EXISTING SHOPPERS DEMO FOR SAP ARIBA TRANSITION

SEPTEMBER 2021

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ARIBA BRIEF OVERVIEW AND REFRESHER

- New e-catalog shopping functionality

- Not a replacement system to SRM, but adds additional shopping functionality

- Extends all e-catalog shopping onto a single platform; Shoppers will access a single catalog from Add Item menu – UK Ariba Network

- Will have all e-catalog suppliers and products in a single space to shop, perform searches, compare prices, build multiple supplier orders within a single cart

- Generally contains current e-catalogs and products, plus e-catalogs from additional suppliers; other suppliers will be added on a regular basis over time

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COMMUNICATIONS AND ACTIVITIES TO DATE

- April 2021 – Campus-wide communications of move for SRM Shoppers to SAP Ariba Network

- Early summer – Continued communications for campus news, Purchasing listserv, website + University Budget/Business Officers

- Mid-summer – Estimated go-live date and progress updates communicated via same campus media; additional info distributed via University Budget/Business Officers

PRIMARY TRAINING IN MYUK FOR EXISTING SHOPPERS

Shoppers have available course in myUK as their primary training tool

Released August 20; communicated via campus and Purchasing listservs

Can self-enroll, complete via desktop as best fits your schedule

Approx. 30 minutes, no quiz

Course is optional, but recommended

SAP Ariba Training for Employees Having Existing SRM Shopper Role

This course is intended for University employees who currently have the Supplier Relationship Management (SRM) Shopper role and will transition to using extended functionality provided by SAP Ariba. Business Officers and other departmental procurement approvers may also benefit from this course as it relates to the SAP Ariba transition within SRM. The objective of this course is to provide the foundational knowledge needed for existing SRM Shoppers to utilize the new Ariba functionality.

more

WBT UK_FIN_SRV_SATEHESSR_WBT (rev.1 8/17/2021)

📖 Online Course

✉ Questions? Contact
srmhelp@uky.edu

1 category more ⌄

Assign to Me >

You may also:
Start Course > Assign to Others >

Title: *SAP Ariba Training for Employees Having Existing SRM Shopper Role*

myUK / Employee Self-Service / Learning – Locate by name or number, Book (Assign to Me), and Complete

4

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SUPPLEMENTARY TRAINING FOR EXISTING SHOPPERS

Today's Plan:

- Review Available Support Resources

- Walk-through demo for existing Shoppers

- Opportunity for Questions and Answers
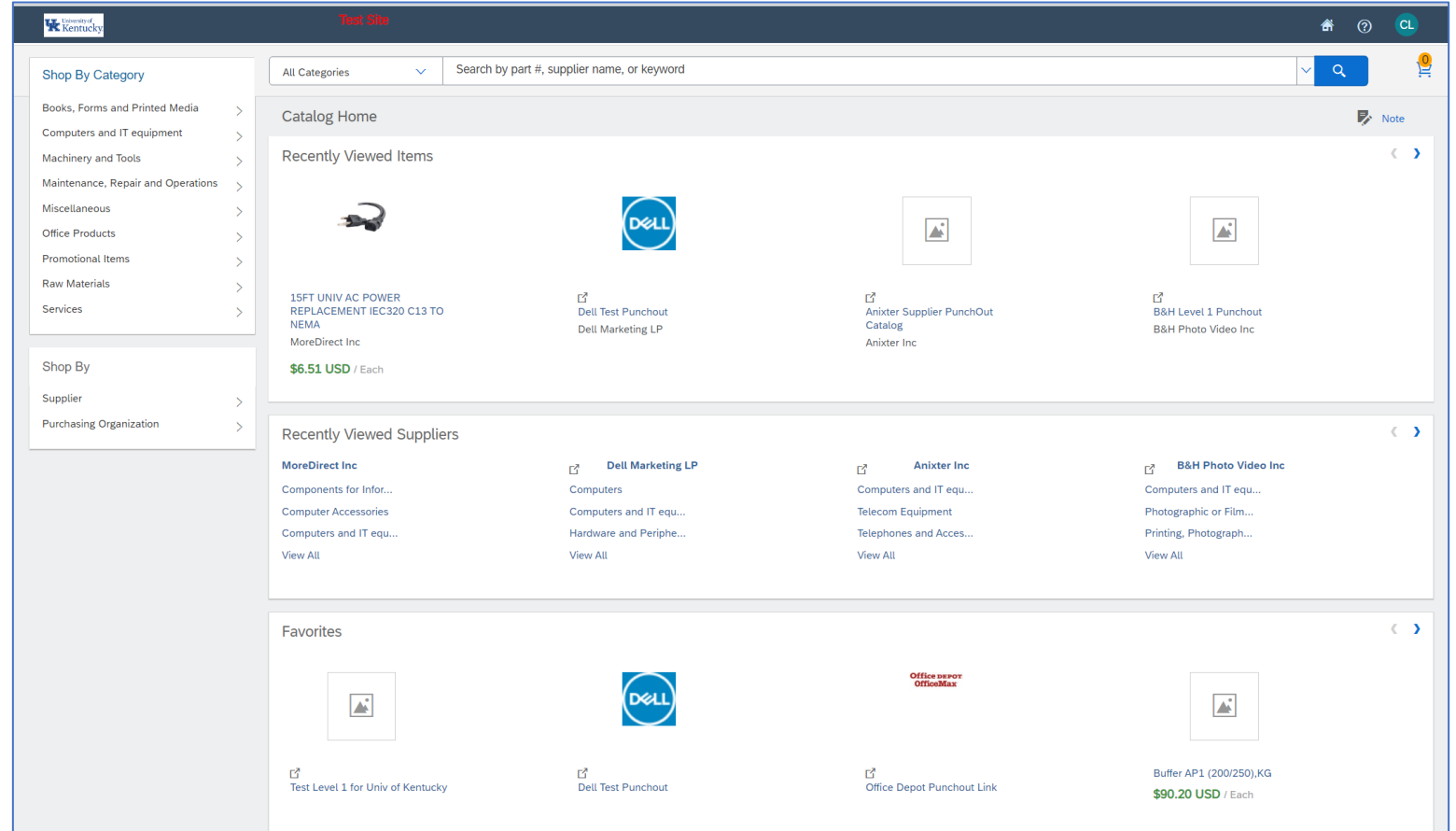
CATALOG SUPPLIERS AVAILABLE AT GO-LIVE

Existing SRM Catalogs > Ariba	New/Additional Catalogs
Office Depot	Fastenal
Dell	B & H Photo
CDW-G	Sigma-Aldrich
MoreDirect	Qiagen
VWR	Bio-Rad
Fisher Scientific	Lowes
Life Technologies	Medline
Grainger	Anixter (IT only)
Office Resources Inc (Steelcase)	

Move of existing e-catalogs: all products, pricing, etc. will be moved from current SRM catalogs to SAP Ariba Network Shopping

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AMAZON TO FOLLOW POST GO-LIVE

Amazon is included in the myUK existing Shopper course content, but is planned for onboarding in a secondary phase of go-live

WHAT TO EXPECT AT GO-LIVE

- Go-Live is scheduled for Monday, September 13

- No changes to Shopper tab, dashboard, how to start or complete a Shopping Cart or any larger parameters around accounting assignments, approvals, goods confirmations, etc.

- No changes to Free Text Shopping Carts; should experience reduction as some e-catalog suppliers have quote-to-cart tools on their e-catalogs

- Key change is the e-Catalog Shopping and Check-out User Experience (UX)

- No changes to existing completed and approved carts or established POs already in progress; they will complete as normal

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GO LIVE AND WHAT TO EXPECT

- Existing Shoppers will need to take no action; Ariba Network will appear as the only available catalog in the Add Item menu on September 13:

Current
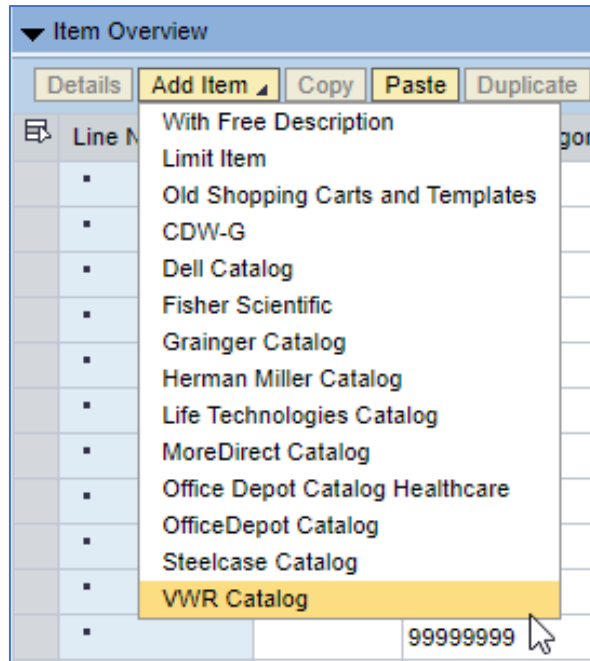
Go-Live
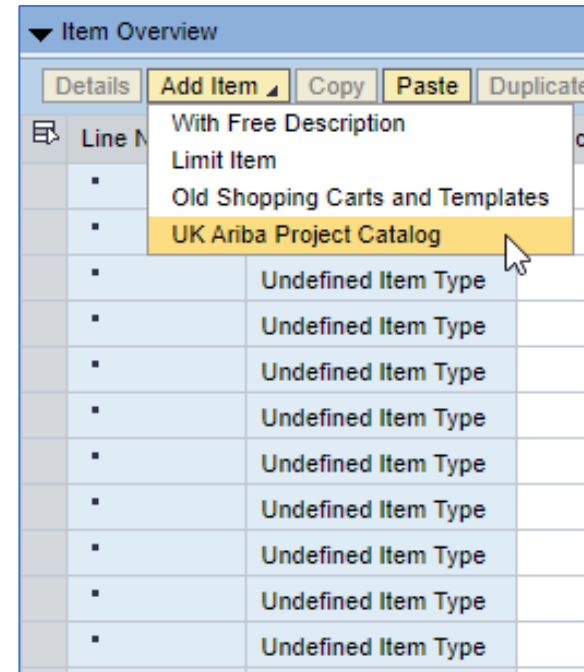
MISCELLANEOUS ITEMS TO KNOW

- Finish any Shopping Carts from *current SRM e-catalogs* that are SAVED in your dashboard or in an approval workflow prior to 9/12 or will need re-ordered after 9/13 in Ariba

- Note for future Ariba e-catalog Shopping Carts: For split accounting, refrain from "split by quantity"; use only "split by percentage" when completing Shopping Carts from the Ariba platform

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SUPPORT RESOURCES

- 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

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REVAMPED LEARNING PAGE – PURCHASING WEBSITE

Procurement Learning at the University

The Purchasing Division provides learning and training resource support materials for all areas and departments at the University. Within our Quick Reference Guides (QRCs) and other support materials below, our hope is that departmental staff and faculty will be able to easily locate and utilize the procurement help resources needed to carry out procurement transactions in an efficient manner. If you do not see the resource to fulfill your question or need, you may contact us at srmhelp@uky.edu for questions of a technical nature or UKPurchasing@uky.edu for inquiries more general.

SAP Ariba Shopping Using SRM (Supplier Relationship Management)

Resource Number	Learning Resource Name	Learning Resource Description
A-01	SAP Ariba E-catalog Shopping for Existing Shoppers	This desktop reference reflects content of the same course found within myUK Learning. It is designed to assist departmental employees who hold the SRM Shopper role with their transition to using the SAP Ariba Network shopping platform.
A-02	SAP Ariba E-Catalog Shopping for New Shoppers	This resource reflects content found in myUK for employees new to the SRM Shopper role. This is a desktop reference that can be used after new Shoppers have received the role and tab within myUK.

Visit https://purchasing.uky.edu/ - Navigate to Learning and Training Resources

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SUPPORT RESOURCES

- Use SRMHelp@uky.edu 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

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DEMO – SHOPPING EXPERIENCE USING SAP ARIBA

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QUESTIONS AND ANSWERS

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