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Setting Up an SAP Ariba Supplier Lifecycle and Performance Site with Deployment Hub

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Content

Setting Up an SAP Ariba Supplier Lifecycle and Performance Site with Deployment Hub. 3

Introduction to the Deployment Hub Portal. 4

Setting Up your SAP Ariba Supplier Lifecycle and Performance Site. 7

Updating Details on the Overview Page 7

Updating Registration Preferences. 8

Updating Certificate Details. 9

Creating Users. 10

Review. 11

Post Setup Modification Process. 13

Setting Up an SAP Ariba Supplier Lifecycle and Performance 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 Supplier Lifecycle and Performance site by using the deployment hub portal.

Related Guides

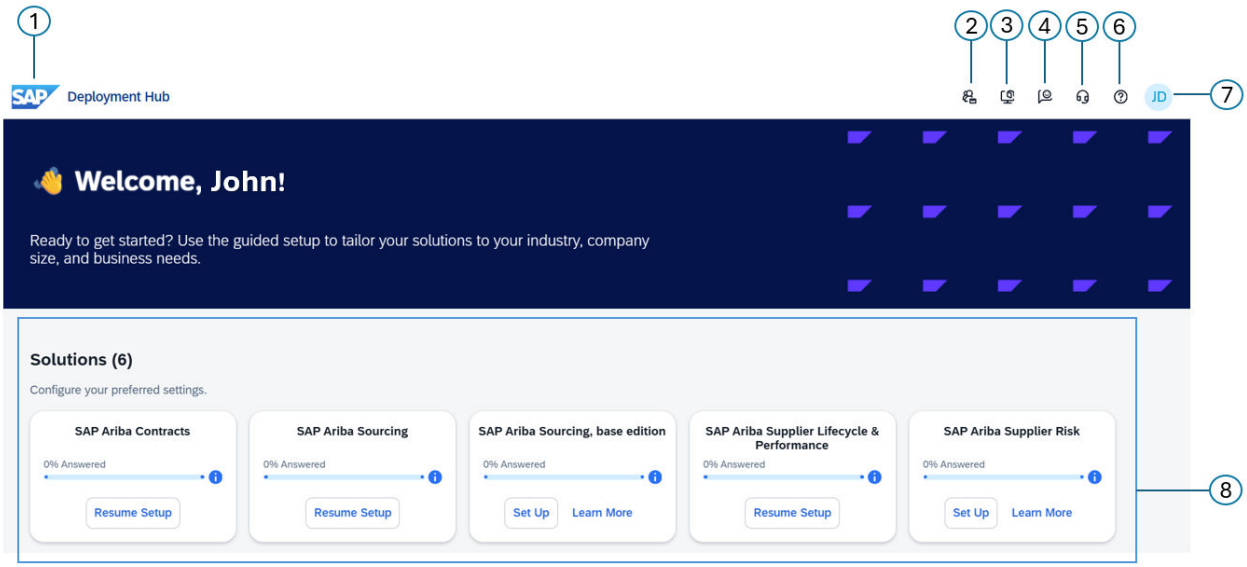
Intelligent Configuration Manager Parameters Reference

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 deployment and site setup.

