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# Approval Process Management Guide

## SAP Ariba Procurement solutions

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# Approval Process Management Guide

This guide is for SAP Ariba administrators responsible for configuring approval rules for requisitions, invoice reconciliation documents, user profile requests, and other approvable documents in SAP Ariba Procurement solutions.

Approval rules determine which users or groups are automatically added to the approval flow of a request.

This guide applies to:

- SAP Ariba Catalog
- SAP Ariba Buying
- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management
- SAP Ariba Contract Invoicing

## Related guides

[Approval Flows](#)

[Common Data Import and Administration for SAP Ariba Procurement Solutions](#)

[Approvables Reference Guide](#)

# Approval Process Overview

The approval process is a set of approval rules for a specific type of approvable, such as requisitions or user profile changes.

Approval rules determine the approvers assigned to each approvable. For example, you could have an approval rule that adds the requester's manager to the approval flow.

The logic of the rules typically depends on the content of the approvable. For example, rules could implement the following logic:

- If the requester and the preparer are not the same person, the requester must approve.
- If the requisition has line items with a commodity code related to computer software, the IT Manager must approve.

SAP Ariba Procurement solutions include a set of default approval processes. For example, SAP Ariba Buying solutions include default approval rules for requisitions and receipts. You can customize the default approval processes for your site.

During document creation, your SAP Ariba solution evaluates the approval rules, as needed, to determine the set of reviewers or approvers for that approvable. After the requester submits the approvable, the approval process formally begins.

Most approvables are submitted by a user, but some documents, such as invoice reconciliations, are auto-submitted.

The following diagram illustrates the approval process.



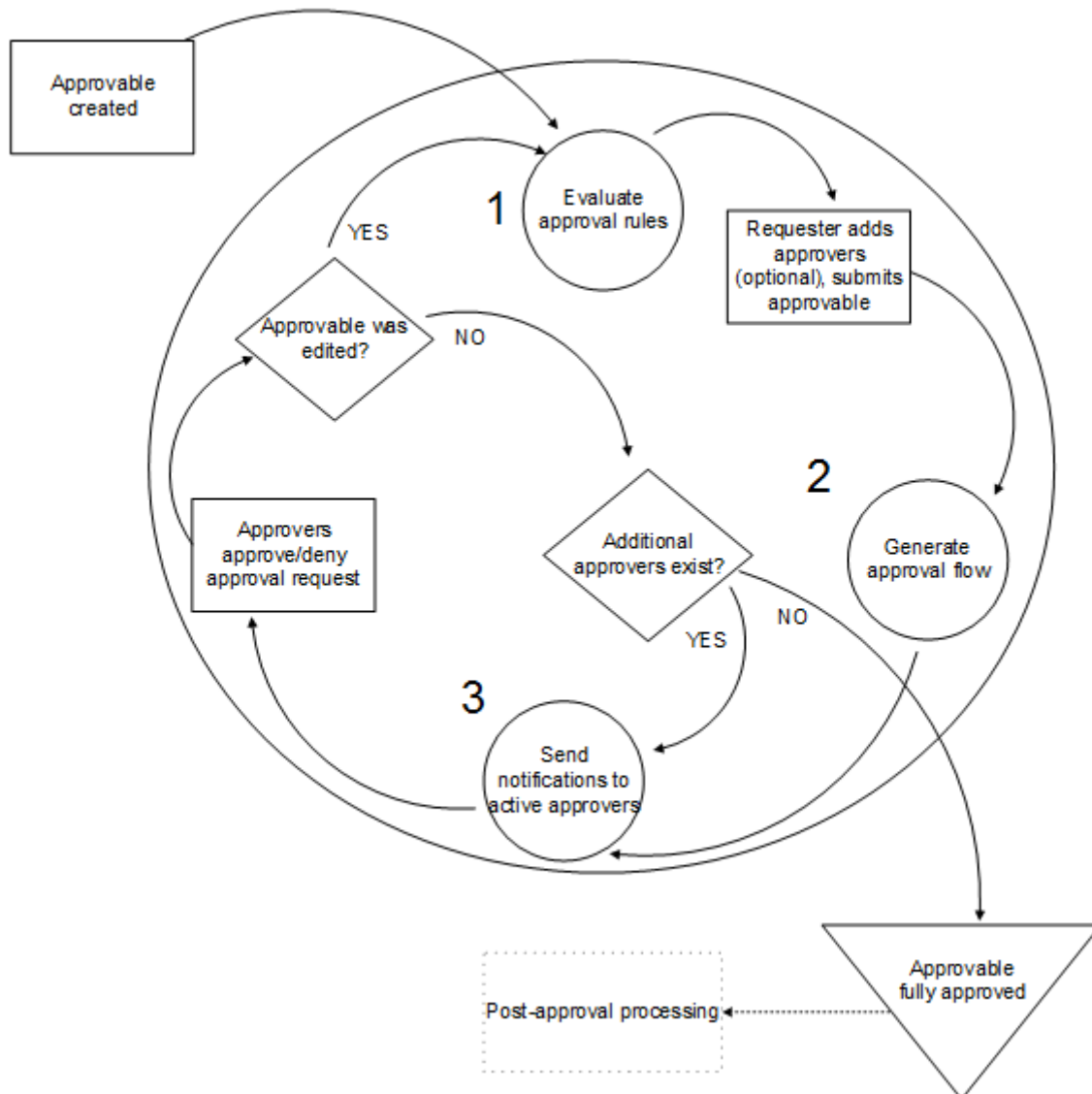


Figure 1: SAP Ariba Approval Process

The general sequence of steps in the approval process:

1. When an approvable is created, your SAP Ariba solution evaluates it against the approval rules for that type of approvable.
2. Your SAP Ariba solution generates an approval flow consisting of approval requests that specify who must approve the document. If no approvals are required, the document is fully approved.
3. If approvals are required, your SAP Ariba solution sends email notifications to the first approvers, asking the approvers to take action. The approvable also appears in the approvers' **To Do** content item on the dashboard.
4. The first approvers approve or deny the approvable.  
The approvable cycles through the steps of the approval process until all required approvers have acted.

In the standard approval flow, your SAP Ariba solution evaluates the approval rules once, when the approvable is submitted. However, the standard approval flow can change in the following ways:

- Users can modify the approval flow by adding or removing approvers.

- Users can edit the approvable. If a user changes an approvable after submission, your SAP Ariba solution uses edit rules (a type of approval rule) to determine if the changes require reapprovals.
- For approvables that require validation on approval or rejection, your SAP Ariba solution uses validation rules (a type of approval rule) to determine if the user must fill in missing information before approving or rejecting an approvable.
- If a user resubmits an approvable, your SAP Ariba solution runs the approval rules again.

When an approval process is marked as active, it means that your SAP Ariba solution is currently using that approval process for all approvables of that type. There can be multiple approval processes for any type of approvable, but only one of the processes can be active at a time.

# Configurable Approval Rules

SAP Ariba Procurement solutions use configurable approval rules to specify the approvals that are required for specific requests and documents.

Configurable approval rules are available in the following SAP Ariba Procurement solutions:

- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management
- SAP Ariba Buying
- SAP Ariba Catalog
- SAP Ariba Contract Invoicing

Configurable approval rules provide browser-based management in all aspects of approval process creation and deployment. For each type of approvable document (also referred to as an approvable), you can build a flow diagram of approval rules, defining the conditions and actions for each rule. You can then test the approval process by previewing approval flows generated for selected test approvables.

