather than ERP vendor IDs in guided buying searches for preferred and qualified suppliers. Enable this parameter if your SAP Ariba Procurement solutions site uses a multi-ERP configuration so that search results return the qualification and preferred status for each supplier across all child sites, where the associated partitioned suppliers can have different ERP vendor IDs. Use the default setting, search by ERP vendor ID, if your SAP Ariba Procurement solutions site is a single site with no multi-ERP configuration. **Note** This setting isn't applicable in sites that include SAP Ariba Supplier Lifecycle and Performance and SAP Ariba Supplier Information and Performance Management (new architecture) where the support for partitioned suppliers feature (SM-30017) is enabled. SM-30017 doesn't currently support multi-ERP configurations. It's only applicable in SAP Ariba solution landscapes where the supplier master data used in guided buying is created and maintained directly in SAP Ariba Procurement solutions.

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.SMUIConditionEvaluation**	`False`	Enabling this parameter enables or disables the changed user experience for internal questionnaires with visibility conditions, which processes conditions in the background so that recipients can continue to edit the questionnaire during that processing. This parameter also improves the way visibility conditions are processed in internal questionnaires. Enable or disable this parameter depending on the performance of your internal questionnaires. You must be a member of the **SM Ops Administrator** group to set this parameter. **Note** Along with the configuration parameter, you must also enable the Enable improved user experience for internal questionnaires with visibility conditions [page 802] parameter in **Integration Configuration Manager** to ensure the functionality in available in your site.

Parameter category	Parameter name	Default setting	Description
Feature enablement Questionnaires	**Application.SM.RepeatableSectionsInInternalQuestionnaires**	**False**	Enables or disables repeatable sections in internal questionnaires, including external registration questionnaires in internal registrations. **Note** Enabling or disabling this parameter requires a corresponding change to the Enable repeatable sections in internal questionnaires [page 806] parameter in **Intelligent Configuration Manager**. Always enable or disable both parameters together.
Feature enablement Questionnaires	**Application.SM.MQ.EnableRatingandAggregationInInternalForms**	**False**	Enables or disables internal stakeholders of your organization to enter ratings in one or more internal forms or internal questionnaires of a project. It also enables them to view the final ratings. A final rating is a simple aggregation of all the individual ratings.
Questionnaires	**Application.SM.UI.EnableERPRegionDisplayInSimpleAddress**	**False**	Shows country/region-specific ERP region codes, which are mapped to the state codes (`ANStateCode`) used on SAP Business Network, in the **State/Province/Region** field of **Address** questions in buyer-facing questionnaires. By default, these codes are only available in **Extended Address** questions.

Parameter category	Parameter name	Default setting	Description
User or administrator interface	**Application.SM.UI.SourcingSummary**	**False**	This parameter enables the **Sourcing Events** panel in the **Summary** area and the **Business activity** detail area in the supplier profile. You must enable this parameter to show the supplier's sourcing events in the **Summary** area and view the sourcing events list in the **Business activity** area in the supplier profile. **Note** The **Business Activity** and **Summary** areas are only available in the classic supplier 360° profile. They aren't available in the supplier profile summary (NGSM-2959).
User or administrator interface	**Application.SM.UI.ContractsSummary**	**False**	This parameter enables the **Contracts** panel in the **Summary** area and the **Business activity** area in the supplier profile. You must enable this parameter to show the supplier's contracts in the **Summary** area and view the contracts list in the **Business activity** area in the supplier profile. **Note** The **Business Activity** and **Summary** areas are only available in the classic supplier 360° profile. They aren't available in the supplier profile summary (NGSM-2959).

