

SAP Ariba

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Setting Up an SAP Ariba Sourcing Site with Deployment Hub

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Setting Up an SAP Ariba Sourcing Site with Deployment Hub

This document provides an overview of the deployment hub and the step-by-step instructions for setting up an SAP Ariba Sourcing site by using the deployment hub.

Related Guides

Intelligent Configuration Manager Parameters Reference

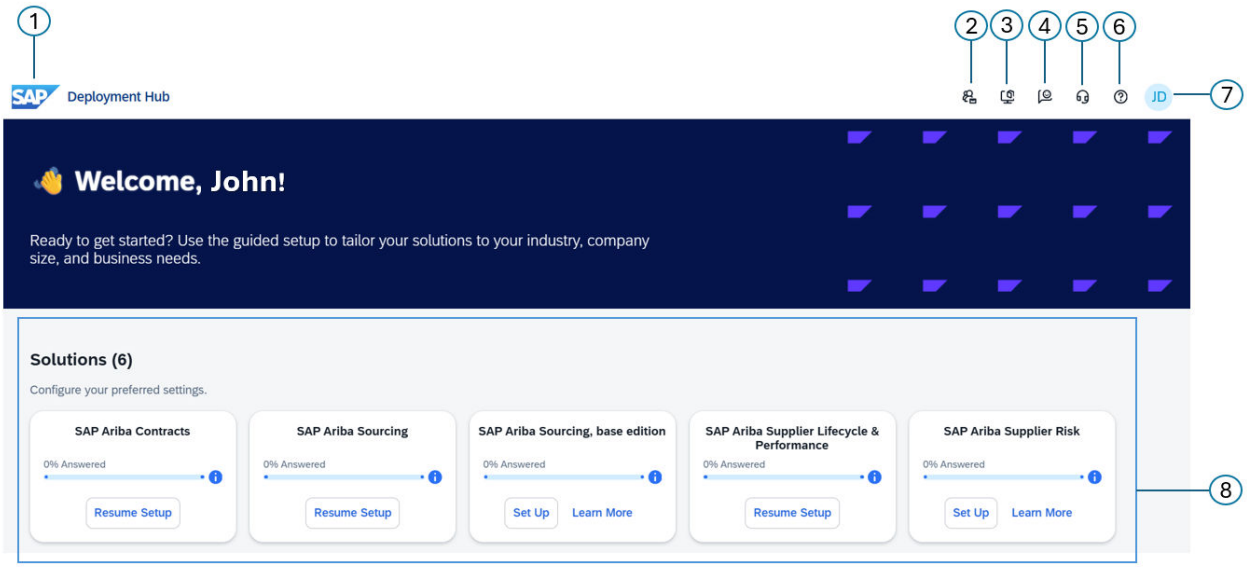
SAP Ariba Strategic Sourcing Solutions

Introduction to the Deployment Hub Portal

Deployment hub enables new customers to personalize their SAP Ariba site at the time of onboarding. It is designed to expedite the site deployment and setup.