Configurable approval rules provide the following capabilities:

- Graphical representation of approval processes, which allows you to clearly see and manipulate the behavior of approval rules.
- You can manage approval processes from one location in the user interface.
- Approval process management includes versioning and audit-tracking of successive changes.
- A default set of predefined approval processes for you to use, copy, and customize. You can also create new approval processes with simple or complex behaviors.
- You can create approval processes for eForms.
- When defining each approval rule in an approval process, you can use predefined conditions or build your own. You can base conditions on out-of-the-box fields, flex fields, and flex master data. (Flex master data is a flexible data structure designed specifically for your site.)
- You can configure approval rules to generate approval requests based on data in an approver lookup table (formerly called CSV helper files or supporting files).
- You can filter generated approval requests using predefined filter rules such as **Remove Duplicates**.
- Approvable edit rules let you configure the policy for editing approvables that have already entered the approval flow.
- You can require that purchasing agents working with collaborative requisitions and shopping cart approval processes collaborate with a minimum number of suppliers, and receive their bids, before completing the purchasing process.
- You can specify whether some approvables are validated, and at what level, in some configurations.

Default approval processes are available for each type of approvable, and when an approvable type has no active process, there is a default process available.

## Limitations

- When you create or modify a condition for an approval rule, you can't combine it with other approval rules. If you want to use the same condition with another rule, you must re-create the condition.
- You can't edit the data in an approver lookup table in the user interface.
- The new, configurable approval processes and approval rules are not available in printed form.

For more detailed information about generated approval flows from the perspective of the end user, see the [Approval Flows](#) guide.

# Approval Rules, Conditions, and Actions

Approval rules consist of conditions and actions. Conditions determine the circumstances in which the Ariba solution applies an action to an approval rule, and actions clarify what needs to be added or removed from the approval flow when conditions are met.

You can think of conditions and actions as if-then statements. That is, if a condition is met (is true), then the action is performed. For example:

If this condition is true: The requester has a manager

Then perform this action: Add the manager to the approval flow

Each condition is evaluated, and the result is either true or false.

## i Note

You can also define conditions and actions based on an approver lookup table. For example, you could set up a lookup table that adds approvers based on commodity codes in a requisition.

Every approval rule is one of the following types:

Rule Type	Description
Base approval rule	Generate a list of approvers for the approval flow diagram. Rules that use approver look up tables are a type of base rule. The base rules in an approval process cannot be disabled.
Chain rules	Add a management hierarchy. A chain rule is always associated with a single base rule. The chain rules in an approval process cannot be disabled.
Filter rules	Eliminate approvers based on exceptions to base rules. The filter rules in an approval process can be enabled and disabled.
Edit rules	Not strictly part of the approval process, these can prevent users from editing a submitted approvable, and they can determine what happens when editing occurs (for example, the edited approvable must be resubmitted). The edit rules in an approval process can be enabled and disabled.
Validation rules	Not strictly part of the approval process, these determine whether an approver who has permission to edit an approvable must fill in missing information before approving or rejecting it. The validation rules in an approval process can be enabled and disabled.
Policy rules	Enforce policy terms for collaborative requisitions (SAP Ariba Buying and Invoicing, SAP Ariba Buying) and shopping carts (SAP Ariba Catalog). The only type of policy currently available is N Bids and a Buy. The policy rules in an approval process can be enabled and disabled.

Base rules, chain rules, edit rules, and validation rules have conditions and actions. Filter rules have actions only.

## Related Information

[Approval Rules Based on Approver Lookup Tables \[page 62\]](#)  
[Chain Rules for Adding a Chain of Approvers \[page 63\]](#)  
[Rule Definition for Submitted Approvables \[page 105\]](#)  
[Validation Rules for Approvables \[page 113\]](#)  
[N Bids and a Buy Feature \[page 118\]](#)  
[Adding, Enabling, or Disabling a Filter Rule in an Approval Process \[page 98\]](#)  
[Conditions and Actions in the Approval Process Editor \[page 54\]](#)  
[Base and Chain Approval Rules \[page 60\]](#)

## Approval Rule Process

Approval rules are applied to an approvable in a particular order, establishing certain permissions at each step in the process.

The following diagram illustrates the order in which approval rules are processed:

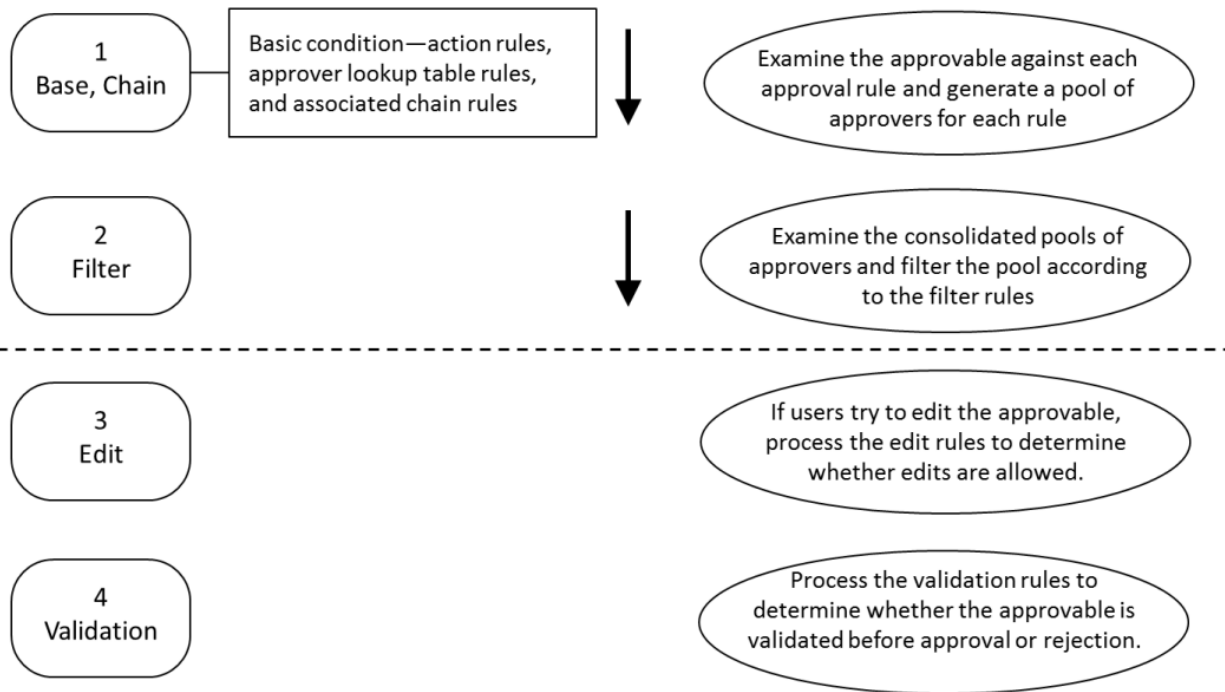


Figure 2: The Order in Which Types of Approval Rules Are Processed

In this diagram:

1. The system runs all base rules and their associated chain rules first, generating a pool of unfiltered approvers for each rule. If a chain rule adds new approvers, it passes those new approvers through the chain rule again.
2. The system then takes each approver from the consolidated, unfiltered pools and runs it through the filter rules. Each filter can either delete the approver or pass it to the next filter rule in the list. If the filter rules do not remove the approver, the approver is stored in the filtered pool.

- Edit rules, in combination with group membership, determine whether users can modify approvables that have already been submitted for approval. Edit rules also determine whether edited documents require reapproval.
- Validation rules determine whether an approver who can edit an approvable must fill in missing data at the header or line level before approving or rejecting it.

## Approval Flows

Approval flows are generated whenever an approvable is created, creating a diagram of the approvers and their roles within the flow.