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.Process.AllowStartOfProcessQualificationForUnRegisteredSuppliers**	**True**	This parameter adds an option for restricting the ability to create process qualifications for a supplier until the supplier has a completed registration. You can enable or disable creation of process qualifications for unregistered suppliers. However, this restriction does not apply to miscellaneous processes. • If the option is set to **True**, the system allows you to start process qualifications for unregistered suppliers. • If the option is set to **False**, the system doesn't allow you to start process qualifications for unregistered suppliers.
Integration	**Application.SM.SkipSettingIndustrySector**	**False**	By default, when supplier request Dun & Bradstreet lookup doesn't return any industry classification code data, the associated fields are automatically populated with a value of **NA**. When this parameter is enabled, the system doesn't add any industry sector data from D&B. Therefore, industry sector data added by the D&B lookup to `<sm:GenericCustomField>` or `<IndustrySector>` segments isn't included in outbound integration messages and doesn't show in ERP data in the supplier profile. This exclusion prevents integration errors when data in required fields is missing. This parameter is only applicable in sites integrated with D&B.

Parameter category	Parameter name	Default setting	Description
Miscellaneous	**Application.SM.Purge.JobDelayMinutes**	1	Specifies the number of minutes between when a data purge is initiated and the scheduled task to carry out purge actions for supplier and supplier-related data starts, with a minimum of 1 minute and a maximum of 10 minutes. In some cases, increasing the delay can address stalled or failed purges.
Feature enablement	**Application.SM.SendEmailNotificationOnAddingSupplierContacts**	No	When this parameter is enabled, an email notification is automatically sent to newly added supplier contacts informing them that their contact details have been added to the system. A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.
Feature enablement	**Application.SM.Process.EnablePublishQualificationStatusDuringRenewal**	**False**	Enabling this parameter ensures that the status of a process is changed to "In Progress" when you renew the process.
Feature enablement	**Application.SM.MQ.PrepopulateIntakeFormMatrixValuesToMQ**	**False**	Enabling this parameter prepopulates matrix values from the intake form into the modular questionnaires used in a process.
Integration User or administrator interface Feature enablement	**Application.SM.UI.SourcingBPSyncUI**	**False**	Enables display of status information about the synchronization of inbound ERP business partners to sourcing, including the resulting supplier ACM ID, on the integration status page in **SM Administration**.

Parameter category	Parameter name	Default setting	Description
Integration User or administrator interface Feature enablement Partitioned suppliers	**Application.SM.UI.BuyingBPSyncUI**	**False**	Enables display of information about the status of inbound ERP business partners to buying, including the supplier type and synchronization status, on the integration status page in **SM Administration**. **Note** This parameter is only applicable in sites where the partitioned supplier data feature (SM-30017) is enabled.

Parameter category	Parameter name	Default setting	Description
Integration Feature enablement	**Application.SM.Application.SM.Enable160CharacterSupportForFullName**	**False**	Increases maximum size of the `vendor.vendorInfo.fullname` field from 140 to 160 characters, with corresponding increase in maximum size of `vendor.vendorInfo.name1` through `vendor.vendorInfo.name4` fields from 35 to 40 characters each, in sites where the supplier full name feature is enabled. **⚠ Caution** Make sure that your configuration here matches the length of name fields in the integrated ERP system. Mismatch between maximum length of name fields in SAP Ariba and the integrated ERP system can result in inconsistencies or loss of data. If the **Apply Field Restrictions** validation tool is enabled on pages for adding or editing questions in project templates in your site, that tool sets a maximum length of 35 characters for individual name fields and 140 for the full name field by default. To increase these settings to 40 and 160 characters, also enable the parameter Increase maximum size for name fields to 40 characters each in applied field restrictions [page 812] (`Application.SM.Enable160CharacterSupportForFullName`) in **Intelligent Configuration Manager**.

Parameter category	Parameter name	Default setting	Description
Integration	**Application.SM.UserMatrixServiceBasicAuthenticationEnabled**	**False**	Enables basic authentication using user name and password for integration messages related to user matrix data in integrations that use the polling client. By default, the authentication configured for integrations that use SAP Integration Suite, managed gateway for spend management and SAP Business Network, which is certificate-based, is used.
User or administrator interface Feature enablement	**Application.SM.UI.NewSupplier360Profile**	**False**	Enables the feature for the new supplier profile summary (NGSM-2959). Enabling this parameter is only one step in the workflow for configuring this feature. For the complete workflow, see Enabling the Supplier Profile Summary in Your Site. **Note** The supplier profile summary is only supported in sites that include SAP Ariba Supplier Lifecycle and Performance or SAP Ariba Supplier Risk. It isn't supported in sites that include SAP Ariba Supplier Information and Performance Management (new architecture) without one of those other solutions.