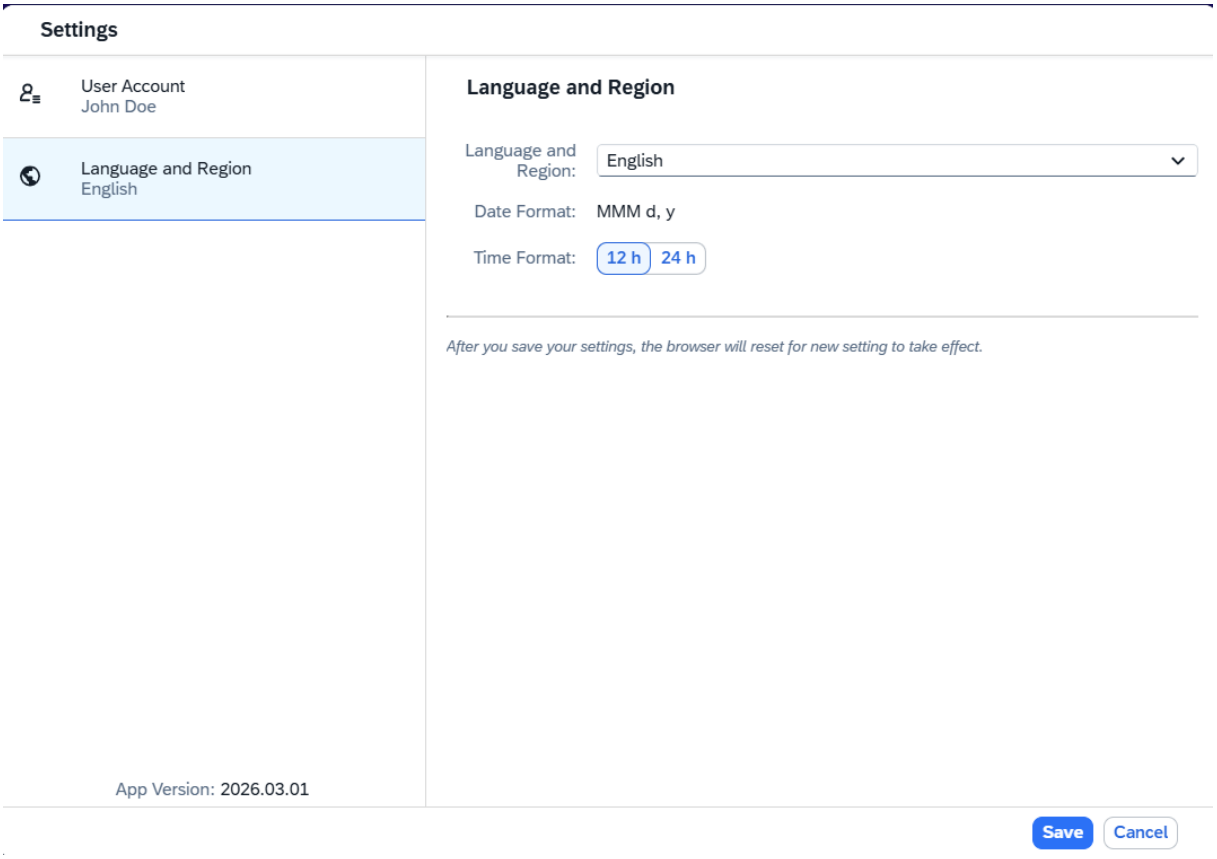
To achieve this, you need to answer various questions regarding your company details, company KPIs, and notification settings. The deployment hub configures the site based on the preferences you indicate in your answers and sends an email confirmation within 15 minutes. It reduces the total readiness time significantly in requirements gathering, site baselining, and setup.

Deployment hub home page



1. *SAP Logo*: Enables you to quickly access the welcome screen from all pages in deployment hub.
2. *Delegations*: You can assign a partner to handle your account setup process for a particular product. You can assign multiple accounts to a single partner. However, you can assign a product to only one partner. To assign a partner, click *Assign*. Enter the partner's email address, and then select the product that you want to assign from the dropdown. Once you assign a partner, the partner receives an email to accept the assignment. You can track the assignment status in the *Status* column.
3. *Introduction video*: Shows a quick walk through of the deployment hub steps.
4. *Feedback*: Enables you to share your feedback about the deployment hub portal through the feedback form.
5. *Help*: Mentions how you can reach out to the support at SAP.
6. *WalkMe*: Opens a pop-up that includes a **Show me around** option, which you can select to start an interactive, step-by-step guided tour of the deployment hub portal. The tour walks you through the key features and navigation elements to help you get familiar with the interface quickly.
7. *Profile*: Shows the user name of the signed in user and provides access to *Settings* and the *Sign Out* link/ button. The **Settings** section has the following setup options:

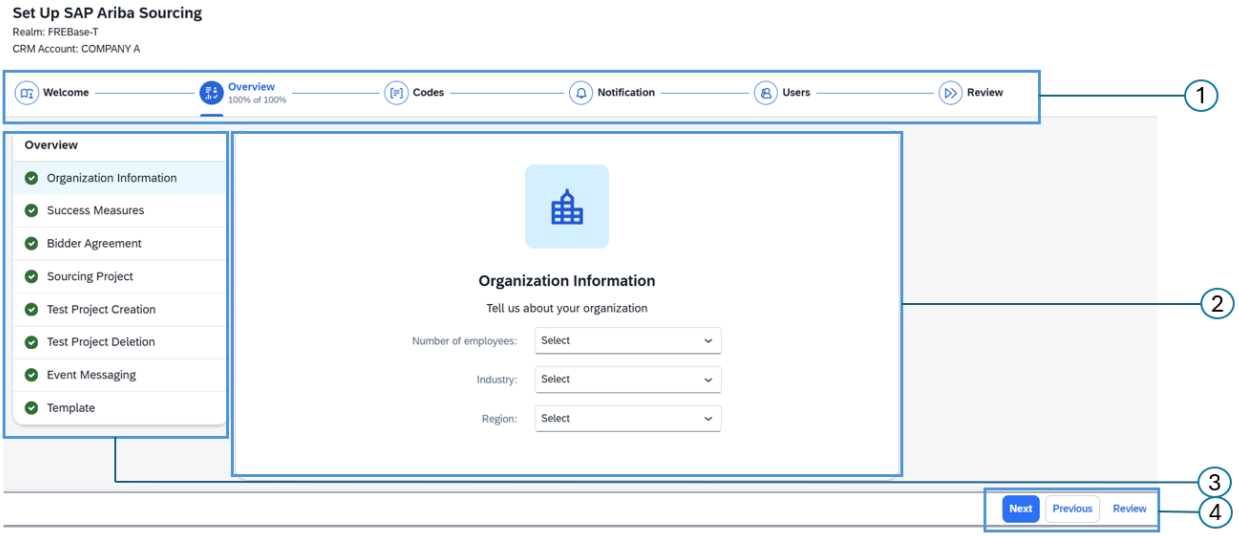
1. **User Account**: Displays the account details such as name and email ID of the user.
2. **Language and Region**: Enables you to select the preferred language. After you select the preferred language, all labels, buttons, and messages are displayed in the selected language.



8. *Solutions*: You can view individual tiles for all SAP Ariba products your organization has access to. The progress ring on the product tile indicates the setup status. You can click any product tile to access the setup flow.

> **Note**
>
> A **Welcome to SAP Ariba!** video that appears on the *Welcome* screen of the setup flow provides an overview of deployment hub and how it helps expedite the setup of your SAP Ariba application.

Deployment hub product screen



1. **Phases**: This progress bar shows the different phases in the deployment process and their progress. Click on a phase to navigate directly to its content.
2. **Main panel**: Displays all the questions and information related to personalizing your site.
3. **Steps**: This panel on the left-hand side shows the list of questions present in a particular phase. The number of steps vary for each phase. Click any step to navigate directly to its content.
4. **Action buttons**: The following action buttons help you navigate through the deployment hub portal.
    1. **Next**: Enables you to save your inputs given for a particular question and brings up the subsequent step or phase.
    2. **Previous**: Enables you to navigate to a previous question or phase.
    3. **Review**: Enables you to navigate to the review page. For more details about the **Review** page, refer to Review [page 14].

Setting Up your SAP Ariba Sourcing Site

The setup process consists of various phases that contain questions specific to a category. After you watch the **Welcome to SAP Ariba** video that appears on the Welcome screen, you can proceed with the setup flow.

Click the phase title listed in the following table to know more about the questions in the category.

Phase Title	Category	Link to Document
Overview	Provide basic organization details, success measures, and project preferences.	Updating Details on the Overview Page [page 7]
Codes	Select, upload, and enable your company's preferred product classification system and commodity codes.	Updating Product Classification System Details [page 10]
Notification	Specify which notifications you want to send and receive about different events and activities that affect your SAP Ariba site.	Updating Notification Preferences [page 11]
Users	Add new users to your site and define their roles.	Creating Users [page 13]
Review	Review and edit your selected options.	Review [page 14]

Updating Details on the Overview Page

The overview phase has the following steps which include questions regarding basic organization details, success measures, and project preferences.

