## SAP ARIBA TRAINING FOR EMPLOYEES HAVING AN EXISTING SRM SHOPPER ROLE. (POWERED BY SRM AND SAP ARIBA)

**CURRENT EMPLOYEES HOLDING SRM SHOPPER ROLE** 



AN EQUAL OPPORTUNITY UNIVERSITY



- Introduction and Overview SAP Ariba
- What will remain the same
- What changes to expect
- Types of e-Catalog connections Level 1 and Level 2
- Virtual tour of the SAP Ariba landscape
- Example orders
  - Typical order from a common e-catalog supplier
  - Amazon for Business orders
- Additional information/tips and what to expect at Go-Live
- Resources and Support

## **INTRODUCTION AND TARGET AUDIENCE**

- Intended to help transition employees with <u>existing</u> SRM Shopper role to ordering on the SAP Ariba Network (AN)
- Course is not required to shop on the new platform; current Shoppers should find it helpful to use the new functionality.
- This course is not intended to fulfill requirements for any new Shoppers to obtain the role; new Shoppers will fulfill a separate curriculum available in myUK post go-live.

#### **BACKGROUND AND WHY TECHNOLOGY CHANGE**

- Part of Our Path Forward (OPF) initiatives to improve how the University manages and transacts procurement processes
- In response to departmental interests, expands online catalog offerings and modernizes buying processes
- Provides for streamlined platform with multiple suppliers/products within a single space
- Improved back-office processes and transaction matches for managing invoices, sales tax, etc.; improved procurement data and analytics

## WHAT IS SAP ARIBA?

Ariba is a robust e-procurement solution from SAP

- Provides for a single platform connecting thousands of customers and suppliers globally
- Largest global e-commerce platform with annual sales volume exceeding that of Amazon, e-Bay, and Alibaba combined.
- Digitally connects buyers and suppliers across integrated platform allowing for buying, invoicing, and other actions under fixed transaction rules

## WHAT WILL REMAIN THE SAME

- Continue to use SRM shopping Carts; not a new/replacement system
- There will be only one catalog selection in the Add Item dropdown menu
- Extends additional functionality for e-catalog shopping onto a single platform

## WHAT WILL REMAIN THE SAME

- No change to how Shoppers begin a cart; how Shopper completes and orders Shopping Carts in myUK will remain the same
- Approvals, Goods Confirmations, accounting, etc. all remain the same
- No changes to usage of Free Text carts

## WHAT WILL CHANGE

- Shoppers will access a single catalog from Add Item menu Ariba e-catalogs
- Will have all e-catalogs suppliers and products in a single space to shop, compare prices, order from multiple vendors on one cart
- Generally, contains current e-catalogs and products, plus additional options at go-live; other suppliers will be added on a regular basis over time

## WHAT WILL CHANGE

- Amazon for Business products will be included in a curated, monitored shopping environment
- Reduced browser conflicts with punching out to a single e-catalog (Ariba) rather than individual supplier e-catalogs
- One connection to a single platform has fewer problems and more trustworthy than multiple catalog connections.

#### WHAT WILL CHANGE – COMMERCE AUTOMATION MODULE

- Shoppers will not see or interact with this; operates in the background
- Automates purchase order and invoicing transactions with suppliers
- Increases accuracy of supplier billing and decrease billing discrepancies
- Improved control/management of sales tax billing when applicable, i.e., Amazon shipments from some states

## **KEY CHANGE COMPONENTS**

- Plan to transition p-card purchases for suppliers available on the platform; examples: Amazon, Sigma-Aldrich, B & H Photo, Qiagen, etc.
- The rule is simple if your needs can be met by an offering in Ariba, use Ariba.
- Purchasing will update departments via listserv and website communications as new supplier catalogs are connected to the platform

## **DIVERSITY AND PARTNERS**

Supplier Diversity is a component of the SAP Ariba platform transition:

- Diverse suppliers may be indicated with icons or other visual indicators
- Expands procurement reach for offerings from "Tier 2" diverse suppliers
- Additional catalogs are planned directly with diverse suppliers

#### **UNDERSTANDING LEVEL 1 AND LEVEL 2 CATALOG OFFERINGS**

- Network suppliers have multiple options for how they choose to connect to and convey their products for Shoppers: Level 1 and Level 2
- Level 1 means once the Shopper is on the Ariba platform, their items are only available though a 2<sup>nd</sup> punch-out step onto their catalog; products will not show on the platform. For example, Dell Computers is a Level 1 catalog.
- Level 2 suppliers provide their products directly onto the platform. Allows Shoppers to easily search for items within the Ariba search tool across multiple suppliers and many products. Office Depot items are immediately available on the Ariba platform; thus, they are a Level 2 catalog.