Parameter category	Parameter name	Default setting	Description
Questionnaires	**Application.SM.UseDnBDirectPlusAPI**	**False**	Enables use of Dun & Bradstreet Direct + in place of D&B Worldbase marketing Plus with Linkage for data lookups in sites integrated with Dun & Bradstreet. For more information, see Dun & Bradstreet Integration with SAP Ariba Supplier Lifecycle and Performance [page 601].
Feature enablement Integration	**Application.SM.SupplierRequest.EnableExternalValidationofSupplierCreation**	**False**	Enables a final validation of supplier requests in an integrated SAP Master Data Governance system before supplier creation. **Note** Enabling or disabling this feature requires corresponding changes to the settings of both this feature parameter and the feature toggle **SM-5694: Enable external validation of supplier creation** in **Intelligent Configuration Manager**. Partially enabling or disabling the feature by changing the setting for one but not the other can cause unpredictable behavior or errors. After enabling both the feature toggle and the parameter, you configure the integration settings in your site to use MDG validation. For more information, see Requiring SAP MDG-S Validation and Approval of Supplier Creation in SAP Ariba Supplier Lifecycle and Performance.

Parameter category	Parameter name	Default setting	Description
Feature enablement Questionnaires	**Application.SM.SupplierRequest.EnableBusinessUnitSpecificNotificationsForExternalSupplierRequests**	**False**	Enables display of business unit (department) name rather than the buyer organization's name in the external supplier request and in related notifications to suppliers and approvers. **Note** Enabling or disabling this feature requires corresponding changes to the settings of both this feature parameter and the feature toggle **SM-6380: Enable business unit-specific notifications for external supplier requests** in **Intelligent Configuration Manager**. Partially enabling or disabling the feature by changing the setting for one but not the other can cause unpredictable behavior or errors. After enabling both the feature toggle and the parameter, you set up the external supplier request. For more information, see External Supplier Requests by Business Unit [page 239].

Parameter category	Parameter name	Default setting	Description
Feature enablement User or administrator interface	**Application.SM.Contact.EnableSupplierContactNameDisplayWithFamilyNameFirst**	**False**	Shows supplier contact names in reverse order, with family name first, then middle name (if any), then first name, in the user interface and email notifications. **Note** Enabling or disabling this feature requires corresponding changes to the settings of both this parameter and the feature toggle **SM-15622: Enable supplier contact name display with family name first** in **Intelligent Configuration Manager**. Partially enabling or disabling the feature by changing the setting for one but not the other can cause unpredictable behavior or errors. After enabling both the feature toggle and the parameter, there are additional steps for ensuring the correct display of existing contact data. For more information, see Setting Up Your Site to Show Contact Names with Family Name First [page 179].

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.Bank.HideSWIFTCodeinBankAccountQuestions**	**False**	Hides the **Swift Code** field in **Bank Account** questions. **Note** Enabling or disabling this feature requires corresponding changes to the settings of both this parameter and the feature toggle **SM-28926: Enable hiding of Swift Code in Bank Account questions** in **Intelligent Configuration Manager**. Partially enabling or disabling the feature by changing the setting for one but not the other can cause unpredictable behavior or errors.
Feature enablement	**Application.SM.Vendor.EnableSupplierFullName**	**False**	Adds a supplier full name field with a default length of 140 characters. The value in this field shows in the user interface of SAP Ariba applications and is split into the four individual name fields for integration. **→ Remember** Enabling or disabling this parameter requires a corresponding change to SM-14213: Enable supplier full name in **Intelligent Configuration Manager**. Always enable or disable both together.

