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Setting Up an SAP Ariba Supplier Risk Site with Deployment Hub

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Setting Up an SAP Ariba Supplier Risk 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 Risk site by using the deployment hub portal.

Related Guides

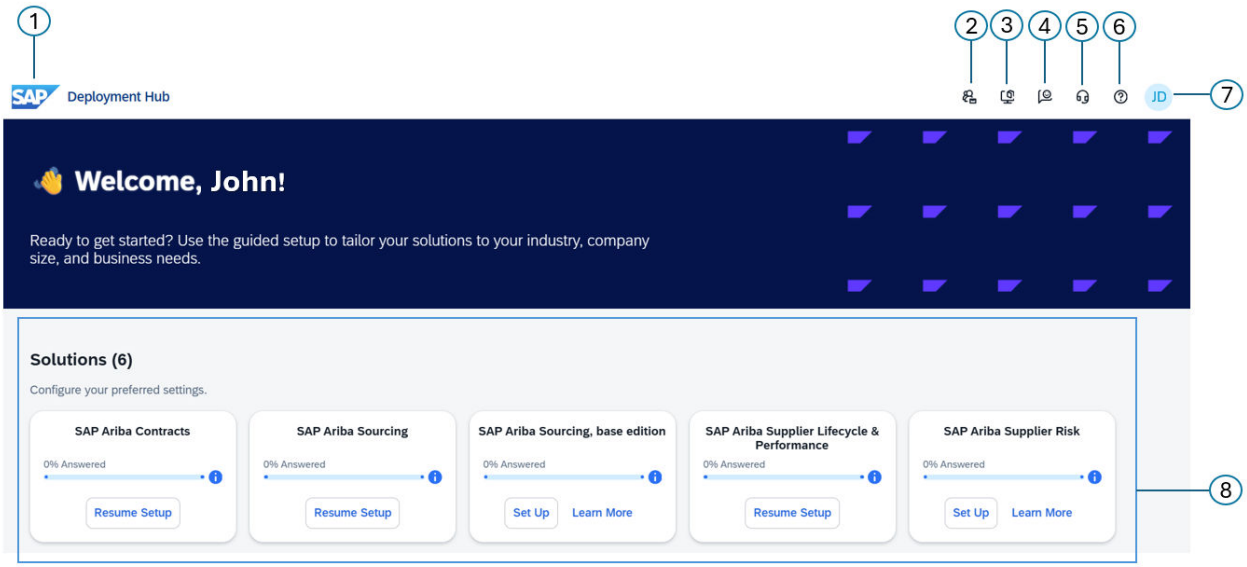
Intelligent Configuration Manager Parameters Reference

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.

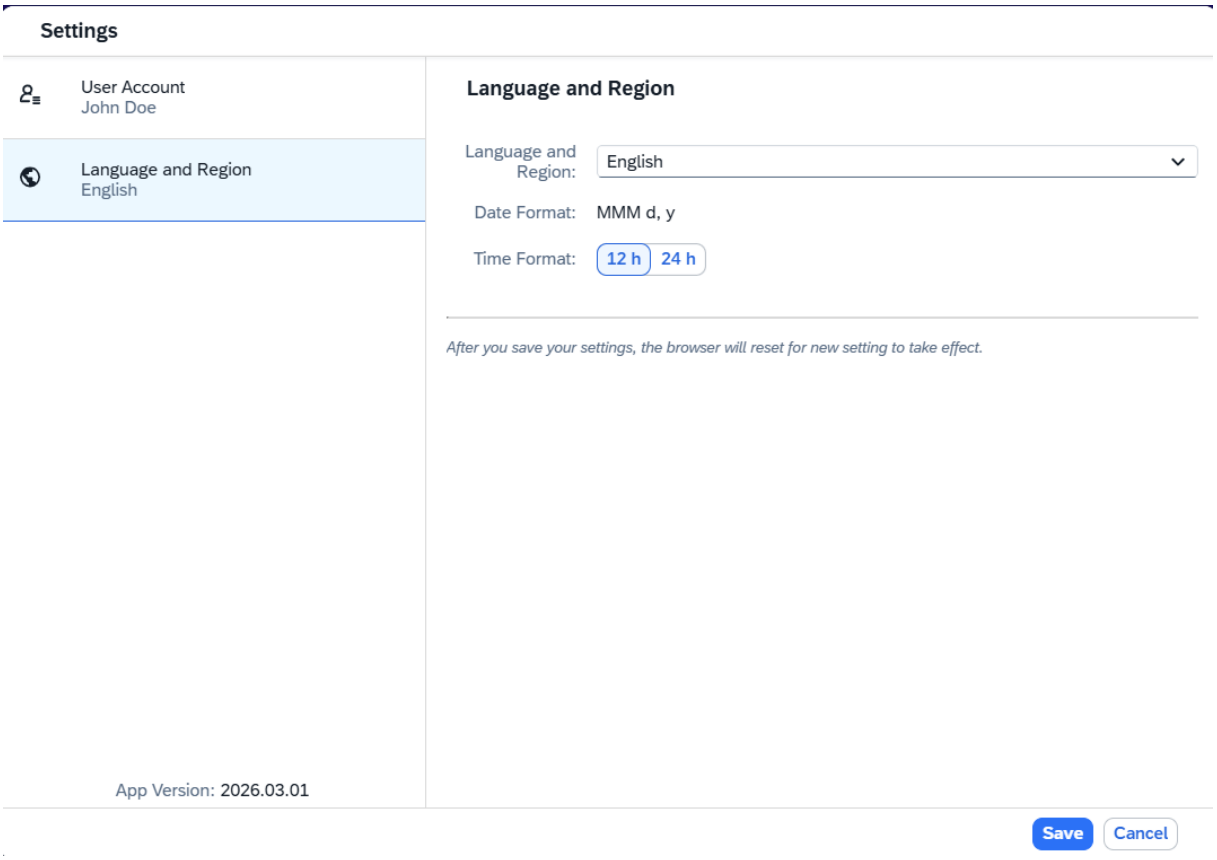
To achieve this, you need to answer various questions regarding your company details, company KPIs, and notification settings. The deployment hub configures the site based on the preferences you indicate in your answers and sends an email confirmation within 15 minutes. It reduces the total readiness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