The approval flow consists of approval requests that specify who must approve the document.

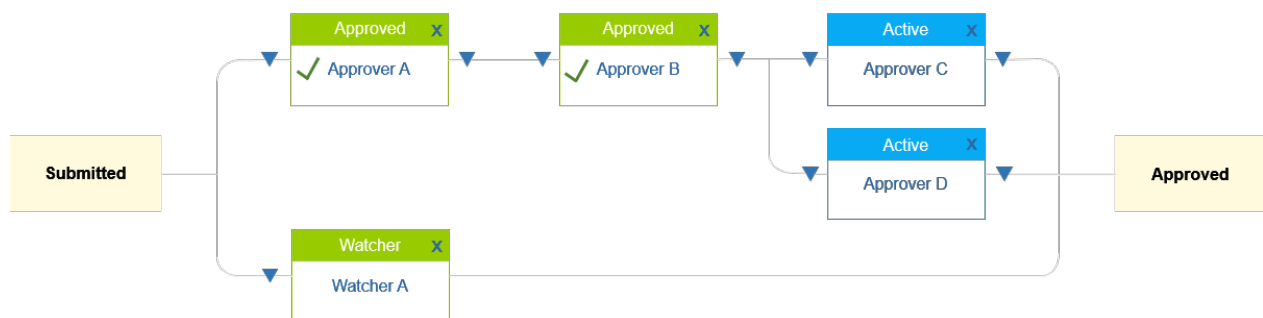
### Approval Diagram

An approval diagram is made up of approval request nodes and arcs.

- A node specifies an approver (user, group, or approver list) that is informed of the progress of the approvable.
- Arcs are lines indicating the order in which approval requests are processed.

#### i Note

If the number of approvers in a node (in a group or an approver list) exceeds the limit set by the parameter `Application.Approvable.MaxUsersInApprovalNode`, a warning is sent to the users warning that only the users falling within the limit will be processed and notified of approvals. This limit ensures that the progress of the approval flow is not adversely affected by the addition of a large number of approvers to a node. By default, the limit is 500. SAP Ariba Customer Support can adjust the setting.



## Approver Types

When you create an approvable, you can add specific types of approvers, and in different phases throughout the approval process, to determine how the approvable gets approved.

- An approver is someone who must take action on an approvable.

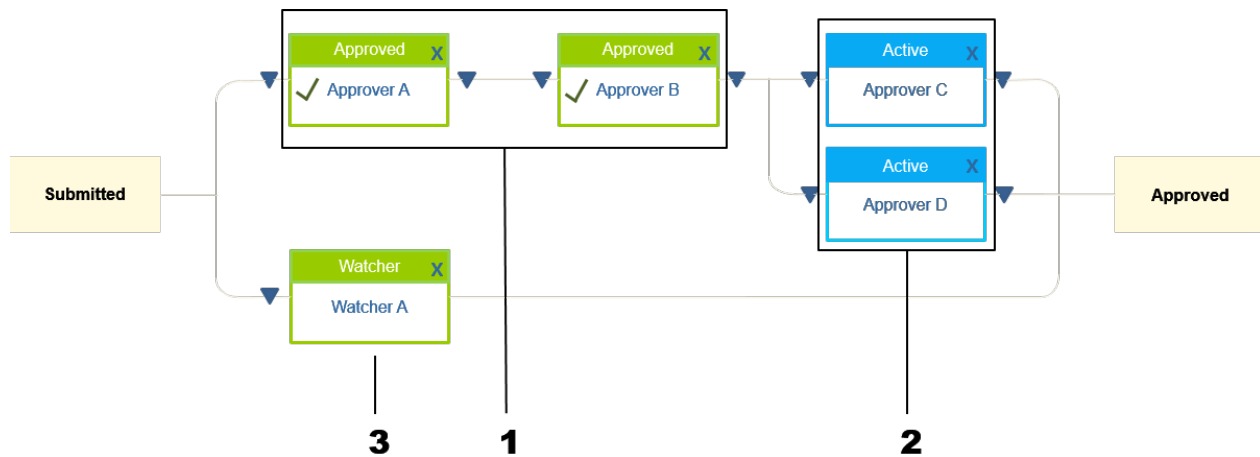
- Serial: Approver nodes for serial approvers are ordered from left to right in the approval flow. Each serial approver is notified only after the approvers to the left have approved the document.
- Parallel: Approver nodes for parallel approvers are placed in parallel with each other vertically in the approval flow. All approvers in parallel are simultaneously notified about the approvable pending approval.
- A watcher is an approver who is notified of the submission and status of an approvable, but doesn't participate in the approval process. For example, a company might set up approval rules where the Facilities department acts as a watcher for any requisition involving office furniture. Once a watcher is activated, that watcher receives all notifications related to the approvable.
- A required approver is an approver, either serial or parallel, who must approve or deny the approvable. Approvers receive an email notification message when the approvable is waiting for their approval.

### i Note

Users can set up email notification preferences in their user profiles. For more information on email notification messages, see the [Notifications Reference Guide](#).

The approval diagram distinguishes between required approvers (serial and parallel) and watchers.

The approval flow diagram displays watchers and required approvers differently, so users can easily tell which approvals are required.



1. These two approvers are serial approvers in relation to each other.
2. These two approvers are parallel approvers.
3. This approver is a watcher parallel to the entire approval flow.

Organizations that have a lot of approver data typically maintain approver tables in their ERP system and import this information to SAP Ariba on a regular basis.

### → Recommendation

Don't use individual user names in approval rules. If you include the names of specific users in your rules, your rules must change whenever your users change.

Approver	Description
User	The simplest approver is a single user.
Group	If the approver is a group, any person who is in that group can act as the approver.



Approver	Description
Approver list	An approver list is a collection of users and groups. The users and groups are combined into a single approver, and any one of the users or group members can act as the approver.
Approver field path	You can add an approver specified by a field in the approvable or in an object specified in a column of a CSV file.

## Approval Flows and Purchasing Units

Approvables can be configured to limit which users see and approve the document (visibility control), or to prevent the document from being approved.

When changes arise in an approval flow, members of appropriate groups can assign approvable roles (delegate authority) or temporarily reassign authority to another user. The delegation of authority feature lets users temporarily assign, or delegate, authority to another user for a specified period of time.

For example, if a manager is leaving town for a vacation, he might choose to delegate authority during the scheduled vacation time. Any user can delegate his or her approval authority to another user by choosing

► **Preferences** ► **Delegate authority** ► from their user menu in the upper right corner of the dashboard.

When a user delegates approval authority to another user (the delegatee), the SAP Ariba application sends email notification messages about requests awaiting approval to the delegatee, and allows the delegatee to log in as the delegator to approve requests on his or her behalf.

### Reassigning Authority

Members of appropriate groups can reassign the roles of requesters, preparers, and approvers that are currently assigned to active or inactive users. This allows other users to complete the actions required to move the approvables to the next stage in the procurement workflow when the assigned users are not available to manage the documents. Examples of such scenarios include, assigned users leaving an organization or moving to other groups in the organization.

### Related Information

[Approvable Roles Reassigned \[page 21\]](#)

## Denied Documents

Most approvable documents can be denied, although some cannot, such as invoice reconciliations. If an approver denies a document, its status changes to **Denied**, and the document must be resubmitted before any approvers can approve.

An approver who denies a document cannot approve it later. Likewise, approvers who approve a document cannot later deny the document.

When an approver denies a receipt, its status changes to **Composing**. The approver who initially denied the receipt cannot later return to the receipt to approve it.