After you provide your inputs, click **Next** to save them and go to the next question.

Tell us about your organization.

Select the details relevant to your organization from the dropdown.

Option	Description
Number of employees	Select the number of employees in your company.
Industry	Select the industry to which your company belongs.
Region	Select the region to which your company belongs.

Specify the order in which you'd like to track your organization's key performance indicators (KPIs).

The metrics that help in evaluating how well your company accomplishes tasks or goals are termed as key performance indicators (KPIs). You can select the following KPIs from the dropdowns to indicate your organization's order of preference for success measures.

Option	Description
Addressable sourcing spend	Effectiveness of the procurement team in managing the spend through contracts, strategic sourcing, and supplier relationship management.
Sourcing savings as a % of spend sourced	Savings generated through sourcing activities in relation to the overall spend sourced through the platform. It will be calculated as [(Total Strategic Sourcing Savings / Total Spend Sourced) * 100].
Average sourcing cycle time	Average duration of the entire sourcing process from the initial creation of a sourcing event to its final closing. This metric is crucial for understanding the efficiency and effectiveness of the procurement process.

Do you want suppliers to accept the bidder agreement before they view the event content?

With this setting, you can make it mandatory for suppliers to accept the bidder agreement before they can access any event content. For more information on bidder agreement, refer to Hide event content until participant submits bidder agreement.

`Application.AQS.RFX.HideContentUntilAgreementAccepted` parameter will be updated with your preferred option.

Option	Description
Yes	Supplier will be able to view the event content only after accepting the bidder agreement.
No	Supplier will be able to view the event content even before accepting the bidder agreement.

Specify the types of projects that users can create.

A project is a container that enables you to maintain all documents and information related to an event. Projects enable multiple users to work on the same documents or events with defined roles and processes.

SAP Ariba Sourcing supports the following types of sourcing projects:

- **Full project**: A full project can be created from any available template, including templates your company has created to manage different business processes or types of events. Full projects can contain multiple sourcing events.

- **Quick project:** A quick project is a single sourcing event such as an RFI, RFP, or auction that is created from a default SAP Ariba template. Quick projects are limited to the functionality defined in those templates, and are useful for creating basic events that do not require a lot of customization or process management.

For more information on project types, refer to Project Types.

`Application.AQS.AllowableProjectType` parameter will be updated with your preferred option.

Option	Description
Only full projects	Project owners can create only full projects. They cannot create quick projects.
Only quick projects	Project owners can create only quick projects. They cannot create full projects.
Both quick and full projects	Project owners can create either full project or quick project.

Enable users to create test projects or test events?

Test projects or test events can be used for internal testing and training. You can use this setting to specify whether project or event owners are allowed to create test projects or test events. For more information on test projects, refer to Test Project.

`Application.ACM.CreateProject.IsTestProjectVisible` parameter will be updated with your preferred option.

Option	Description
Yes	Enables the project owners or event owners to create test projects or test events.
No	The project owners or event owners cannot create test projects or test events.

Enable users to delete their test projects or test events?

Test projects or test events can be used for internal testing and training. You can use this setting to specify whether project or event owners are allowed to delete test projects or test events.

`Application.ACM.DeleteTestProjects` parameter will be updated with your preferred option.

Option	Description
Yes	Project owners or event owners can delete test projects or test events regardless of the status.
No	Project owners or event owners cannot delete test projects or test events.

Enable team members to send messages to specific RFx participants in events?

You can use this setting to control whether team members can send messages to specific participants, or to all participants. For more information, refer to Allow messages to be sent to specific participants, rather than all participants.

`Application.AQS.EnablePrivateMessaging` parameter will be updated with your preferred option.

Option	Description
Yes	Team members can send messages to all participants or to specific participants.
No	Team members can send only broadcast messages that are shared with all participants. They cannot send messages to specific participants.

