Ariba Glossary of Terms

KEY TERMS, ABBREVIATIONS & ACRONYMS

Active Approver	This is the user who currently must take action on a request. Most requests require approval by one or more approvers. There can be more than one active approver at a time, called **parallel approvers**. The approval workflow can be viewed in the Purchase Requisition details by the requestor, the user who is being ordered on behalf of if applicable, ad hoc approvers and watchers can view the approval workflow.
Ariba Supplier Network (ASN) aka Business Network	Suppliers on the Ariba Supplier Network collaborate with customers virtually and instantly on bids, contracts, orders, catalogs, invoices, and payments through a single platform.
Catalog Interchange File (CIF)	The Catalog Interchange File or CIF format is a comma-separated list of catalog items and their attributes. This format may be used by Procurement and Contract Administration users to upload a suppliers' catalog with negotiated pricing into P2P. Suppliers are also able to upload their own catalogs directly to Ariba after receiving the required approvals from LAUSD.
Catalog Item	Catalogs in P2P Core and Guided Buying that list the specific products or services available to LAUSD, at negotiated prices. There are **Static Catalogs**, and **Punch-Out Catalogs**.
Change Order, Cancel Order	After an order has been placed, the user can change or revise the order. A correction to an existing order creates a **change order**. Canceling an existing order creates a **cancel order**. A change or cancel order is a new version of the requisition and the associated purchase orders that were impacted will result in new versions of the Purchase Order (PO) number being generated with V1, V2 etc. suffixes added for each edited version.

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Term	Definition
Child Realm/Parent Realm	The **Parent Realm** (also called Upstream), is the portion of Ariba P2P Core in which sourcing and contract management occurs. Everything leading up to the creation of requisitions occurs in this realm, for example: Contract Management & Creation, Sourcing, and Supplier Management. The **Child Realm** (also called Downstream), is the portion of Ariba P2P core in which purchasing functions occur. Visibility and actions related to purchasing functions such as Requisitions, Receipts, and Invoices occur in this realm.
Contract Request (CR), Sourcing	A Sourcing Contract Request (CR) is an approvable document in Contract Compliance that generates that generates the contract requirements.
Contract Terms Document / Contract Compliance Document	*This portion of the contracting process in Ariba is most similar to the Contract line item details and fields that were found in the previous SAP SRM system.* Contract Terms Document (CTD) refers to the information that defines the terms of an agreement between LAUSD and another party. CTD translates the negotiated terms in the agreements into a format that Ariba's downstream procurement modules (like Buying and Invoicing) can understand, allowing Purchase Requisitions to be placed referencing the contract agreement. It connects sourcing to Procurement and enforces compliance to contracted details such as discounts, pricing, payment terms, and surcharges.

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Contract Workspace	*The Contract Workspace in Ariba is most similar to the Contract Header level details and fields that were found in the previous SAP SRM system.* In Ariba, the Contract Workspace is the "bucket" for all of the details and documents relevant to a contract. The Contract Workspace is where the legal contract document is composed, and allows for collaboration with suppliers to finalize the legal contract agreement. The Contract Workspace allows procurement users to create their document by using an existing template in a Cloud-based workspace. All workspaces created via a template may be edited and modified to support the specific contract being entered. This workspace contains all contract-related documents and information (for example: all IFB/RPF supporting documents and details). It aims to eliminate the need for paper and ink when creating, managing, and executing contracts and helps LAUSD standardize our processes and create a single view of contract data.
Dashboard	The Dashboard is a single screen on which you can organize and access key tasks, actions, and information in P2P Core.
Delegatee	A Delegatee is a user that has received delegation of authority from another user. A Delegatee has the ability to approve on behalf of the **Delegator**. The Delegatee will also gain the authorization of the **Delegator** to view or access, as well as perform, any functions available to the Delegator.
Delegation of Authority	Delegation of Authority allows you to temporarily delegate your approval authority to another user. A delegation of authority is a temporary change; typically something you set up to handle a period when you will be out of the office.

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Delegator	A Delegator is a user who has delegated approval authority to another user.
ECC (Enterprise Central Component)	ECC is the core Enterprise Resource Planning (ERP) SAP Systems that handle core functionalities like accounting, inventory management, warehouse management, human resources, and Funds Management. ERP integrates with Ariba to: 1. Automate data exchange for Master Data, Purchase Requisitions, Purchase Orders, Goods Receipt, and Invoices 2. Provides a more comprehensive view of spending across LAUSD
Goods Receipt (GR) / Receipt (RC)	Also referred to as a Goods Receipt. In Ariba the Receipt issues a number starting with (RC). The previous SAP Shopping Cart system generated a number beginning in 5- for Goods Receipts. A receipt is the document on which a designated user confirms that they have physically received the ordered goods, or that the service has been provided.