### i Note

When the approval node is enabled for receipts, the imported receipts get stuck in the **Composing** status. To move such receipts from **Composing** to **Approved** status, add the **All Are True** condition, select **IsImported** in the **Field Match** component, and set it to **No**.

# Approval Process Planning

When developing an approval process, you first develop your business requirements. Then you translate those requirements into approval rules.

Developing an approval processes involves the following steps:

1. Develop business requirements.

Before you begin creating approval rules, business requirements are developed and then translated into approval rules.

For each approvable type, formulate the business logic you want to implement. For example:

“Add the requester’s supervisor as a required approver.”

Approval rules are often based on the content of the approvable. For example:

- “If the total cost of the requisition is over \$10,000, add the CFO as a required approver.”
- “If the requisition contains a computer server, add the IT Director to approve.”

Rules can also be based upon who else needs to approve a document. For example:

“If the CFO is an approver, nobody else needs to approve the document.”

If there are multiple approvers, the business logic must define the order in which people must approve the document. For example:

“The travel agent must approve travel requests before anybody else.”

2. Map business logic to the appropriate approval rule type.

The next step is to map the business logic for each approvable type to the rule type that expresses that logic.

You first define a set of base approval rules to establish all possible approvers for that document type. You then add filter rules and edit rules to define when each of the simple rules applies or when to modify the action of a base rule.

For example, if you have a base rule that says:

“The CFO must approve all requests over \$10,000.”

You can add a filter rule that says:

“Unless the request is from the CEO.”

You can also add a management chain to any base rule, which adds the approver’s manager, the manager’s manager, and so on.

3. Use the configurable approval rules in the user interface to create, test, and enable the new approval rules.

## Related Information

[Approval Queues for Managing Approvers' Workloads \[page 20\]](#)

# Approval Queues for Managing Approvers' Workloads

The approval queue feature prevents multiple users from acting on the same approval request. The group corresponding to an approval queue is called the member group. Only one user in the member group can act on an approval request in the queue at any given time.

When a group corresponds to an approval queue, approval requests appear as items in the queue, instead of each user's **To Do** page, and notifications are not sent.

Each approval queue has a queue manager, which can be a user or a group. The queue manager (or managers) can view the items in the queue and assign items from the queue to users in the member group.

Depending on the approval queue configuration, users in the member group can acquire items from, and return items to, the approval queue. An item appears on a user's **To Do** page only after it has been acquired by a group member or assigned to a group member by the queue manager.

## i Note

If an approval flow contains parallel approvers in which one approver is a group managed by an approval queue and the other is an individual user who belongs to that group, if the user approves the request, both of the parallel approver nodes are marked as approved. This is because, when the user approves the request, the approvable is automatically assigned to that user from the queue.

## Converting Groups into Approval Queues

Converting a group into an approval queue can help manage the workload if the number of approvables increases or the requests are complicated (for example, resolving exceptions in invoice reconciliation).

Likewise, you can convert an approval queue into a group by creating an approval queue and associating it with a group. In that case, the items whose group is the active approver are queued and become unassigned.

As a best practice, SAP Ariba recommends that you decide if a group needs to be an approval queue from the approval perspective and make the conversion only once.

## Users in the Group

Each user in the group of an approval flow of an approvable receives an email notification and the request appears on their **To Do** page.

# Approvable Roles Reassigned

Reassigning approver roles associated with approvable documents ensures the continuity of business transactions when users leave an organization or transition to new responsibilities.

Members of appropriate groups can reassign the requester, preparer, and approver roles associated with approvable documents to other users in an organization. After the roles are reassigned, the newly assigned users can perform actions, such as approve requisitions, receive goods, and reconcile invoices, allowing the documents to move to the next stage in the workflow.

The following table lists the approvable types and the associated roles that can be reassigned:

Approvable documents	Roles that can be reassigned
Requisitions (including collaborative requisitions and service requisitions) and associated purchase orders	<ul style="list-style-type: none"><li>Requesters</li><li>Preparers</li><li>Approvers</li></ul>
Contract requests and associated contracts	<ul style="list-style-type: none"><li>Requesters</li><li>Preparers</li><li>Approvers</li></ul>
Goods receipts	<ul style="list-style-type: none"><li>Requesters</li><li>Preparers</li><li>Approvers</li></ul>
Invoices and associated documents, such as credit memos and invoice reconciliation documents	<ul style="list-style-type: none"><li>Requesters</li><li>Preparers</li><li>Approvers</li></ul>
Service sheets	<ul style="list-style-type: none"><li>Requesters</li><li>Approvers</li></ul>
Advance payment documents	<ul style="list-style-type: none"><li>Requesters</li><li>Preparers</li><li>Approvers</li></ul>
Purchasing card charges reconciliation (PCCR) documents	Approvers (reconcilers) of PCCR documents

## Related Information

[Reassigning Approvable Roles \[page 24\]](#)

# Workflow for Reassigning Roles on Approvable

Members of appropriate groups can reassign the requester, preparer, and approver roles associated with approvable documents.

Reassigning the roles associated with approvable documents involves the following high-level steps:

1. An administrator responsible for managing group memberships adds users to the relevant groups to enable them to reassign approvable roles.
2. A user belonging to the appropriate group responsible for managing approvable role assignments performs the following tasks:
  - Identifies users (both active and inactive) whose roles need to be reassigned.
  - Identifies new users to whom the roles need to be transitioned.
  - Provides the details of the new users to the administrator to verify their profile and group memberships.
3. The administrator adds the newly identified users to the appropriate groups and verifies that their profiles match with the profile of the currently assigned users.
4. The user responsible for managing approvable roles reassigns the roles of active or inactive users associated with selected documents to the newly identified users.
5. SAP Ariba solution completes the following actions:
  - Lists the reassigned approvable documents on the dashboard page of the new users.
  - Sends notifications to new and previous users about the details of the reassigned approvable documents and associated roles.

## i Note

The SAP Ariba solution doesn't send approval emails to the new users. Therefore, they can't approve or deny approvable documents over email. The new users can take actions on reassigned approvable documents from the **To Do** list on the dashboard.

6. The newly assigned user takes action on the reassigned approvable documents.

## Related Information

[Reassigning Approvable Roles \[page 24\]](#)

[Managing User Groups in Ariba Administrator](#)

# Delegate Authority vs. Reassign Approvable Roles

Based on specific organizational requirements, you can either delegate your approval authority or reassign the roles in approvable documents to other users to manage.

When you reassign a role associated with an approvable document, you permanently transfer the role associated with the approvable document from one user to another.

The following table provides examples of common scenarios where you need to choose between delegating authority or reassigning approvable roles:

Scenario	Possible action
While you're on vacation, you need another user to perform the approver role on your behalf while you're away.	If you're an administrator, create a delegation in <b>Ariba Administrator</b> to delegate your approval authority to your manager or a coworker to review, approve, or deny any requests on your behalf. If you're not an administrator, open your username dropdown and select <b>Delegate authority</b> .
There are a few approvable documents pending in the workflow and the users currently assigned with the roles of requesters, preparers, and approvers for those documents no longer have permission.	Reassign the roles associated with the approvable documents to one or more users.
A shipment of goods needs to be received and the assigned requester has moved to a different group in the organization.	Reassign the requester role for the requisition related to the goods to another user. In addition, reassign the receipt associated with the requisition to the new user.
A few details in a purchase order need to be changed and the assigned preparer is inactive.	Identify a user who belongs to the same cost center, has the same group permissions, and is geographically located at the same address as the previous user. Reassign the preparer role for the requisition associated with the purchase order to the new user.