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.Registration.EnableCustomSendersforSupplierRegistrationInvitations**	**False**	Enables registration managers to choose requesters for supplier registrations and shows the requester as the sender in registration invitations. → Remember Enabling or disabling this parameter requires a corresponding change to SM-20904 : Enable custom senders for supplier registration invitations in **Intelligent Configuration Manager**. Always enable or disable both together.
Feature enablement	**Application.SM.SupplierRequest.EnableExternalValidationofSupplierCreation**	**False**	Enables a final validation of supplier requests in an integrated SAP MDG(S) system before supplier creation. → Remember Enabling or disabling this parameter requires a corresponding change to SM-5694: Enable external validation of supplier creation in **Intelligent Configuration Manager**. Always enable or disable both together.

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.SupplierRequest.EnableBusinessUnitSpecificNotificationsForExternalSupplierRequests**	**False**	Enables display of business unit (department) name rather than the buyer organization's name in the external supplier request and in related notifications to suppliers and approvers. → Remember Enabling or disabling this parameter requires a corresponding change to SM-6380: Enable business unit-specific notifications for external supplier requests in **Intelligent Configuration Manager**. Always enable or disable both together.
Feature enablement	**Application.SM.Registration.EnableStatusTrackerForRegistrationInvitations**	**False**	Enables a status tracker for email invitations for supplier registration, which shows when invitations are sent, opened, or bounced. → Remember Enabling or disabling this parameter requires a corresponding change to SM-5116: Enable status tracker for registration invitations in **Intelligent Configuration Manager**. Always enable or disable both together.

Parameter category	Parameter name	Default setting	Description
Questionnaires Integration	**Application.SM.QuestionnaireVersionOnERPSync**	**False**	When enabled, this parameter specifies that ERP synchronization only creates a new questionnaire version if the sync includes an update to at least one mapped question in the currently active version of the questionnaire. Otherwise, ERP synchronizations can create new questionnaire versions even when no data in the currently active version of the questionnaire is updated.
Feature enablement Integration	**Application.SM.EnableBPSMProcessOutMessage**	**False**	When enabled, this parameter sends the supplier qualification status information from SAP Ariba Supplier Lifecycle and Performance to Enterprise Resource Planning (ERP) systems using custom generic fields in outbound Business Partner (BP) messages.
Feature enablement	**Application.SM.EnableERCreationInSupplierRequest**	**False**	When this parameter is enabled, it allows you to create an engagement request from the supplier request.

Parameter category	Parameter name	Default setting	Description
Feature enablement	**Application.SM.EnableUsers ToCreateSupplierContact**	**False**	When this parameter is enabled, only members of the **SM Supplier Contact Creator** group can create and edit contacts in supplier profiles and questionnaire invitation workflows. When this parameter is disabled, members of groups with default permissions can create and edit contacts. For the list of default gruops, see Adding or Editing a Supplier Contact. **Note** This parameter's setting doesn't affect contact creation in sourcing events, using an API or data import, or through contact synchronization with SAP Business Network.

Related Information

Enable internal supplier registrations [page 803]
Managing Configuration Parameters in Supplier Administration [page 862]
Managing Feature Toggles for the Site
Intelligent Configuration Manager Administration

Managing Configuration Parameters in Supplier Administration

The configuration parameters in Supplier Administration control some specific supplier management functionality. Administrators can modify the values for these configuration parameters without having to raise a case with SAP Ariba Support. Use this procedure to manage configuration parameters.

Prerequisites

To manage parameters in **SM Administration**, you must be a member of the **SM Ops Administrator** group.

Context

You modify parameter values to enable or disable functionality controlled by the configuration parameters. For more information about specific parameters, refer to Reference of Configuration Parameters in Supplier Administration [page 826].

Procedure

1. On the dashboard, choose **Manage** > **SM Administration** .
2. Choose **Configuration Parameters**.
3. Choose the options icon (•••) to expand the list of options.
4. Do one of the following:
   - To see the parameter's description or modify its current value, choose **Edit**. If you're modifying a value, choose or enter the new value and choose **Save**.
   - To restore the parameter's default value, choose **Reset**.

Related Information

Reference of Configuration Parameters in Supplier Administration [page 826]
Enable internal supplier registrations [page 803]

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