Do you want to apply the recommended template based on leading practices?

SAP Ariba recommends a baseline template for setting up a new SAP Ariba Sourcing site based on leading practices. For more details about the leading practices, contact SAP Support or click the help [] icon on the top right corner of the screen.

Option	Description
Yes	The recommended template will be applied to your site.
No	The recommended template will not be applied to your site.

Updating Product Classification System Details

In this phase you can update your organization's preferred product classification system details to streamline procurement processes. You can upload and enable your preferred system details.

Context

A commodity code is a standard system of numbers that is used to identify the goods and services that are being purchased. The United Nations Standard Products and Services Code (UNSPSC) standard is the SAP Ariba recommended commodity code system. For more information on commodity codes, refer to Commodity Codes and Commodity Code Mappings Definitions. This is an optional step. To skip, click **Next** without entering any input.

From deployment hub, you can select, upload, and enable your company's preferred product classification system and commodity codes.

Procedure

1. **Specify the default product classification system that your organization uses.** Select one of the following options:

Option	Description
United Nations Standard Products and Services Code (UNSPSC)	To be selected if this is the default product classification system used by your company.
Custom	To be selected if your company uses any product classification system other than UNSPSC.

2. Click **Download**. From the dropdown, select the sample CSV file that contains the commodity codes for your preferred domain. The downloaded sample file contains the format in which the details of the preferred commodity codes must be uploaded.

Name	Description
Domain	The name of the product classification system to which the commodity code belongs, for example, UNSPSC.
UniqueKey	Unique numerical identity of the commodity code.
Name	Name of the commodity code.
Enabled	Indicates whether the commodity code is enabled (Yes) or disabled (No).
parentUnique-Key	The unique numerical identity given to a group of commodity codes that are related in a particular way.

3. Follow the process explained below depending on the product classification system file downloaded.
   - If you downloaded **UNSPSC Sample** file for all the commodity codes you want to include, update the value in the **Enabled** column to **Yes** and save the file. You can add, modify, or delete any field in the sample file as per your preference. Ensure that you maintain all valid details in all the columns of the file.
   - If you downloaded **Custom Sample** file, the downloaded file will contain a format with 5 rows of sample data filled in. Delete the sample data and update your preferred details as per the format. Ensure that you maintain valid details in all the columns of the file.
4. Click **Upload** and select the file updated with your preferences. Your selection is reflected on the preview pane instantly. Review the details and if you want to make any changes, revise the file and upload again.
   - If you want to modify or update the file that you have uploaded, click **Download** > **My Commodity Codes** to download your file.
5. Click **Next** to save your inputs and go to the next phase.

Updating Notification Preferences

You can specify which notifications you want to send and receive about different events and activities that affect your SAP Ariba site. The notifications can be sent to specific members or a group of members of the team.

By answering the below questions, you can select when and to whom you want to send notifications

Questions

Question	Options	Result
Notify task owners when notification tasks start? **Note** `Application.ACM.EnableNotificationForTaskOwner` parameter will be updated with your preferred option.	Yes	An in-app notification is sent to the task owners when a notification task is started.
	No	No notification is sent to the task owners when a notification task is started.
Notify task owners when projects are created? **Note** `Application.ACM.SendNotificationForTaskAssignmentDuringProjectCreate` parameter will be updated with your preferred option.	Yes	An email notification is sent to the users added in the **Project Owner** group at the time of project creation along with the members of all project groups that have the **Active Team Member** role when a project is created.
	No	An email notification is sent to members of all project groups that have the **Active Team Member** role when a project is created except users added in the **Project Owner** group at the time of project creation.
Notify all the members of the task owner group? **Note** `Application.ACM.SendEmailNotificationToTaskOwnerGroup` parameter will be updated with your preferred option.	Yes	An email notification is sent to all members of the task owner group.
	No	An email notification is sent only to the user who started a task or completed its predecessor task and the same user is assigned as the task owner.
Notify all team members when a project starts? **Note** `Application.ACM.Sendnotificationonprojectcreate` parameter will be updated with your preferred option.	Yes	An email notification is sent to all members of the project group except users placed in the **Project Owner** group at project creation time.
	No	No notification is sent when a project is created.