# Reassigning Approvable Roles

You can reassign the roles associated with specific approvables from a user to other users.

## Context

### Prerequisites

- Depending on the approvable type, ensure that you have the membership of one or more of the following groups to reassign the roles of users in the approvable documents:

- **Reassign Requisition**
- **Reassign Contract Request**
- **Reassign Receipt**
- **Reassign Invoice**
- **Reassign Service Sheets**
- **Reassign Advance Payments**
- **Reassign Charge**

See [SAP Ariba Procurement Solutions Group Descriptions](#) for more information about the groups for reassigning approvable roles.

- Ensure that users who are identified to replace the currently assigned users have the required permissions to perform the reassigned roles. The following details need to be verified to ensure that the profile of new users match the currently assigned users:
  - Group membership
  - Cost center and accounting information
  - Association with purchasing units
  - Geographical address (**Ship To**, **Bill To**, and **Deliver To** addresses)

Your SAP Ariba solution does not validate group membership requirements of newly assigned user and does not verify details, such as **Ship To** address, **Bill To** address, or any accounting information in the approvable, if such details of a new user is different from the previous user.

### i Note

In the default configuration, if a newly assigned user edits a requisition, for example, updates the ordered quantity of an item on the requisition, the **Bill To**, **Ship To**, and **Deliver To** information and other accounting information pertaining to the new user are defaulted from the master data that is loaded in the SAP Ariba solution. The SAP Ariba solution does not verify whether the profile of the new user matches with the profile of the previous user.

You can configure your SAP Ariba solution to ensure that the defaulting mechanism is not triggered on revised requisitions if new users make changes to the address or accounting fields. For help with this configuration, ask your Designated Support Contact to log a service request and an SAP Ariba Customer Support representative will contact you.



- If the requester of a requisition is also an approver for a receipt associated with the requisition, you must reassign the approver role for the receipt to the same user to whom you reassigned the requester role. For example, let Chad Noll be the requester for a requisition and also the approver for the associated receipt. When another user, John Smith, is reassigned the requester role for the requisition, a member of the **Reassign Receipt** group needs to reassign the approver role for the receipt to John Smith.
- For a PCCR document, ensure that the new user who is identified to be reassigned with the role of an approver (reconciler), is a member of the **Reassign Charge** group.  
If you reassign the reconciler role to a user who is not a member of the **Reassign Charge** group, your SAP Ariba solution rebuilds the approval flow and retains the previous user as the reconciler for the PCCR document. In addition, there might be error conditions if the new user is not a member of the **Reassign Charge** group.
- While reassigning the approver role for a receipt, ensure that the requester for the receipt is an active user. If the requester for a receipt is not an active user, the newly assigned approver will not be able to perform approval actions for the receipt. In such a case, reassign the requester role for the receipt to an active user.

The following is a high-level overview of the process to reassign approvable roles:

1. Search for and select the approvable documents to reassign. You perform this step on the **Approvable Role Assignments** page, which appears when you click **Manage > Approvable Role Assignments**.
2. Reassign the user roles in the selected approvable documents. You perform this step on the **Reassign Approvable Roles** page.

## About the Approvable Role Assignments page

The **Approvable Role Assignments** page provides the options to search for approvable documents based on specific search criteria and then select the documents that need to be reassigned.

As a member of the appropriate group, you can use specific search criteria on the **Approvable Role Assignments** page to identify approvable documents assigned to users whose roles need to be reassigned. The following are the examples of search criteria that you can use to identify approvables and the associated user roles that need to be reassigned:

- **Approvable documents assigned to specific users:** You can select a user (active or inactive) from the **Current User** field and perform a search to view the approvable documents of a specific type assigned to that user.
- **Approvable ID:** You can search for the users associated with an approvable document by using the ID of the document as the search criteria. For example, if you specify the ID of a purchase order in the **Order ID** field, the search results display the associated requisition for the order and the users who are currently assigned the roles associated with the requisition.

The **Table Options Menu** in the **Search Results** section of this page includes the following columns:

- **Requester:** Indicates whether a user is a requester for an approvable document listed in the search results.
- **Preparer:** Indicates whether a user is a preparer for an approvable document listed in the search results.
- **Active:** Indicates whether a user currently assigned to an approvable document is active or inactive.

## About the Reassign Approvable Roles page

On the **Reassign Approvable Roles** page, you can reassign user roles associated with approvable documents.

The **Table Options Menu** in the **Approvable Roles to Reassign** section on this page includes the **Approvable Count** option. This column indicates the number of approvable documents in which a user is assigned a specific role. For example, consider a case where the requester, preparer, and approver roles in four requisitions PR12, PR34, PR56, and PR78 need to be reassigned. The following table shows the users who are currently assigned the roles associated with these requisitions:

Requisition ID	Requester	Preparer	Approver
PR12	<b>John Smith</b>	Gene Halas	Paul Rozelle
PR34	Gene Halas	<b>John Smith</b>	Paul Rozelle
PR56	<b>John Smith</b>	Gene Halas	Lisa Alex
PR78	Steve Rogers	Gene Halas	Paul Rozelle

In this example, John Smith is currently assigned as a requester for two requisitions and as a preparer for one requisition. When the requisitions PR12, PR34, PR56, and PR78 are selected for reassignment of roles, the **Approvable Count** column on the **Reassign Approvable Roles** page displays these details for John Smith in the following format:

Current User	Role	Approvable Count	New User
John Smith	Requester	2	-
John Smith	Preparer	1	-

## Procedure

1. On the dashboard, click ► **Manage** ► **Approvable Role Assignments** ►.

The **Approvable Role Assignments** page appears.

2. From the **Approvable Type** dropdown menu, select the type of approvable you want to reassign.
3. Do one of the following:
  - To reassign the roles associated with specific approvables from a user to other users, perform the following steps:
    1. Click the **select** link in the **Current User** field and then click **Select from list**.
    2. From the **Choose Values for Current User** list, select a user whose roles need to be reassigned, and click **Done**.

You can also select multiple users from the **Choose Values for Current User** list.

### → Tip

If the **Choose Values for Current User** list includes multiple users with the same name, you can identify the appropriate user based on the user's unique email address displayed under the **Email Address** column.

- To search for an approvable document based on specific search criteria (for example, a requisition ID) and identify the roles associated with it, click the **Search Options** field, and select the appropriate search criteria. For example, if you specify the ID of a purchase order in the **Order ID** field, the search results display the associated requisition for the order and the users who are currently assigned the roles associated with the requisition.

## i Note

For more information about searching for approvables, see [Navigation and Searching](#).

### 4. Click **Search**.

The **Search Results** section displays the approvable documents and the users assigned to the documents. This section doesn't include documents assigned to inactive users if such users are part of a list of approvers on a node in the approval flow for the documents.

## i Note

Depending on certain search filters you choose, you might experience delays in retrieving search results. In such a case, you can specify a shorter date range to reduce the scope of the search and get search results faster.

For example, to reassign the roles of a few users in requisitions created during the last 1 year, you can choose to perform 2 searches using a half yearly date range and complete reassigning the roles of those users in the set of requisitions retrieved from each search.

### 5. Select the approvable documents you want to reassign.

We recommend that you select no more than 100 approvable documents at a time to ensure better system performance.

### 6. Click **Reassign**.

The **Reassign Approvable Roles** page appears.

The **Current User** column on the **Reassign Approvable Roles** page displays the names of users who are currently assigned to the roles associated with the selected approvables. However, this column doesn't list the names of users if they're members of approval groups that are configured in the approval flow of all documents that were selected for reassignment of roles.

### 7. In the **New User** column, select the new user for each role.

### 8. Click **Save**.

The **Add Comment** page appears.