#### **UNDERSTANDING LEVEL 1 AND LEVEL 2 CATALOG OFFERINGS**

- In some cases, a Level 2 supplier will have products directly on the Ariba platform, but the Shopper will need to navigate onto their catalog
- Purchasing will maintain information on their website delineating each supplier
- Good strategy: learn and identify the suppliers for whom you most commonly
  place orders as Level 1 vs Level 2
- Don't get hung up on supplier levels; navigation is placed at every step to guide you

#### **SAP ARIBA VIRTUAL TOUR – BEGIN SHOPPING CART**



#### **SAP ARIBA VIRTUAL TOUR – SET DEFAULT VALUES**

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#### **SAP ARIBA VIRTUAL TOUR – SET DEFAULT VALUES**

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#### SAP ARIBA VIRTUAL TOUR - ADD ITEM MENU TO ARIBA NETWORK

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#### **SAP ARIBA VIRTUAL TOUR – USING SEARCH TOOL**

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#### **SAP ARIBA VIRTUAL TOUR – SEARCH FILTERS**

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#### **SAP ARIBA VIRTUAL TOUR – SEARCH FILTERS**



#### **SAP ARIBA VIRTUAL TOUR – SEARCH RESULTS NAVIGATION**

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#### **SAP ARIBA VIRTUAL TOUR – SELECTING ITEMS**

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	6FT DVI-D DIGITAL VIDEO CABLE 24PIN MALE/MALE Supplier: MoreDirect Inc Supplier Part #: C72705 Available in: 3 Day(s) Green:	\$10.09 USD / Each Qty: 5 Add to Cart Add to Favorites
	Cable - Lenovo USB-C to VGA Adapter External video adapter Supplier: Ariba P2P Test Supplier Supplier Part #: USBC-VCA Available in: O Day(s) Green: Cable - USB-C to VGA Adapter External video adapter ₩	\$29.99 USD / Each Qty: 2 Add to Cart Add to Favorites
	C <sup>3</sup> StarTech.com 6in LP4 to 6 Pin PCI Express Video Card Power Cable Adapter Power Supplier: Amazon Capital Services Inc Supplier Part #: B0007RXDDM Available in: 1 Day(s) Green:  1. Convert a standard LP4 power supply connector to a 6pin PCI Express video card power connector 2. For use with PCI Express video cards 3. Eliminates the need to purchase an expensive power supply with a 6 Pin power connector required by PCIe video cards 4. Guaranteed reliability with a lifetime warranty 5. LP4 to 6 Pin PCI Express Cable Molex to 6 Pin 6 Pin 6 Pin PCIe to 2x Molex Power Cable Molex to PCIe 6 Pin Molex to 6 Pin Adapter	\$0.50 USD * Buy from Supplier Add to Favorites

#### **SAP ARIBA VIRTUAL TOUR – ARIBA SHOPPING CART**

SAP							<b>a</b>	CL
Shop By Category 👻	All Categories 🗸 video ca	ble				~	Q	2 <mark>2</mark> . 
Shopping Cart SH641 : Craig Locke : Ju	ly 21, 2021		$\bigstar$ Save cart contents to a Favorites fol	der 🗸	Print Close Cart	Continue Shopping	Chec	kout
2 Items Total				Show Details		Cart Summary		
No. † Type Description		Qty Unit	Price	Amount		MoreDirect Inc (1)	\$50.	45 USD
1 国 6FT DVI-D DIGIT	TAL VIDEO CABLE 24PIN MALE/MALE	5 Each	\$10.09 USD	\$50.45 USD		Ariba P2P Test (1)	\$59.	98 USD
2 度 Cable - Lenovo	USB-C to VGA Adapter External video adapter	2 Each	\$29.99 USD	\$59.98 USD		Subtotal (2 items)	\$110	.43 USD
Edit Delete				Update Total				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
					Print Close Cart	Continue Shopping	Chec	kout