Click **Next** to save your responses and go to the next phase.

Creating Users

You can add new users to your site and define their roles.

Context

SAP Ariba solutions support multiple user groups with various functionalities. Each group has a group description that lists the functionality accessible by members of that group. For more details about user groups, refer to Strategic Sourcing and Supplier Management Group Descriptions. This is an optional step. To skip, click **Next** without entering any input.

Procedure

1. To add a new user, click **Create User**.
2. Enter the required details. All fields are mandatory.

Field Name	Description
First Name	Enter the first name. It must contain a minimum of 2 characters to be valid.
Last Name	Enter the last name. It must contain a minimum of 2 characters to be valid.
User Name	Enter the user name. It must contain a minimum of 2 characters to be valid.
Business Email Id	Enter a valid email ID.
Role	

Group Name	System Groups Included
Administrator	Supplier Project Administrator
	Customer User Admin
	Project Administrator
	Internal User
	Senior Analyst
	Currency Manager
	Customization Administrator
Team Member	Internal User

Field Name	Description	
	Group Name	**System Groups Included**
	User	Sourcing Agent
		Category Buyer
		Internal User
		Supplier Project Administrator
		Senior Analyst

3. The user will be added automatically after all the mandatory fields are filled in.
4. To add more users, click **Add Another User** and fill in the details following the same steps.
5. To stop creating a new user or to delete an added user, click the Delete [] icon.
6. Click **Next** to save your inputs and go to the next phase.

Review

In the review phase, you can review the responses you have shared for the questions across the setup phases in the deployment hub. If any question is left unanswered or partially answered, it will be highlighted with an error [] icon. You can also edit previously selected options before launching the site.

- You can click **Edit** on the respective step to modify the responses you previously entered.
- After you edit the response, you can go back to the *Review* phase by clicking the **Review** button. Alternatively, you can navigate through the other questions by clicking **Next** or **Previous**.
- After you review all the questions, you can click **Complete Setup** to initiate the site configuration.
- You can monitor the status of the site setup by clicking **Monitor Progress**. Personalized settings are applied while your SAP Ariba site is being set up.
- You will receive email confirmations when your site setup is initiated, successfully completed, or failed.
  - After your site is set up, you can click **Go to Application** from the **Monitor** screen to launch the application..
  - If your site setup fails, you can go to deployment hub homepage and click on your product tile, select the three dots, and click **Reset**. All your previous inputs will be auto-filled and you can review them before clicking **Complete Setup** to re-initiate your site setup.
- After submitting your responses, you can view the preferences set for your site. On the homepage, go to your product tile, select the three dots, and click **View**.

Post Setup Modification Process

The preferences collected in the deployment hub portal will be used only during the initial site setup. You can manually modify your settings at any point. Below are the details for manual settings update.

- To update your commodity codes selection, refer to Commodity Code Management.
- To update your option about hiding event content until the supplier accepts the bidder agreement, refer to Hide event content until participant submits bidder agreement.
- To update your option about the types of sourcing projects a user can create, refer to Types of sourcing projects a user can create.
- To update your option about allowing team members to send messages to specific participants, refer to Allow messages to be sent to specific participants, rather than all participants.
- To update your notification preferences, refer to Managing Your Notifications.

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Other Ariba product solutions are protected by one or more of the following patents:

U.S. Patent Nos. 6,199,050, 6,216,114, 6,223,167, 6,230,146, 6,230,147, 6,285,989, 6,408,283, 6,499,018, 6,564,192, 6,584,451, 6,606,603, 6,714,939, 6,871,191, 6,952,682, 7,010,511, 7,047,318, 7,072,061, 7,084,998; 7,117,165; 7,225,145; 7,324,936; 7,536,362; 8,364,577; and 8,392,317. Patents pending.

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