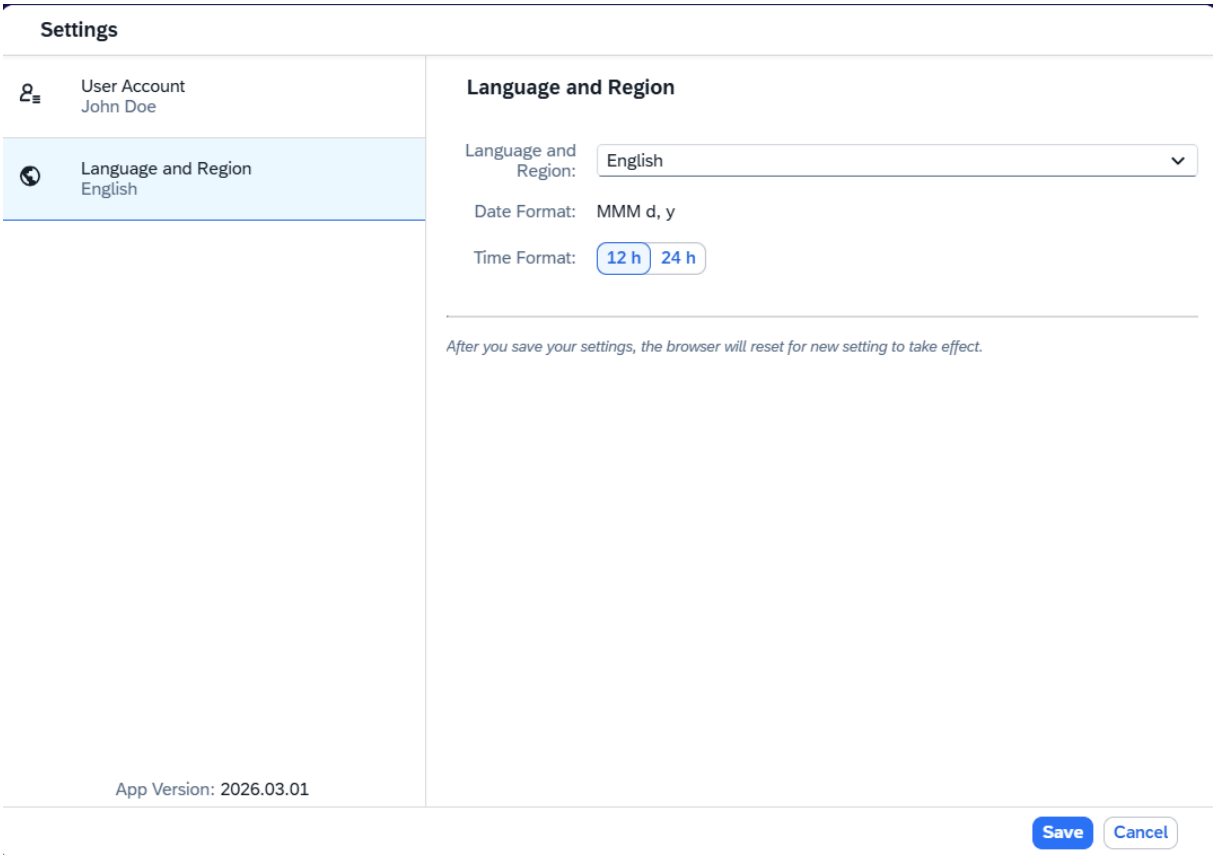
To achieve this, you need to answer various questions regarding your company details, company KPIs, and notification settings. The deployment hub configures the site based on the preferences you indicate in your answers and sends an email confirmation within 15 minutes. It reduces the total readiness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

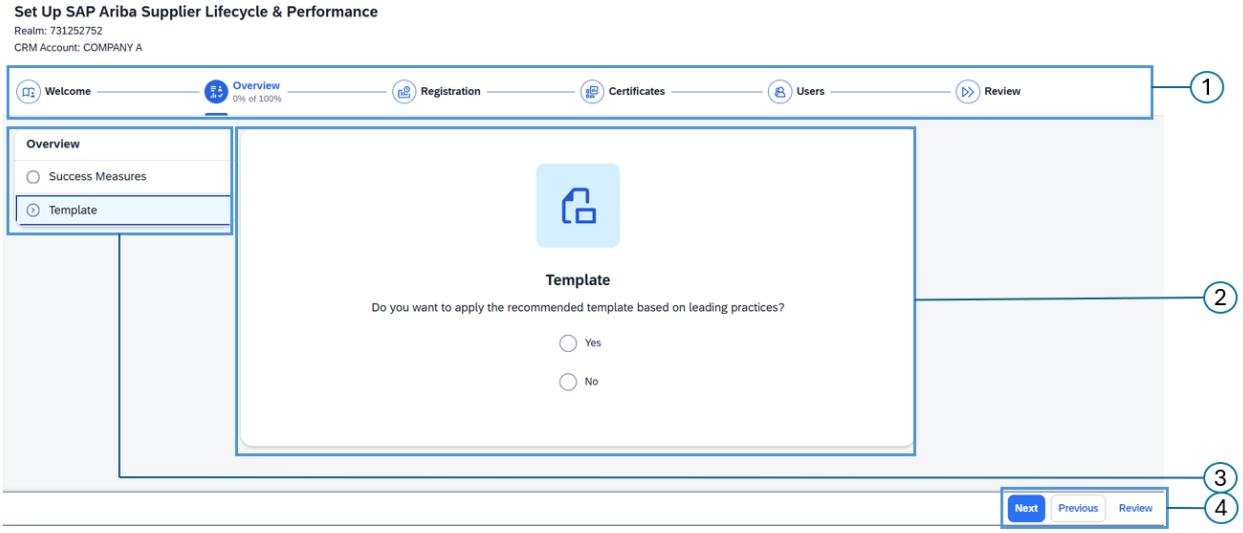
1. **User Account**: Displays the account details such as name and email ID of the user.
2. **Language and Region**: Enables you to select the preferred language. After you select the preferred language, all labels, buttons, and messages are displayed in the selected language.



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.

Setting Up your SAP Ariba Supplier Lifecycle and Performance 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 details such as organization success measures and template preferences.	Updating Details on the Overview Page [page 7]
Registration	Specify your preferences for supplier registration process.	Updating Registration Preferences [page 8]
Certificates	Specify the certificates your organization collects and provide supplier grading.	Updating Certificate Details [page 9]
Users	Add new users to your site and define their roles.	Creating Users [page 10]
Review	Review and edit your selected options.	Review [page 11]

Updating Details on the Overview Page

The overview phase has the following steps which include questions regarding success measures and template preferences.