#### **SAP ARIBA VIRTUAL TOUR – CHECKOUT FROM ARIBA**

Create Shopping Cart									
Order Close Save Check System Information Create Memory Snapshot									
Shopping cart 9100451348 has no errors									
Number 9100451348 Document Name CLOCKE 07/21/2021 10:11 Status In P	rocess Created On	07/21/2021 10:11:01 Cre	ated By Mr. Crai	g Locke	•				
▼ General Data									
Buy on Behalf of: 22864 Mr. Craig Locke	Approval Note								
Name of shopping cart: CLOCKE 07/21/2021 10:11									
Default Settings: Set Values									
Approval Process: Display / Edit Agents									
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Document Changes: <u>Display</u>	Note to Supplier								
PO Type: NBPO									
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Details Add Item / Copy Paste Duplicate Delete									
Line Number Item Type Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Item Number	Delivery Date	Notes
1 Material 6FT DVI-D DIGITAL VIDEO CABLE 24PIN MALE		Product Subtype	5	EA	10.09	USD	1	07/24/2021	1
2_ Material Cable - Lenovo USB-C to VGA Adapter Exte	43211600	Computer Supp&Acc	1	EA	29.99	USD	3	07/26/2021	<u>0</u>
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Order	Order   Close Save Check System Information Create Memory Snapshot								
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Buy on	Behalf of: 22864	D N	/Ir. Craig Locke	Approval N	ote				
Name of shop	pping cart: CLOCKE 07/22/2021 12:	31							
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Approva	I Process: Display / Edit Agents								
Document	Changes: Display								
	PO Type: NBPO			Note to Su	pplier				
Period of Per	formance: 👘		67						
- Item Over	rview		1						
Details	Add Item  _ Copy Paste Duplica With Free Description								
🖽 Line N	Limit Item	cription	Product Category	Product Cate	egory Description	Quantity	Unit	Net Price / Limit	Currency
•	Old Shopping Carts and Templates		9999999	ENTER PRO	DUCT CATEGO	1.000		0.00	USD
•	UK Ariba Project Catalog		9999999	ENTER PRO	DUCT CATEGO	1.000		0.00	USD
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SAP	Test Site	at 🧿 🗨	
Shop By Category –	All Categories V microbial kit	 	<u>9</u>
Filter By	Catalog Home / Purchasing Organization : (no value) / "micr	icrobial kit"	
Search within results Q	32 item(s) found View:	Sort by: Relevance V	-
Keyword	Add to Cart Compare Items	Viewing: 20 items 🗸 1 2	
meansuring (20)         observing (20)         testing (20)         tools (20)         microbiome (14)         scientific (14)         dna (13)         purification (12)         raw (10)	DNeasy UltraClean 96 Micro           Supplier: Qiagen Inc           Supplier Part #: 10196-4           Available in: 0 Day(s)           Green:           DNeasy UltraClean 96 Microbial	robial Kit (384) \$1,197.00 USD / Ea Qty: 1 Add to Cart Add to Favori	ach
Category Compounds and (10) Domestic Kitchenware (1) Laboratory and (13) Measuring and (6) Water Filters (1) See More	DNeasy UltraClean Microbia Supplier: Qiagen Inc Supplier Part #: 12224-250 Available in: O Day(s) Green:	ial Kit (250) \$722.00 USD / Ea Qty: 1 Add to Cart Add to Favor	ach t
Supplier Amazon Capital (3) Fisher Scientific (5) Life Technologies (6) Qiagen Inc (8) Sigma Aldrich Inc (10) Manufacturer 3m corp (1) bd vacutainer (5) qiagen (8) Sigma-aldrich Us (10)	DNeasy UltraClean Microbial Kit DNeasy UltraClean Microbial Supplier: Qiagen Inc Supplier Part #: 12224-50 Available in: 0 Day(s) Green: DNeasy UltraClean Microbial Kit	it (250) ial Kit (50) \$179.00 USD / Ea Oty: 1 Add to Cart Add to Favor Sit (50)	ach t
→ spin binn to (20) thermo fisher (6) See More Price \$0.00 USD (6) \$10.00 - \$10.000 USD (4) \$100.00 - \$1,000.00 (13) \$1,000.00 - \$10,000 (9)	DNeasy PowerLyzer Microbia Supplier: Qiagen Inc Supplier Part #: 12255-50 Available in: 0 Day(s) Green:	bial Kit (50) \$179.00 USD / Ea Oty: 1 Add to Cart Add to Favor	ach

