

EXISTING SHOPPERS DEMO FOR SAP Ariba TRANSITION

SEPTEMBER 2021



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

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

From: UK Purchasing News & Updates <UKPURCHNEWS@LSV.UKY.EDU> **On Behalf Of** UK Purchasing
Sent: Wednesday, April 21, 2021 5:01 PM
To: UKPURCHNEWS@LSV.UKY.EDU
Subject: [UKPURCHNEWS] Purchasing Ariba Project Announcement



This spring, the Purchasing Division, in partnership with University Financial Services and Information Technology Services, embarked on the implementation of SAP Ariba, a robust e-procurement solution enabling intelligent connections between businesses and suppliers.

The implementation of an improved procurement solution is part of UK's Our Path Forward Initiative, a financial path to generate the cost savings and process efficiencies necessary to meet our mission. This enhanced procurement tool will help the University:

[UKPURCHNEWS] Purchasing Update: E-Procurement Platform Project



UK Purchasing News & Updates <UKPURCHNEWS@LSV.UKY.EDU> on behalf of
To: UKPURCHNEWS@LSV.UKY.EDU

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Thu 8/19/2021 2:23 PM

[Web Version](#)



Colleagues,

Earlier this year, our team announced the upcoming implementation of a new procurement e-catalog shopping platform powered by SAP Ariba. Implementing a robust e-procurement solution is an institutional focus designed to propel us forward as we pursue cost savings, process efficiencies and supplier diversity improvements. This endeavor is not a project- it is a transformation. Transformations do not have finish lines. Work will be on-going as we constantly evolve to meet changing needs. We are making progress toward the start line of our transformation which is go-live and we hope you share our excitement.

We have presented updates at University Budget Officer and various department meetings throughout the spring and summer. Our team is now prepared to provide an important update on implementation and launch planning efforts.

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



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

Online Course

Questions? Contact
srmhelp@uky.edu

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](#)

1 category [more](#) ▾

[Assign to Me >](#)

You may also:
[Start Course >](#) [Assign to Others >](#)

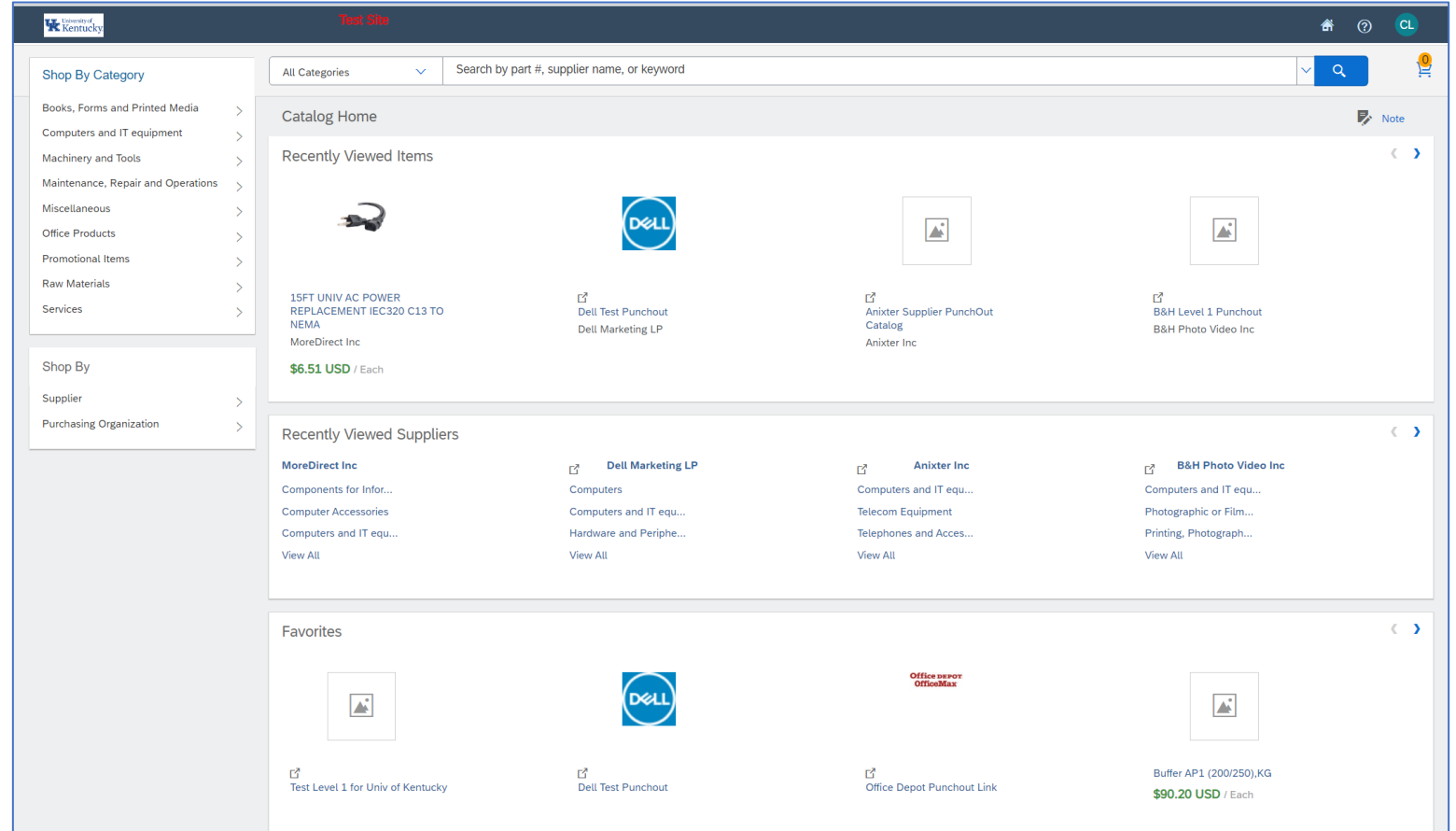
Title: *SAP Ariba Training for Employees Having Existing SRM Shopper Role*