### 9. (Optional) Add comments to explain the changes you made and click **OK**.

## Results

- (For preparer and requester roles) The **My Documents** content item on the dashboard for the newly assigned users displays the reassigned approvable documents.
- The **To Do** list on the dashboard of the new users includes the reassigned approvable documents.
- The names of the reassigned approvers appear in the approval flow diagram of an approvable document.
- The **History** tab of the approvable document includes a record of the reassigned roles.
- The newly assigned users and the previous users receive an email notification about the reassigned roles. See the [Notifications Reference Guide](#) for more information about the email notification for reassigned approvable roles.

## i Note

The SAP Ariba solution doesn't send approval emails to the new users. Therefore, they can't approve or deny approvable documents over email. The new users can take actions on reassigned approvable documents from the **To Do** list on the dashboard.

# Requirements for Accessing Approval Processes

Members of certain administrator and manager groups can manage approval processes for business processes owned by the group.

For example, members of the **Purchasing Administrator** group can manage approval processes for requisitions, and members of the **Invoice Administrator** group can manage approval processes for invoice-related approvable. Members of the **Customer Administrator** group can manage approval processes for all types of approvables.

The following table lists the groups that can manage approval processes.

Group	Approval Processes
<b>Contract Administrator</b>	Contract Request
<b>Customer Administrator</b>	All approvable types in this table, plus some additional types. The complete list includes: Cancel Invoice Request, Cart, Charge Reconciliation, Check Request, Collaboration Request, Contract Request, Copy Receipt, Expense Report, General Approvables, Invoice, Invoice Reconciliation, Kit Data Update, Milestone Tracker, PCard Charge, Receipt, Receipt Tracker, Request, Requisition, SLA Review, Sourcing Request, Sourcing Request for Contract, Supplier Data Update, Supplier Profile Request, Travel Authorization, Travel Authorization Order, Travel Authorization Order Confirmation, Travel Profile, User Profile, all eForm approval processes
<b>Customer Catalog Manager</b>	Supplier Data Update
<b>Expense Administrator</b>	Expense Report, Travel Authorization, Travel Authorization Order, Travel Authorization Order Confirmation
<b>Invoice Administrator</b>	Invoice, Invoice Reconciliation, Cancel Invoice Request
<b>Purchasing Administrator</b>	Requisition, PCard Charge, Charge Reconciliation, Kit Data Update, Cart, all eForm approval processes
<b>Receiving Administrator</b>	Receipt, Milestone Tracker, Copy Receipt
<b>Workforce Manager</b>	Expense Sheet, Time Sheet, Contractor Survey

## Related Information

[Accessing Approval Processes \[page 30\]](#)

[SAP Ariba Procurement Solutions Group Descriptions](#)

# Accessing Approval Processes

Managing approval processes involves viewing, modifying, creating, and activating approval processes. You can view the approval rules in the approval process editor.

## Prerequisites

Your group membership determines which approval processes you can access.

## Procedure

1. Choose **Manage > Approval Processes**.

The **Manage Approval Processes** page opens. From this page, you can search for, view, edit, create, and delete approval processes.

2. Perform one of the following actions:

- To open an approval process for viewing or editing, click the **Title** (name) of the process.
- To create a new approval process, click **Create New**.

### i Note

Each approval process applies to one type of approvable. There can be more than one approval process stored for each approvable type. Only one approval process for each approvable type can be active, or in use.

## Related Information

[Requirements for Accessing Approval Processes \[page 29\]](#)

# Approval Process Versioning and States

Each change to an approval process creates a new version and then the **Manage Approval Processes** page displays the **State** of the process.

The **Manage Approval Processes** page lists the most recently active, checked in, and draft versions of each approval process. The **History** tab of an approval process lists all versions of the process, from which you can [revert to a previous version of an approval process](#). [page 32]

## Possible States of an Approval Process

- **Active** means the approval process is currently active and will be used to create approval flows for all approvables of the type associated with the approval process. There can only be one active approval process for each approvable type. If no active approval process exists for an approvable type, the system uses the **General Approvables** approval process.

### i Note

PCard order, payment, and payment transaction approvables do not use approval processes. Approvables of these types get submitted but do not need to go through an approval process.

- **Checked In** means the approval process has been checked in to the system but is not currently being used to generate approval flows. When you check in an approval process, you release your hold so that others can work on it.
- **Draft** indicates that the user listed in the **Editor** column has either opened the approval process for editing or created the draft by copying an archived version from the **History** tab. (The latter is true only if an active version of the approval process does not exist.)  
Approval processes in the **Draft** state must be checked in before they can be made active.
- **Draft - checked in** indicates that the user listed in the **Editor** column has either edited and checked in a new version of an active approval process or created this version by copying an archived version from the **History** tab. (The latter is true only if an active version of the approval process exists.)
- **Archived** is reserved for historical versions of approval processes. Archived versions are not listed on the **Manage Approval Processes** page. To see archived versions of an approval process, view the **History** tab of the approval process.

## Related Information

[Reverting to a Previous Version of an Approval Process \[page 32\]](#)

[Approval Process Activation and Editing \[page 33\]](#)

[Approval Process Creation \[page 35\]](#)

# Reverting to a Previous Version of an Approval Process

You can revert to a previous version of an approval process from the **History** tab, which lists previous versions of the process.

## Context

To revert to any version, you use the **Copy** button beside that version on the **History** tab. The **Copy** button is available for all archived versions that do not already have an associated version in a draft state.

When you revert to a previous version of an approval process, the system makes a copy of the version, gives it a new version number, and checks it in. The state becomes either **Draft - checked in** (if the original approval process was active) or **Checked In** (if the original approval process was checked in but not active).

## Procedure

1. Open the approval process.

To open the approval process, choose **Manage > Approval Processes**.

2. Go to the **History** tab.
3. Find the version you want to use, and click **Copy**.

## Results

A new version of the approval process opens. You can activate or edit it.



# Approval Process Activation and Editing

When you're working with an existing approval process you can place it in edit mode, check in a draft approval process, or activate it. When you activate an approval process, the currently active process for that approvable type is deactivated automatically. Editing a process creates a draft copy.

## Activating an Approval Process

Activating an approval process does not increment the version number.

Approval flows generated for new approvables use the newly activated approval process. Approval flows for existing approvables remain unchanged.

When you activate an approval process, the currently active process for that approvable type is deactivated automatically. For each approvable type, only one approval process can be active at one time.

To activate an approval process do the following:

1. To open the approval process, choose **Manage > Approval Processes**.
2. If the approval process is already checked in, click **Activate**, and respond to the confirmation prompt.

If the approval process is in Edit mode, click **Check In and Activate**, and respond to the confirmation prompt.

## Editing an Approval Process

- Each approval process can have only one draft version associated with it. If you are viewing an approval process that is not in edit mode, and there is no **Edit** button available, it is probably because a draft version already exists for that approval process.
- When you open an approval process and click the Edit button, the SAP Ariba application creates a draft copy of the approval process, increments the version number, and places it in edit mode. You make modifications to that copy. Meanwhile, the previous version remains untouched in its original state- either checked in or active.
- There can be only one edit mode draft of each approval process. Any modifications you make are applied to that copy. Meanwhile, the previous version remains untouched—either checked in or active.
- When a user edits an approval process, the approval process is locked to all other users. While the lock is in place, only the user who started editing the draft (the draft owner) can edit, delete, or check in the approval process. The lock prevents another user from using the **Force Delete** and **Force Check In** buttons, the only button available is the **Edit** button.
- The lock on the draft lasts for 30 minutes of inactivity. After 30 minutes of inactivity on the draft, the lock is released, which means other users no longer get a warning message and they have access to the **Force Check In** and **Force Delete** buttons. While the lock is in place, if the draft owner makes a change to the approval process or reopens it, the 30 minute period starts over.
- When the lock is released, the draft owner is not notified of the release, and the draft is not checked in automatically. The draft remains checked out until the owner checks it in or another user forces a check-in.