SAP	Test Site	at 🧿 💶
Shop By Category –	All Categories V microbial kit	v Q 🦉
Filter By	Catalog Home / Purchasing Organization : (no value) / "microbial kit"	
Search within results Q	32 item(s) found View:	Sort by: Relevance V
Keyword	Add to Cart Compare Items	Viewing: 20 items 🗸 1 2
machinery (20) measuring (20) testing (20) tools (20) microbiome (14) scientific (14) dna (13) purification (12) raw (10)	DNeasy UltraClean 96 Microbial Kit (384)         Supplier: Qiagen Inc         Supplier Part #: 10196-4         Available in: 0 Day(s)         Green:         DNeasy UltraClean 96 Microbial Kit (384)	\$1,197.00 USD / Each Qty: 1 Add to Cart Add to Favorites
Category Compounds and (10) Domestic Kitchenware (1) Laboratory and (13) Measuring and (6) Water Filters (1) See More	DNeasy UltraClean Microbial Kit (250) Supplier: Qiagen Inc Supplier Part #: 12224-250 Available in: 0 Day(s) Green:	\$722.00 USD / Each Qty: 1 Add to Cart Add to Favorites
Supplier Amazon Capital (3) Fisher Scientific (5)	DNeasy UltraClean Microbial Kit (250)	
Life Technologies (6)     Qiagen Inc (8)     Sigma Aldrich Inc (10)     Manufacturer     3m corp (1)     bd vacutainer (5)     qiagen (8)     sigma-aldrich us (10)	DNeasy UltraClean Microbial Kit (50) Supplier: Qiagen Inc Supplier Part #: 12224-50 Available in: 0 Day(s) Green:	\$179.00 USD / Each Qty: 1 Add to Cart Add to Favorites
<pre>     thermo fisher (6) See More Price     \$0.00 USD (6)     \$10.00 - \$100.00 USD (4)     \$100.00 - \$1,000.00 (13)     \$1,000.00 - \$10,000 (9)</pre>	DNeasy PowerLyzer Microbial Kit (50) Supplier: Qiagen Inc Supplier Part #: 12255-50 Available in: 0 Day(s) Green:	\$179.00 USD / Each Oty: 1 Add to Cart Add to Favorites

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Shop By Category –	All Categories 🗸					~	Q 🦉
Shopping Cart SH663 : Craig Locke : July 22, 20	<u>)21</u>		★ Save cart contents to a	Favorites folder 🗸	Print Close Cart	Continue Shopping	Checkout
5 Items Total				Show Details	]	Cart Summary	
No. † Type Description		Qty Unit	Price	Amount		Qiagen Inc (5)	\$2,494.00 USD
1 国 DNeasy UltraClean 96 M	Aicrobial Kit (384)	1 Each	\$1,197.00 USD	\$1,197.00 USD		Subtotal (5 items)	\$2,494.00 USD
2  国 DNeasy UltraClean Micro	obial Kit (250)	1 Each	\$722.00 USD	\$722.00 USD			
3 国 DNeasy UltraClean Micro	obial Kit (50)	1 Each	\$179.00 USD	\$179.00 USD			
4  国 Mm/Hs_MAPK1 control s	siRNA (5 nmol)	1 Each	\$210.00 USD	\$210.00 USD			
5 頃 Negative Control siRNA	(5 nmol)	1 Each	\$186.00 USD	\$186.00 USD			
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Buy on Behalf of: 22	2864 Mr. Craig Locke	Approval Note						
Name of shopping cart: CL	LOCKE 07/22/2021 15:24							
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Line Number Item Ty	ype Description	Product Category	Product Category Description	Quantity Uni	Net Price / Limit	Currency	Item Number	Delivery Date
• <u>1</u> Materia	al DNeasy UltraClean 96 Microbial Kit (38	<u>41100000</u>	Laboratory Equip	1 EA	1,197.00	USD	4	07/22/2021
• <u>2</u> Materia	al <u>DNeasy UltraClean Microbial Kit (250)</u>	41100000	Laboratory Equip	1 EA	722.00	USD	5	07/22/2021
• <u>3</u> Materia	al <u>DNeasy UltraClean Microbial Kit (50)</u>	41100000	Laboratory Equip	1 EA	179.00	USD	6	07/22/2021
• <u>4</u> Materia	al <u>Mm/Hs_MAPK1 control siRNA (5 nmol)</u>	41100000	Laboratory Equip	1 EA	210.00	USD	7	07/22/2021
• <u>5</u> Materia	al <u>Negative Control siRNA (5 nmol)</u>	41100000	Laboratory Equip	1 EA	186.00	USD	8	07/22/2021
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Shop By Category 👻	All Categories	✓ Digital camera	<u>∨</u> Q
Filter By	Catalog Home / Purcha	sing Organization : (no value) / "Digital camera"	
Search within results Q	185 item(s) found	View: 📰 🚻	/: Relevance 🗸
Keyword	Add to Cart	Compare Items Viewing: 20 items 🗸	1 2 3
audio (106) visual (103)		년 Kodak Smile Instant Print Digital Camera (BlackWhite) Photo Frames Bundle with S Supplier: Amazon Capital Services Inc	\$134.99 USD *
filming (99) photographic (99) cameras (87) lens (68)		Supplier Part #: B07VYBR2P6 Available in: 1 Day(s) Green:	Buy from Supplier Add to Favorites
Compatible (55) image (53) Category Alkaline Batteries (1) Components for (20) Computer or (1)		1. So many reasons to smile The Kodak smile instant print digital camera bring a Bundle of cheer to any setting The camera uses zero ink technology to print HD quality photos on 2x3 zink stickybacked p Paper 2. Totally trendy sliding design unlike other bulky instant print cameras The smile is pleasantly compact wunique slideout protective case The durable poly resin casing glides open wide to reveal an a lens wautomatic focus 3. Userfriendly features Whether youre a curious kid or snaphappy adult The 10MP camera makes it simple to take edit and share photos anywhere Perks include auto Flash LCD viewfinder builtin editor 2 picture modes fixed focus 4. FLASH A SMILE GO THE MILE No More Running Out of Batteries Your Instant Print Camera is Rechargeable Via the Included Mini USB Cable Enjoy I 40 Prints on a Single Charge While Also Viewing Editing Photos in Memory or Via MicroSD 5. WHAT YOU GET 1 KODAK Smile Camera 1 pack Kodak 2x3 Zink Paper (20 Sheets) 1 Soft Camera Case 1 Phot Album 100 pack Photo Border Stickers 1 set Square Photo Frames 12 Double Sided Markers 9 Stickers sets	noto Jmm Jp to o
Computer or (1) Electronic (10) Measuring and (16) Miscellaneous Audio (4) Miscellaneous (12) Miscellaneous (3) Miscellaneous (3)		Cf Fujifilm XS10 Mirrorless Digital Camera XF1855mm Lens Kit Black         Supplier: Amazon Capital Services Inc         Supplier Part #: B08KYGM5K5         Available in: 1 Day(s)         Green:	\$1,399.00 USD * Buy from Supplier Add to Favorites
Manufacturer         canon cameras us (21)         nikon (11)         om digital (11)         panasonic (9)         united scope llc. (19)         See More         Price         \$0.01 - \$10.00 USD (16)         \$10.00 - \$100.00 USD (72)		1. Its All About How It Feels XS10 has been designed to provide onthego photographers with maximum control. Its deep handgrip affords solid, confident handling with any kind of lens attached, while the intuitive controls ensure effortless operation, no matter what camera system you are used to. When you also consider the 180 variangle LCD touchscreen and up to 20fps uncropped continuous shooting, w XS10 you will be ready to unleash Fujifilms acclaimed color science for any and ever 2. Making StateoftheArt Simple Designed to be simple and minimalist on the outside, XS10 still enjoys Fujifilms renowm imagemaking technology at its heart. With the stateoftheart XTrans CMOS 4 sensor and XProcessor 4 combination, it is easy to create astounding results. The 26.1 megapixel backside illuminated sensor of a wide dynamic range and incredible image quality, while the quadcore CPU not only provides precision autofocus at speeds of up to 0.02 seconds and in light lev 3. Putting Stability in Your Hands To docuu the most amazing moments, you need to be in the right place at the right time, but the greater lengths you go to in search of the perfect angle, the higher the risk of a shaky camera ruining it all. Thats why if features a fliveaxis inbody image stabilization (IBIS) system that gives you the freedom to go handheld and get right to the heart of the action. The five stops of image stabilization will help keep your images sharp and your video stea 4. From Small Camera to Big Screen Video is becoming an increasingly important means of expression for creators around the world, so it is essential to have a camera that can e in both photography and videography. XS10s outstanding moviemaking abilities provide the perfect solution. This camera allows you to record in cinemaquality DCI 4K30p and superslow motion Full HD240 and when you combine the fiveaxis IBIS with a fouraxis digital image stabilization feature, you can always be 5. Powerful Image Manipulation Made Easy Fujifilm has been producing photographic films for a S9 y	th id iers nent <s10 xcel )p, yver</s10 