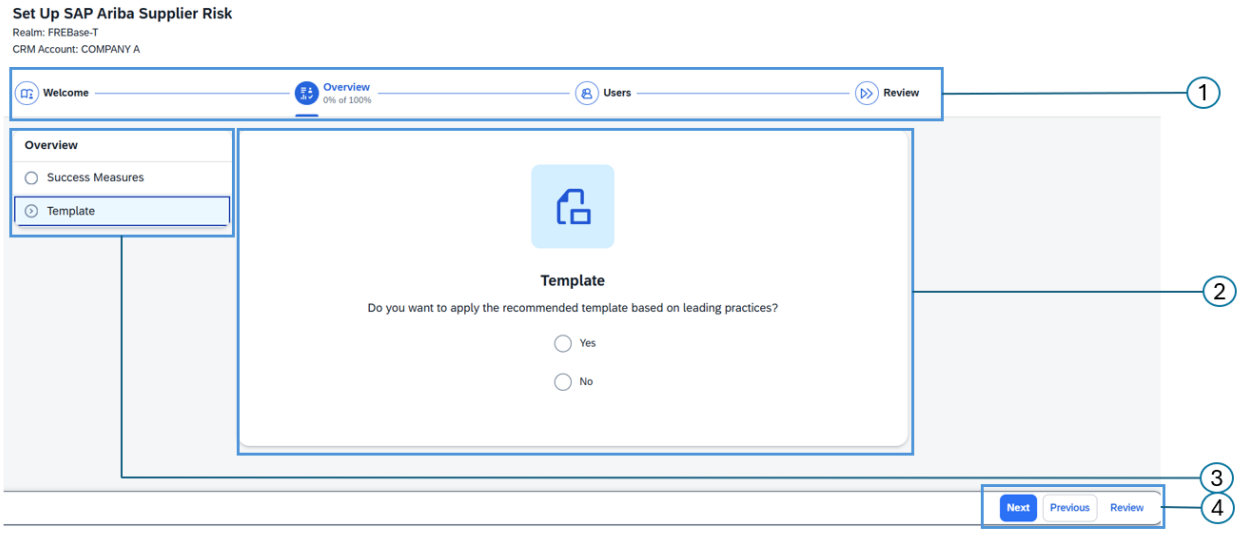
1. **User Account**: Displays the account details such as name and email ID of the user.
2. **Language and Region**: Enables you to select the preferred language. After you select the preferred language, all labels, buttons, and messages are displayed in the selected language.



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 Risk 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 like success measures and template preferences.	Updating Details on the Overview Page [page 7]
Users	Add new users to your site and define their roles.	Creating Users [page 8]
Review	Review and edit your selected options.	Review [page 9]

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
Reduce spend with high risk suppliers	To reduce the amount of money spent on suppliers who are categorized as high risk. The suppliers who may have financial instability, poor product or service quality, or other factors that could pose operational risks to the business are categorized as high risk suppliers.
Mitigate risk by diversifying supply base	To divide risk among a variety of suppliers and avoid disruptions in case a single supplier faces any challenges such as bankruptcy, quality issues, etc. This can be achieved by reducing dependency on specific suppliers and diversifying the supplier base.
Improve regulatory compliance	To ensure that all supplier related activities comply with relevant laws, regulations, and industry standards.

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 Risk 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.

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.

Group Name	System Groups Included
Administrator	Supplier Risk Manager

Field Name	Description

Group Name	System Groups Included
User	Supplier Risk User

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**.

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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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