- After you make changes to an approval process, you check it in to overwrite the previously checked-in version and to release it from Edit mode so other users can access it.

## Place an approval process in Edit mode

To edit an approval process, it must be in Edit mode. To place an approval process in edit mode do the following:

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ▾.
2. Click the **Edit** button.

A draft version of the approval process is created, and you are listed as the editor. Changes are saved automatically. The original version stays intact until you check in the draft version. Other users cannot access your draft without forcing a check-in.

## Checking in a draft approval process

When you are finished editing an approval process, you check in the draft. The version number of the checked in version is the same as it was in the draft version.

To check in a draft approval process do the following:

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ▾.
2. Click the **Check In** button.

If you're forcing a check-in, click **Force Check In** instead.

If you were editing an approval process that was originally checked in but not active, when you check in the draft, it replaces the previous checked in version on the **Manage Approval Processes** page. To access the previous version, you must go to the **History** tab.

If you were editing a draft of an active approval process, when you check in the draft, the edited approval process is in the state called **Draft - checked in**. It does not replace the original, active approval process until you activate it. Both the **Active** and **Draft - checked in** are listed on the **Manage Approval Processes** page.

After you make changes to an approval process, you check it in to overwrite the previously checked-in version and to release it from Edit mode so other users can access it.

If you revised an approver lookup table or policy lookup table, when you check in the approval process, the lookup table CSV file remains in a draft state. The system does not use the revised file for approval flows until you activate the approval process.

If an approval process is checked out, and the user who checked it out isn't available to check it back in, you can force a check-in. When you force a check-in, any changes made by the user are checked in, and that version of the approval process overwrites the previously checked in version. You can force a check-in as long as the user who put the change in Edit mode hasn't made any changes within the last 30 minutes.

The state of the approval process changes to **Checked In**. On the **History** tab, the check-in event is listed along with the name of the user who checked in the file.

## Related Information

[Reverting to a Previous Version of an Approval Process \[page 32\]](#)

# Approval Process Creation

When you create an approval process there is a series of steps that you must work through before applying it. If you want to delete an approval process, you can only delete certain approval processes.

## Creating an Approval Process

Working with an approval process involves the following steps:

1. Plan the approval process, or plan the changes to an existing approval process.
2. Create or open the approval process from the **Manage > Approval Processes** page.
3. Define the base approval rules (conditions, actions). You can add a management chain to any base rule.

### i Note

You can also create an approval process that automatically approves requests (the approvable goes directly from **Submitted** to **Approved**). To create an automatically approved process, remove the rule by clicking the **X**.

If an approval rule uses an approver lookup table, create a table template, export it, fill in the data, and upload the lookup table to the approval rule.

For collaborative requisitions, you can add approvers to each of the three collaboration phases.

4. Define filter, edit, and validate rules as needed.
5. For collaborative requisitions, if you want to use the N Bids and a Buy feature, configure and enable the policy rule.
6. Test the approval process using selected approvables in your system, then modify the process as necessary.
7. Check in the approval process, activating it if you want it to be used. Activating an approval process deactivates the currently active approval process for that approvable type.

## Related Information

[Approval Rules, Conditions, and Actions \[page 13\]](#)

[Approval Process Activation and Editing \[page 33\]](#)

[Deleting an Approval Process \[page 36\]](#)

# Deleting an Approval Process

You can delete a draft approval process, a checked-in process, or a process checked out by another user from the **Manage Approval Processes** page.

## Context

You can delete the following approval processes:

- Approval processes in **Draft** state
- Checked-in approval processes that are not active and that do not have any associated draft versions

When you delete a checked-in approval process for which there is a corresponding active approval process, the SAP Ariba application deletes any archived versions created after the active version was created. If there is no corresponding active approval process, all archived versions of the checked-in process are deleted.

## Deactivating an approval process

You can also deactivate an approval process, which does not affect its version number.

You can manually deactivate approval processes for any approvable type except General Approvables. Because there must be an active approval process for each type of approvable at all times, when you deactivate an approval process, the active General Approvables process is used in its place.

## Procedure

1. Choose **Manage > Approval Processes**.
2. On the **Manage Approval Processes** page, do one of the following:
  - To delete a draft approval process, click the radio button for the draft approval process you want to delete.
  - To delete the checked-in approval process, click the radio button for the checked-in approval process.
  - To delete the checked-out approval process, open the approval process and click the **Force Delete** button.

The **Force Delete** button is not available if the user has made changes within the last 30 minutes.

3. Click **Delete**.

# Copying an Approval Process

When you copy an approval process from the **Manage Approval Processes** page, an entirely new process is created.

## Context

The new approval process is created in Draft state. It has the same approvable type as the approval process you copied from. You can't change the type.

## Procedure

1. Choose **Manage > Approval Processes**.
2. On the **Manage Approval Processes** page, click the radio button for the approval process you want to copy.
3. Click **Copy**.

### i Note

There is also a **Copy** button on the **History** tab of approval processes, but its function is to revert to a previous version.

## Related Information

[Reverting to a Previous Version of an Approval Process \[page 32\]](#)

# Routing Approvables Based on Purchasing Unit Responsibilities

Your organization can configure users to be responsible for specific purchasing units on behalf of a group. This concept is called responsible users.

If your site uses purchasing units, when a member group is specified in `ResponsibleUser.csv`, users in that member group can work with approvables in the approval queue based on purchasing unit responsibilities.

If your configuration implements purchasing unit responsibilities, the approvables a user can see and approve are limited.

## i Note

The approval flow is affected when the visibility control feature is implemented.

With this configuration, when an approval flow includes a group, the approvable is routed to group members who are responsible for the relevant purchasing unit.

For example, suppose users Chad Noll and Gene Halas are both in the **Invoice Agent** group, but only Chad Noll is responsible for invoices from purchasing unit 002. In this case, any approvables from purchasing unit 002 that have the **Invoice Agent** group in the approval flow are routed only to Chad Noll.

## i Note

If a group is not associated with any responsible users, approvables are routed to all members of the group.

# Approval Processes in multi-ERP Configurations

Approval processes are part of the replication process in multi-ERP configurations.

The following list describes replication behavior for approval processes:

- Child sites inherit approval processes and their activation settings from the parent site. Approver lookup tables referenced by an approval process are also inherited. In multi-variant configurations, child sites do not inherit approval processes that include variant-specific approval rules.
- Changes made to approval processes in the parent site are replicated to child sites, with the exception of changes to activation settings.
- Approval processes in **Draft** state in the parent site are not replicated to child sites.
- In child sites, the names of inherited approval processes and lookup tables have the prefix `Inherited`.
- You cannot modify or move an approval rule in an inherited approval process from within the child site. You can, however, add approval rules to an inherited approval process.
- You can disable inherited edit rules and filter rules. You can also copy them and edit the copies.
- If you make changes to an inherited approval process in the child site, those changes are not overwritten by subsequent changes in the parent site. Instead, changes to the approval process in the parent site are merged into the approval process in the child site.
- You can create approval processes in child sites. If you activate an approval process created in the child site, the corresponding inherited approval process is deactivated.