SAP	Test Si	te	# 🤉 🖸	
Shop By Category –	All Categories	✓ Digital camera	<u> </u>	
Filter By	Catalog Home / Purcha	sing Organization : (no value) / "Digital camera"		
Search within results Q	185 item(s) found	View: i	Sort by: Relevance 🗸	
Keyword camera (118)	Add to Cart	Compare Items	Viewing: 20 items v 1 2 3	
audio (106) visual (103)		C Kodak Smile Instant Print Digital Camera (BlackWhite) Photo Frames Bundle with S	\$134.99 USD *	
<ul> <li>printing (101)</li> <li>filming (99)</li> <li>photographic (99)</li> <li>cameras (87)</li> </ul>		Supplier Part #: B07VYBR2P6 Available in: 1 Day(s) Green:	Buy from Supplier Add to Favorites	I
<pre>lens (68) compatible (55) image (53) Category Alkaline Batteries (1) Components for (20) Computer or (1)</pre>		1. So many reasons to smile The Kodak smile instant print digital camera bring a Bundle of cheer to any setting The camera uses zero ink technology to print HD quality photos on Paper 2. Totally trendy sliding design unlike other bulky instant print cameras The smile is pleasantly compact wunique slideout protective case The durable poly resin casing glides lens wautomatic focus 3. Userfriendly features Whether youre a curious kid or snaphappy adult The 10MP camera makes it simple to take edit and share photos anywhere Perks in viewfinder bulkin editor 2 picture modes fixed focus 4. FLASH A SMILE GO THE MILE No More Running Out of Batteries Your Instant Print Camera is Rechargeable Via the Includer 40 Prints on a Single Charge While Also Viewing Editing Photos in Memory or Via MicroSD 5. WHAT YOU GET 1 KODAK Smile Camera 1 pack Kodak 2x3 Zink Paper (20 Sheets) 1 SAIbum 100 pack Photo Border Stickers 1 set Square Photo Frames 12 Double Sided Markers 9 Stickers sets	2x3 zink stickybacked photo open wide to reveal an 8mm clude auto Flash LCD d Mini GrB Cable Enjoy Up to Soft Camer, case 1 Photo	
Electronic (1) Measuring and (16)		C <sup>*</sup> Fujifilm XS10 Mirrorless Digital Camera XF1855mm Lens Kit Black	\$1,399.00 USD *	1
Miscellaneous Audio (4)		Supplier Part #: B08KYGM5K5	Buy from Supplier	1
Miscellaneous (1) Miscellaneous (3)		Available In: 1 Day(s) Green:	Add to Favorites	
Manufacturer         canon cameras us (21)         nikon (11)         om digital (11)         panasonic (9)         united scope llc. (19)         See More         Price         \$0.01 - \$10.00 USD (16)         \$10.00 - \$100.00 USD (72)		1. Its All About How It Feels XS10 has been designed to provide onthego photographers with maximum control. Its deep handgrip affords solid, confident handling with any kind of I intuitive controls ensure effortless operation, no matter what camera system you are used to. When you also consider the 180 variangle LCD touchscreen and up to 20fps uncropper XS10 you will be ready to unleash Fujifilms acclaimed color science for any and ever 2. Making StateoftheArt Simple Designed to be simple and minimalist on the outside, XS10 still imagemaking technology at its heart. With the stateoftheart XTrans CMOS 4 sensor and XProcessor 4 combination, it is easy to create astounding results. The 26.1 megapixel backs a wide dynamic range and incredible image quality, while the quadcore CPU not only provides precision autofocus at speeds of up to 0.02 seconds and in light lev 3. Putting Stabilit the most amazing moments, you need to be in the right place at the right time, but the greater lengths you go to in search of the perfect angle, the higher the risk of a shaky camera features a fiveaxis inbody image stabilization (IBIS) system that gives you the freedom to go handheld and get right to the heart of the action. The five stops of image stabilization works, so it is essential to 1 in both photography and videography. X510s outstanding moviemaking abilities provide the perfect solution. This camera allows you to record in cinemaquality DCI 4K30p and super and when you combine the fiveaxis IBIS with a fouraxis digital image stabilization word and yee solve power legendary reputation. Some of the worlds most renowned creators have chosen Fujifilm to make some of the worlds bestlove inage stabilization wes for words were created to celebrate this history by digitizing some of the industrys most iconic analog films and placing them at your fingertips. XS10 features 18 Film Simul	ens attached, while the d continuous shooting, with lenjoys Fujifilms renowned ide illuminated sensor offers y in Your Hands To document ruining it all. Thats why XS10 ill help keep your images have a camera that can excel erslow motion Full HD240p, g photographic films for over . The FUJIFILM Film lation modes, inclu	