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

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

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

The screenshot shows the Amazon Business Prime interface. At the top, there's a search bar with 'Electronics' selected and a prompt to 'Enter keyword or product number'. Below the search bar, a navigation bar includes 'Departments', 'Add People', 'Buy Again', 'Help', 'PPE for Work', 'Quantity Discounts', 'Gift Cards', 'Workplace Essentials', 'Savings Hub', 'Today's Deals', and a user account section for 'Hello, Craig' with a 'Business Prime' badge. A banner for 'Subscribe & Save Up to 15% off auto-deliveries' is visible. The main product area features a large image of the Panasonic LUMIX G7KS camera. To the right of the image, the product title is 'Panasonic LUMIX G7KS 4K Mirrorless Camera, 16 Megapixel Digital Camera, 14-42 mm Lens Kit, DMC-G7KS'. Below the title, there's a star rating of 4.5 stars from 1,146 ratings and 556 answered questions. The price is listed as '\$799.99' with a Prime logo and 'FREE Returns'. A note says 'Buy now, pay later with 30-day terms. Select Pay by Invoice at checkout.' Below this, it states 'May be available at a lower price from other sellers, potentially without free Prime shipping.' The 'Style' section shows '14-42mm' selected. The 'Color' section shows 'Silver' selected. The 'Configuration' section shows 'Camera Only' selected. Below this, a table lists product details: Model Name (Panasonic Lumix G7), Brand (Panasonic), Form Factor (SLR-style mirrorless), Special Feature (Image-stabilization), and Color (Silver). At the bottom, a section titled 'About this item' lists a bullet point: 'Superb DSLM image quality without the bulk and weight of traditional DSLRs'. On the right side of the product area, there's a 'Buy new: \$799.99' section with a Prime logo and 'FREE Returns'. Below this, it says 'FREE Delivery by Friday, Sep 10 for Prime members'. A note indicates 'Only 3 left in stock - order soon.' There's a quantity selector set to '1' and a 'Buying in bulk?' link. A yellow 'Add to Cart' button is present. Below the button, there's a 'Secure transaction' badge, 'Ships from and sold by Amazon.com', and 'Support: Free Amazon product support included'. A section for 'Add a Protection Plan:' shows a checkbox for '4-Year Protection for \$111.35'. Another section for 'Add an Accessory:' shows checkboxes for 'Rescue Monthly Whole Home Data and Image Recovery ... \$4.99' and 'Add a gift receipt for easy returns'.

business prime Electronics Enter keyword or product number

Punchout Group: Ariba Production Punchout

Deliver to Final Lexington 40506 Departments Add People Buy Again Help PPE for Work Quantity Discounts Gift Cards Workplace Essentials Savings Hub Today's Deals EN Hello, Craig Account for University of ... Lists Business Prime

Camera & Photo Deals Best Sellers DSLR Cameras Mirrorless Cameras Lenses Point-and-Shoots Sports & Action Cameras Camcorders Photography Drones Security Cameras Accessories

Subscribe & Save Up to 15% off auto-deliveries Shop now

Back to results

Panasonic LUMIX G7KS 4K Mirrorless Camera, 16 Megapixel Digital Camera, 14-42 mm Lens Kit, DMC-G7KS

Visit the Panasonic Store

★★★★★ 1,146 ratings | 556 answered questions

Price: \$799.99 prime & FREE Returns

Buy now, pay later with 30-day terms. Select Pay by Invoice at checkout.