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
Improve spend with preferred suppliers	To improve the spend on activities with preferred suppliers. Preferred suppliers are the suppliers with whom the organization has established strategic partnerships and favorable terms like better pricing, reliability, quality.

Option	Description
Reduce missed out savings opportunities	To reduce the potential savings opportunities that are not realized due to inefficiencies such as poor contract management, lack of enforcement of negotiated terms, or underutilization of supplier discounts.
Ensure compliance across the supplier network	To ensure compliance within the organization and across the entire supplier network. It involves implementing processes and systems to monitor and enforce compliance with suppliers.

Click **Next** to save your preferences and go to the next step.

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 Supplier Lifecycle and Performance 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.

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

Updating Registration Preferences

This phase includes configurations regarding your supplier registraton preferences.

Start supplier registration automatically after the supplier request is approved?

You can specify if you want to automatically start supplier registration after approval of the supplier request.

Application.SM.AutoStartRegistration parameter will be updated with your preferred option.

Option	Description
Yes	You can automatically send the registration invitation email to a supplier as soon as the supplier request is approved without requiring a manual invitation.
No	A category manager or a supplier manager should manually invite the supplier to register after the supplier request is approved. It can be either an individual invite or part of a mass invitation.

Click **Next** to save your preferences and go to the next step.

Enable buyers to complete registration projects on behalf of suppliers?

You can enable or disable buyers to complete registration projects on behalf of suppliers. This process is termed as internal supplier registration. For more details about internal supplier registrations, refer toEnable internal supplier registrations .

Application.SM.InternalRegistrationEnabled parameter will be updated with your preferred option.

Option	Description
Yes	Buyers can complete registration projects on behalf of suppliers.
No	Buyers can't complete registration on behalf of suppliers.

Select the earliest registration status at which a supplier can participate in sourcing events.

You can specify the earliest registration status a supplier must have in order to participate in an event. Suppliers who did not achieve the specified earliest status can be invited to events, but cannot access the events until they have achieved the specified earliest status. For more details about minimum registration status, refer to Site configuration options for supplier registrations.

Application.SM.MinimumRegistrationStatusForEventAccess parameter will be updated with your preferred option.

Option	Description
Not Invited	Suppliers who haven't been invited to register will also be allowed to participate in an event.
Invited	Suppliers who have already been invited to register will be allowed to participate in an event. Even if they did not submit registration questionnaires yet, they can participate in an eventt.
Pending Approval	Suppliers whose registration is still pending for approval can participate in an event. They must have submitted their registration questionnaires, but their registration status can still be pending for apporval.
Registered	Only suppliers with approved registrations can participate in an event. They must have submitted their registration questionnaires and their registrations must be approved before they can participate in an event.

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

Updating Certificate Details

This phase includes configurations regarding your supplier certificate collection preferences..

Specify the certificates your organization collects from suppliers.

Category managers and supplier managers can collect certificate information from suppliers. Select all the certificates you wish to collect. If your company does not collect certificates, or your preferred certificates are not listed, select the relevant options in the list.

Define the labels you want to use for different preferred supplier levels. For example: Gold, Silver, Bronze

Preferred supplier levels indicates the ranking in which your organization prefers one supplier over another. You can give customised labels to your suppliers. The most preferred suppliers are associated with a lower number (1), and the least preferred suppliers are associated with the higher number (3). For more details about Preferred Supplier Level, refer to Preferred Supplier Level Data Import.

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

Creating Users

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.

In this task, you can add new users to your site and define their roles.

Procedure

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

Field Name	Description
First Name	Enter the first name. This field is mandatory.
Last Name	Enter the last name. This field is mandatory.
User Name	Enter the user name. This field is mandatory.
Business Email Id	Enter a valid email ID. This field is mandatory.
Role	This field is mandatory.

Field Name	Description	
	Group Name	**System Groups Included**
	Administrator	Supplier Project Administrator
		Supplier/Customer Manager
		Category Manager
		SM Ops Administrator
		SM ERP Administrator
	Team member	Supplier Qualification Manager Agent
		Supplier Registration Manager
		Supplier Qualification Manager
		Preferred Supplier Manager
		Supplier Internal Questionnaire Editor
	User	Supplier Request Manager

3. Make sure you fill in all the mandatory fields. 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 supplier registration preferences, refer to Supplier Registration Management.
- To update internal registration preferences, refer to Inviting a Supplier to Participate in an Internal Registration.
- To update your preferred supplier data, refer to Preferred Supplier Data File Format.

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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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