Important messages about items in your Cart: The item Fujifilm X-S10 Mirrorless Digital Camera XF18-55mm Lens Kit - BL from this seller has a limit of 1 per customer. We have updated your quantity of Fujifilm X-S10 Mirrorless Digital Camera XF18-55mm Lens Kit - BL to 1. Please note that the quantity of SanDisk 128GB Extreme PRO SDXC UHS-I Card - C10, U3, V30, 4K UHD, SD Card - SDSDXXY-128G-GN4IN has been updated to 2.	Subtotal (5 items): \$1,514.18  This order contains a gift  Proceed to checkout
Craig, did you know your organization is setup with Pay by Invoice? Select Pay by Invoice at checkout to buy now and pay later with no interest or fees. Shopping Cart	Sponsored Products related to items in your cart
SanDisk 128GB Extreme PRO SDXC UHS-I Card - C10, U3, V30, 4K UHD, SD Card - SDSDXXY-128G-GN4IN \$33.49 * Best Seller in SecureDigital Memory Cards In Stock Prime FREE Delivery & FREE Returns ~ This is a gift Learn more Qty: 2 v Delete Save for later Compare with similar items	LaCie Rugged Mini 2TB ***** 10,377 \$98.35 \prime See all buying options Extreme Performance ****** 229 \$74.99 \prime See all buying options
Powerextra Replacement for Fujifilm NP-W126 NP-W126S Battery and Charger Compatible with Fujifilm X100F       \$24.10         X100V X-A10 X-A7 X-A5 X-A3 X-A2 X-A1 X-E2 X-E2S X-Pro2 X-Pro3 X-T1 X-T2 X-T10 FinePix HS33EXR       Quantity Price >         In stock soon.       • prime & FREE Returns *       • This is a gift Learn more         Qty: 2 *       Delete       Save for later	SD UHS-II 128GB Card 128ca 200 SS UHS-II 128GB Card 2,096 \$59.99 vprime See all buying options
Fujifilm X-S10 Mirrorless Digital Camera XF18-55mm Lens Kit - Black       \$1,399.00         Usually ships within 1 to 2 months.         Prime FREE Delivery & FREE Returns ~         This is a gift Learn more         Qty: 1 v       Delete   Save for later	