May be available at a lower price from other sellers, potentially without free Prime shipping.

Style: 14-42mm

14-140mm 14-42mm

Color: Silver

Configuration: Camera Only

Camera Only w/ Battery Pack

Model Name	Panasonic Lumix G7
Brand	Panasonic
Form Factor	SLR-style mirrorless
Special Feature	Image-stabilization
Color	Silver

About this item

- Superb DSLM image quality without the bulk and weight of traditional DSLRs

Buy new: \$799.99 prime & FREE Returns

FREE Delivery by Friday, Sep 10 for Prime members

Details

Deliver to Ariba - Lexington 40506

Only 3 left in stock - order soon.

Qty: 1

Buying in bulk?

Add to Cart

Secure transaction

Ships from and sold by Amazon.com.

Support: Free Amazon product support included

Add a Protection Plan:

☐ 4-Year Protection for \$111.35

Add an Accessory:

☐ Rescue Monthly Whole Home Data and Image Recovery ... \$4.99

☐ Add a gift receipt for easy returns

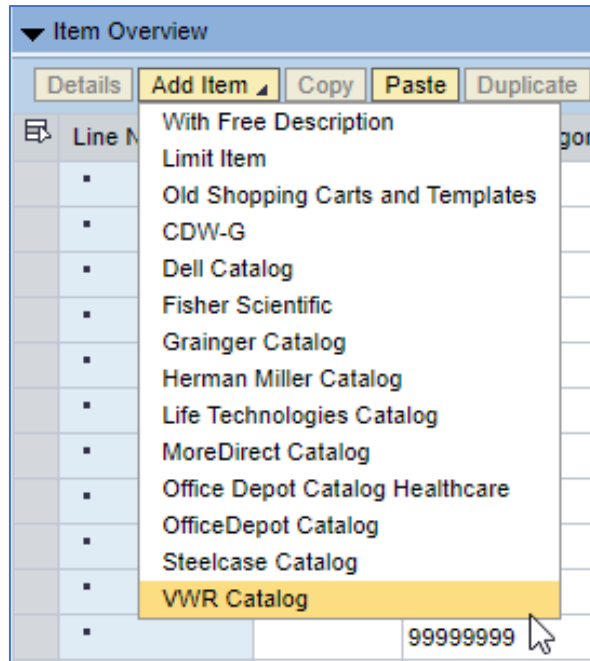
WHAT TO EXPECT AT GO-LIVE

- 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

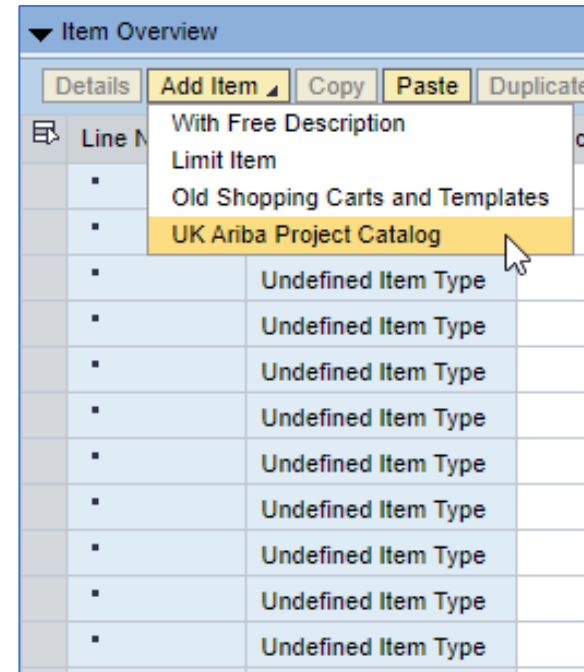
GO LIVE AND WHAT TO EXPECT

- 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

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

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

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

DEMO – SHOPPING EXPERIENCE USING SAP ARIBA



QUESTIONS AND ANSWERS