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Guided Buying	*This mode is used by the majority of users in school sites and offices for ordering, receiving and approving purchase requests.* SAP Ariba Guided Buying is an intuitive user interface that simplifies and streamlines procurement processes. It sits on top of the SAP Ariba Buying and Invoicing solution (P2P Core) and offers users: 1. **User-Friendly Interface**: Guided Buying offers an intuitive and easy-to-use interface that simplifies the procurement process. Casual users, who may not be procurement professionals, can quickly find and purchase goods and services without extensive training. 2. **Improved Compliance**: The solution ensures that employees adhere to procurement policies and guidelines. It guides users toward registered suppliers and compliant purchasing practices, reducing the risk of unauthorized spending. 3. **Cost Savings**: By recommending cost-effective items and suppliers, Guided Buying helps organizations save money. It leverages historical data and negotiated contracts to suggest the best options.
Invoice (INV)	Invoices are submitted by suppliers via the Ariba Supplier Network and cannot exceed the amounts of the purchase order. The invoice document is ingested into Account Payables Vendor Invoice Management (VIM) and once a goods receipt is entered it will post to generate a payment to the supplier.
Mass Edit	In Guided Buying, you may edit multiple line items on a requisition document at one time by making changes at the header level. Mass editing is useful when you need to make the same change (such as specifying a different accounting or shipping information) to multiple line items.

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Non-Catalog Item (ad-hoc)	The non-catalog item option is used when you cannot find the item you are looking for in a catalog. Because the item does not yet exist, you need to include all of the item details in the Non-Catalog item Purchase Request (PR) form with any required quotes so the Purchasing Team (Buyer) can source the item and process the Purchase Order (PO) for you. It is recommended to include as much information as possible (ex: Manufacturer make and model, quotes from suppliers, descriptions of any additional requirements, etc.) to improve the turnaround time for Procurement to source the order and issue a Purchase Order (PO).
On Behalf Of	The On Behalf Of field is used to create a requisition for another user. If the On Behalf of field is changed, the requisition will assume the profile information of the user who is being purchased on behalf of (e.g. cost center, deliver to location, approval hierarchy, etc.). Both the Purchase Requisition preparer and the user they are buying on behalf of will retain access to view the associated ordering processes.
Order Status	**Composing**- In this status, the document is in 'draft' status and has not yet been submitted for approvals. Requisitions can remain in composing status until they are ready to be issued or discarded. Ariba autosaves your progress while you are in composing status, so you won't lose your progress if you are inactive or navigate away from the page. **Submitted** - Purchase Requisition has been submitted for approval but has yet to be fully approved. **Ordering**- STOs for the Stores Warehouse will be displayed as ordering rather than Ordered. For POs in the Ordering status, this may indicate an issue with the Purchase Requisition (PR) preventing it from generating the Purchase Order (PO). **Ordered** - Purchase Requisition is fully approved and a Purchase Order has been created. Available to start the Receiving process. **Receiving** - Purchase Requisition is fully approved and a Purchase Order has been created. The order has been partially received. **Received** - All items on the Purchase Order have been received, and no further action is required from the requestor.

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Parallel Approvers	A parallel approver is someone who is included in an approval workflow alongside other approvers, but their approval or rejection doesn't depend on the actions of the others. However, all parallel approvers must approve the request before it will pass to the next approver in the workflow. Parallel approvers are notified about a request for approval at the same time. Parallel approvers are created in situations where there are multiple details requiring different approvers on a single requisition. For example, one Purchase Requisition (PR) with multiple cost center approvers or multiple funding approvers will pull in parallel approvers to the workflow.
PO Flip	The Supplier process of automatically converting a Purchase Order (PO) received from LAUSD into an invoice for to be submitted to LAUSD for payment. It "flips" the document from an order requesting goods or services to a bill for payment.
Preparer: Business user/Buyer	A user who creates and submits a request. By default, the preparer is the user logged in to Ariba and creates the request. If you create a request on behalf of another user, you are the preparer and the other user is the requester.
Procure to Pay / P2P Core	*This mode is used by "power users" such as Procurement, Contract Administration, Finance and Central Receiving.* Procure to Pay (P2P) aka Ariba Core, or P2P Core, or Ariba Classic, Ariba Buying. The Procure to Pay (P2P) is a tool that allows LAUSD to automate, monitor, and control their end-to-end purchasing lifecycle. P2P contains requisitioning, receiving, and invoicing capabilities to effectively manage the transactional aspect of procurement spend. Automated and streamlined, the functionality can increase user, process, and price compliance while driving efficiency.