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Group Ariba Production Punchout addresses	
Final address confirmed in Ariba 411 LIMESTONE STREET, LEXINGTON, KY, 40506, United States, Phone: 859-257-9100 Edit address	

<u>Important</u>: Disregard the address and Recipient Name components here. The information originally entered onto your SRM Shopping Cart is all that is needed.



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Select a payment method	
Ariba Production Punchout line of credit	Continue
Pay By Invoice     Provided by your organization	You can review this order before it's final.

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Signature required at time	of delivery.		By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy potice
<ul> <li><i>i</i> There are 2 important mes</li> <li>If your hours ever change at an a</li> <li>If tax exemption is applied to t</li> </ul>	Order Summary         Items (5):       \$1,514.18         Shipping & handling:       \$0.00         Total before tax:       \$1,514.18         Estimated tax to be collected:       \$0.00		
GroupPayment method ChangeAriba Production Punchout (University of Kentucky Purchasing Division)Pay by InvoiceChangeShipping address ChangeFinal address confirmed in Ariba		Promotional Codes: Enter Code Apply	Order total: \$1,514.18 How are shipping costs calculated? Prime shipping benefits have been applied to your order.
411 LIMESTONE STREET LEXINGTON, KY 40506 United States Phone: 859-257-9100 Ship to multiple addresses			

	v 😐
Shop By Category V Digital camera	3
Shopping Cart SH662 : Craig Locke : July 22, 2021 Close Cart Continue Shopping	Checkout
3 Items Total Show Details Cart Summary	
No. † Type Description Qty Unit Price Amount Amazon Capital (3)	\$1,514.18 USD
1         8         SanDisk 128GB Extreme PRO SDXC UHS-I Card         2         Each         \$33.49 USD         \$66.98 USD         Subtotal (3 items)	\$1,514.18 USD
2 🕑 Fujifilm X-S10 Mirrorless Digital Camera XF18 1 Each \$1,399.00 USD \$1,399.00 USD	
3     9     Powerextra Replacement for Fujifilm NP-W126     2     Each     \$24.10 USD     \$48.20 USD	
Lete Update Total	
Print Close Cart Continue Shopping	Checkout

Create Sho	onnina Cart									
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N ber 91004	451397 Document Na	ame CLOCKE 07/22/2021 15:24 Status In	Process Created Or	n 07/22/2021 15:24:36 Cr	eated By Mr. Craig Locke					
🛨 eneral Da	ata									
Buy on B	Behalf of: 22864	Mr. Craig Locke	Approval Note							
Nam of shopp	oing cart: CLOCKE 07/22/2	2021 15:24	For Dr. Green's research laboratory							
Default S	Settings: Set Values									
Approval Process: Display / Edit Agents										
	Budget: Display									
Document C	hanges: <u>Display</u>		Note to Supplier							
P	PO Type: NBPO 📋									
Period of Perfo	ormance:									
🔶 Item Overvi	iew									
Details Ac	dd Item 🖌 Copy Paste	Duplicate Delete								
🗟 Line Num	iber Item Type	Description	Product Category	Product Category Description	Quantity Unit	Net Price / Limit	Currency	Item Number	Delivery Date	
• 1	Material	San Disk 128GB Extreme Pro SDXC UHS-I Ca	45000000	Photographic, Audio,	20 EA	33.49	USD	1	07/27/2021	
• 2	Material	Fujifilm X-S10 Mirrorless Digital Camera	45000000	Photographic, Audio,	1 EA	1,399.00	USD	2	07/27/2021	
• <u>3</u>	Material	Powerextra Replacement for Fujifilm NP-W	45000000	Photographic, Audio,	2 EA	24.10	USD	3	07/27/2021	
-	Undefined Item Type		99999999	ENTER PRODUCT CATEGO	1.000	0.00	USD		07/27/2021	
•	Undefined Item Type		99999999	ENTER PRODUCT CATEGO	1.000	0.00	USD		07/27/2021	
•	Undefined Item Type		99999999	ENTER PRODUCT CATEGO	1.000	0.00	USD		07/27/2021	
•	Undefined Item Type		99999999	ENTER PRODUCT CATEGO	1.000	0.00	USD		07/27/2021	
•	Undefined Item Type		99999999	ENTER PRODUCT CATEGO	1.000	0.00	USD		07/27/2021	
•	Undefined Item Type		99999999	ENTER PRODUCT CATEGO	1.000	0.00	USD		07/27/2021	
•	Undefined Item Type		99999999	ENTER PRODUCT CATEGO	1.000	0.00	USD		07/27/2021	