Punch-out Catalog	A Punch-Out Catalog is maintained by a Supplier and when accessed, temporarily takes users out of Ariba to access a supplier's online catalog to search for items at negotiated pricing. When you return from the supplier's site by 'checking out', the item(s) you added appear in your Ariba shopping cart where you can continue to process the order and make any updates needed to the delivery location and funding information. LAUSD has agreements with these suppliers to receive discounts or special prices when you order items from the supplier's Punch-Out catalog. After processing, only limited changes may be made. If you need to make changes (Edit quantity, or remove an item) to any Punch-Out items, you must return to the supplier's website to do so, since your changes may affect the discounts or special pricing applied to the final order.
Purchase Order (PO)	*In the previous SAP Shopping Cart System, POs began with 45-. In Ariba, purchase order numbers will begin with 8-. In Ariba, any changes to the PO will result in new versions of the PO number being generated with V1, V2 etc. suffixes added for each edited version.* A purchase order is an agreement between LAUSD (buyer) and a supplier (seller) indicating types, quantities, and agreed prices for products or services the seller will provide to LAUSD.
Purchase Requisition (PR)	*In the previous SAP Shopping Cart System, these documents were referred to as Shopping Carts (SC) whose number started with 1-, in Ariba, they will begin with "PR".* A Purchase Requisition or Purchase Request (PR) is a document containing the list of goods or services an LAUSD user wants to purchase. This document is routed to any necessary approvers (including Procurement) for review and approval before the requisition is converted into a Purchase Order (PO). In Ariba, the Purchase Requisition (PR) becomes the Purchase Order (PO), so any changes required on the Purchase Order (PO) are initiated on the Purchase Requisition (PR). Procurement groups are now a part of the approval workflow. **In Ariba, the Purchase Requisition creates an encumbrance as soon as it is submitted to reserve the funds.**

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Requester	The user for whom a request has been created. Purchase Requests may be created directly by the requester, or be submitted on behalf of the requester by another user (the preparer).
SLP (Supplier Lifecycle & Performance Management)	System designed to streamline the process of onboarding, managing, and collaborating with vendors. This includes: 1. Supplier onboarding: Simplifies The process of bringing new vendors on board, allowing them to register and enter their information themselves. 2. Supplier management: Provides a central location to manage all supplier information (including SBE and other Business Utilizations), track performance, and facilitate communication between buyers and sellers. 3. Supplier performance: Offers tools to assess supplier performance, identify areas for improvement, and build stronger supplier relationships
Sourcing Event	A digital space is used to streamline the process of requesting and receiving bids or proposals from potential vendors. It acts as a central hub for both buyers and sellers involved in the procurement process. Sourcing Events function include: 1. Event types: Offers various event types to suit different procurement needs. This can include requests for information (RFI), informal Requests for Quotes (RFQ), and formal Invitations for Bids (IFB) or Requests for Proposal (RFP). 2. Creating an event: LAUSD initiates the process by defining the event details, including the type, required goods or services, deadlines, and any specific requirements or questions for suppliers. 3. Vendor participants: Invited vendors can access Sourcing Event through Ariba Proposals & Questionnaires. Vendors can review details, download attachments, submit bids or proposals, and ask clarifying questions. 3. Evaluation and awarding: LAUSD can evaluate and compare bids or proposals based on predefined criteria. The platform can also facilitate communication and negotiation with shortlisted vendors.

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Static Catalog	Static Catalogs are found as tiles on the Ariba Dashboard, but unlike **Punch-Out Catalogs**, these catalogs will add items to a requestors shopping cart within Ariba when selected, rather than taking them to an external site maintained by the supplier. These catalogs are based on files provided by Suppliers, and are approved by LAUSD before posting. They provide an easy to use format to search across different catalogs for negotiated pricing on commonly purchased items. Purchase Requisitions (PR) for catalog items will automatically generate a Purchase Order (PO) which is sent to the Supplier once any required approvals have been made.
Supplier	This term is interchangeable with vendor. Suppliers can register through LAUSD's Vendor Services Unit. During the creation of **Sourcing Events**, sourcing opportunities can also be sent to the Discovery Network to receive quotes and bids from additional suppliers who are part of the Ariba Network, but not yet registered directly with LAUSD.
TRR (Trading Relationship Request)	An invitation sent by LAUSD to a vendor to establish a business connection on the Ariba network. TRR signifies: 1. Initiating Business Collaboration: Involves sending purchase orders, receiving invoices, and potentially managing other aspects of the buying process. 2. Enabling Electronic Communication: LAUSD and vendors can exchange documents and data through the Ariba platform. This eliminates the need for manual processes like emailing. 3. Streamlining Transactions: Ariba Network automates many tasks associated with buying and selling, saving time and reducing errors.

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User Interface (UI)	A user interface is the system by which people (users) interact with a machine or software system. The user interface includes hardware (physical) and software (logical) components. For Ariba, the user Interface can be accessed via a computer, a tablet, or a phone (Mobile device); and includes interfaces for **Guided Buying** and **P2P Core**.
User Profile (UP)	Your Ariba user profile contains information such as your email address, your group memberships, roles and permissions, accounting and shipping information. You may also make changes to your preferences via your User Profile, such as setting preferences for the frequency and type of notifications you receive. User profiles may change when there are updates to users' position, role changes, and other system updates.
Watcher	A user included in the approval flow for a request, who can receive notification messages related to the request, but who is not required to approve or deny the request. Watchers can be added to the workflow by the preparer of the Purchase Requisition (PR) as needed.
Withdraw a Requisition	Requisitioners may use the withdraw option to recall a requisition in the "Submitted" status (not fully approved yet) from the approval process and make changes if needed. A withdrawn requisition returns to the status of "Composing" which allows the requisition preparer to edit and submit the requisition for approval. Note: The withdraw option is only available on requisitions in a "Submitted" status. If a requisition in an "Ordered" status requires a change, the **Change Order** process is used.