#### **AMAZON FOR BUSINESS SPECIAL NOTES**

- Is different then Amazon.com global site for retail consumer purchases
- Will include Amazon Marketplace supplier products
- Will be curated with some items blocked using "hard" or "soft" blocking; soft blocked items can be reviewed and released in Purchasing if permitted
- Amazon orders will pass through Purchasing for manual review and release regardless of amount

### **AMAZON FOR BUSINESS SPECIAL NOTES**

- Will have business prime for entire University; all purchases automatically qualify for Prime benefits
- Pricing holds for 5 days after cart is entered until placed
- Improved tax exemption across a managed platform for all states where we are tax exempt; managed tax exemption protocols built into the platform

## **ADDITIONAL INFORMATION AND TIPS**

- Accept the SAP Ariba click-through agreement on your first visit
- Accept any click-through supplier agreements when navigating from the Ariba Network onto specific Level 1 punch-out catalogs.
- Google Chrome and Firefox are recommended browsers for SRM Shopper/ SAP Ariba network as well as all myUK applications.
- Be sure to allow pop-up windows on your browser

## **ADDITIONAL INFORMATION AND TIPS**

- Entire campus academic and healthcare will use a single, combined ecatalog on Ariba for Office Depot
- Remember: All e-catalogs are subject to blocking and product curation activities; this maintains compliance with University contracts. Some items will not be available.
- Some catalogs may have soft-blocking mechanisms

## **ADDITIONAL INFORMATION AND TIPS**

Post-order activities remain the same:

- Purchase orders place with suppliers and will transmit directly to them
- Shoppers receive email order confirmations
- Invoicing is electronic and will post automatically back through Ariba to SAP/SRM
- Creation of Goods Confirmations is required except for Office Depot e-catalog orders

#### **NEW SHOPPERS TRAINING GOING FORWARD POST GO-LIVE**

- Will continue to complete Training Request Plan to receive role and take
   WBTs in myUK
- Four current courses required for role will be reduced to two:
  - 1. Ariba e-catalog Shopping
  - 2. Free Text Shopping Carts
- Supplementary materials in current WBTs will be converted to Quick Reference Cards and placed on Purchasing website for all Shoppers' usage

## **GO LIVE AND WHAT TO EXPECT**

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• Existing Shoppers will need to take no action; Ariba Network will appear on the Go-Live date as their only available catalog in the Add Item menu



#### Current

#### **Go-Live Date**

ΨI	tem Ov	erview								
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#### **ARIBA FREQUENTLY ASKED QUESTIONS**





- Help guide and quick reference guides are maintained on the Purchasing website
- Communications to be provided via website and listserv as additional suppliers are added, etc.
- Retake Shopper training, if desired, any time through myUK Learning as refresher; Training Request Plan is not required to retake a course



- Use <u>SRMHelp@uky.edu</u> for technical assistance with any SRM Shopping Cart or Ariba Network need or inquiry
  - Include message or screenshot
  - Put SRM Shopping Cart on SAVED status if possible and provide cart number
- Shoppers can also email for information to subscribe to the Purchasing listserv

## **REVIEW AND SUMMARY**

- Introduction and Overview SAP Ariba
- What will remain the same
- What changes to expect
- Types of e-Catalog connections Level 1 and Level 2
- Virtual tour of the SAP Ariba landscape
- Example orders
  - Typical order from a common e-catalog supplier
  - Amazon for Business orders
- Additional information/tips and what to expect at Go-Live
- Resources and Support

# **CONGRATULATIONS!**

YOU HAVE COMPLETED THE COURSE, "SAP ARIBA TRAINING FOR EMPLOYEES HAVING EXISTING SRM SHOPPER ROLE".

PLEASE CLOSE THIS BROWSER WINDOW TO RECEIVE CREDIT.



AN EQUAL OPPORTUNITY UNIVERSITY