## Related Information

[Multi-ERP Configuration Guide](#)

# Importing Approver Lookup Table CSV Files in a ZIP File

You can import a batch of approver lookup table files by using the **Data Import/Export** task in Ariba Administrator.

## Prerequisites

Members of the **Customer Administrator** group can perform this task.

## Procedure

1. Create a ZIP file that includes the lookup table CSV files you want to import.
2. In Ariba Administrator, choose ► **Site Manager** ► **Data Import/Export** ▾.
3. Use the task **Import CSV Lookup Tables Used by Approval Rules**, to import the ZIP file. For information about importing data, see [Running Individual Data Import Tasks](#).

## Related Information

[Data Maintenance in Lookup Tables Using Customization Manager \[page 41\]](#)

[Draft and Active Versions of Approver and Policy Lookup Tables \[page 95\]](#)



# Data Maintenance in Lookup Tables Using Customization Manager

You can maintain data in lookup tables using several different methods, your group membership determines which method is available to you.

You can maintain data in lookup tables using any of the following methods:

- All users with access to the configurable approval rules user interface can use the approval process editor to upload and download lookup tables for the approval processes they have access to.
- Members of the **Customization Administrator** group can use the **Customization Manager** workspace to download and upload lookup table files.
- Users with the necessary group membership can use the data import task **Import CSV Lookup Tables Used by Approval Rules** to import the CSV files in a ZIP file. There is no corresponding data export task.
- Lookup table files can be a part of the data updated automatically through the SAP Ariba integration toolkit. For more information, see the [SAP Ariba integration toolkit guide](#).

## i Note

The column order in approver lookup tables is flexible, but the column headers must be worded in a specific way. If you do not follow the naming conventions, the **Customer Administrator** group is added to the approval flow.

On the **Supporting Files** tab, the file path for approver lookup tables in production starts with `data/`, and draft lookup tables start with `draft/`. If you upload a file as a draft file, the system doesn't use it until an approval process that uses the draft file is activated (after the file is uploaded).

Members can update data in approver and policy lookup tables by downloading the lookup table (a CSV file), making changes, and then uploading the revised file.

By default, the maximum size of approver lookup tables is 10 MB. If you try to upload or download a lookup table exceeding 10 MB or containing more than 100,000 lines, an error occurs. If you need to have this limit increased to 30 MB, have your Designated Support Contact log a service request. An SAP Ariba Customer Support representative will follow up to complete the request. SAP Ariba configures the following to enable this feature on your site: PL-10144, Increase CSV file size limit.

## Related Information

[Draft and Active Versions of Approver and Policy Lookup Tables \[page 95\]](#)

[Downloading an Approver Lookup Table \[page 42\]](#)

[Uploading an Approver Lookup Table \[page 42\]](#)

[Importing Approver Lookup Table CSV Files in a ZIP File \[page 40\]](#)

[Basic Validation for Approver Lookup Tables \[page 85\]](#)

# Downloading an Approver Lookup Table

Members of the **Customization Administrative** group can download an approver lookup using the **► Customization Manager ► Approval Process Lookup Tables ►** task.

## Procedure

1. Go to **► Manage ► Core Administration ►**.
2. Choose **► Customization Manager ► Approval Process Lookup Tables ►**.
3. Click the radio button for the file you want to download.
4. Click **Download to Client**.
5. When prompted, save the file, specifying where to store it.

## Related Information

[Uploading an Approver Lookup Table \[page 42\]](#)

[Importing Approver Lookup Table CSV Files in a ZIP File \[page 40\]](#)

# Uploading an Approver Lookup Table

Members of the **Customization Administrator** group can upload approver lookup tables using the **► Customization Manager ► Approval Process Lookup Tables ►** task.

## Procedure

1. Go to **► Manage ► Core Administration ►**.
2. Choose **► Customization Manager ► Approval Process Lookup Tables ►**.
3. Click the radio button for the file you want to upload.
4. Click **Upload to Server**.
5. Enter the location and name of the file or click **Browse** to browse to and select the file.
6. Click **Run** to upload the rule set file.

## Related Information

[Downloading an Approver Lookup Table \[page 42\]](#)

[Validation for Approver Lookup Tables \[page 85\]](#)

[Basic Validation for Approver Lookup Tables \[page 85\]](#)

# Custom Tooltips for Approval Nodes

When you set up the nodes in your approval process, you can assign custom tooltips to each node. If the node represents a collection such as Line Items, which might have multiple approvers, you can assign a different custom tooltip to each approver or set it up so that all approvers have the same tooltip.

### i Note

Whenever the response to a Document Approval API query or an External Approval API query includes the approval node object, the tooltip is included as the value of the `reason` field.

## Prerequisites

Ensure that the **Enable setting of an approval node's tooltip value from a field path** parameter is set to **yes** in your site.

### If the Node Has a Single Approver or if You Want the Same Tooltip for All Approvers

When entering field values and approvers into the **Approver lookup table**, you can specify a field in the approvable document in the **Tooltip** column. The value of this field will be used as the tooltip for the specified approval node. For each desired node, in the **Tooltip** column of the **Approver Lookup Table** specify the field whose value will provide the tooltip, as follows: `Approvable.field_name`

### If the Node Has Multiple Approvers and You Want Different Tooltips for Different Approvers

When you set up approval nodes in the approval flow editor:

1. Under **Approver Type Fields**, to ensure you can specify a different tooltip for each approver, check **Approver Field Path**.
2. To enable different tooltips for each approver in a node that represents a collection, click **Add Columns** and add the following new columns:

- One for the approver field path. For example in the **Field Name** field you might enter `LineItems.Accountings.SplitAccountings.cus_Approver` and in the **Column Header name** field you might enter `ApproverField`.
- One for the field path leading to the field whose value should provide the tooltip associated with that approver. For example in the **Field Name** field you might enter `LineItems.Accountings.SplitAccountings.cus_Tooltip` and in the **Column Header Name** field you might enter `TooltipField`

### i Note

Best practice is to specify these two field paths at the same level of the approvable hierarchy. For example, if the approver field path is `LineItems.Accountings.SplitAccountings.cus_Approver`, the tooltip field path ought to be something like `LineItems.Accountings.SplitAccountings.cus_Tooltip`.

The column headers you specify will appear in the displayed header row.

3. In the **Operation** pull-down menu, specify the operation to use when comparing the value specified in the approver lookup table with project field values. The default is **equal to**.  
The operator is applied to every field value in the selected column. To use different operators for the same field, you must create additional approver rules and approver lookup table files.
4. When entering field values and approvers into the **Approver lookup table**, you can specify a field path in the approvable document in the **Tooltip** column. The value of the field where this field path leads will be used as the tooltip for the specified approval node. For each collection, do the following:
  1. In the **Tooltip** column of the **Approver Lookup Table** specify the field path (**not** the column header name you entered above) whose value will provide the tooltip, as follows: `Approvable.field_path` . For example, `Approvable.LineItems.Accountings.SplitAccountings.cus_Tooltip`
  2. In the **Approver Field Path** column of the **Approver Lookup Table** specify the column header name (**not** the field name or the full path) you assigned to the approver field path. For example: `ApproverField`.

# Preventing Users from Approving Their Own Requests During Delegation

The **Prevent Self-Approval Under Delegation** option in the **Summary** tab prevents delegateses from approving their own requests.

## Context

Delegateses acting as themselves can approve their own requests if the approval flow includes them as an individual approver or as part of a group or approver list.

You can prevent delegatee self-approval for some types of approvables and allow it for other types. For example, you can configure the Requisition approval process to prevent self-approval under delegation, and you can configure the Invoice approval process to allow it. You can also prevent delegatee self-approval when you create a new approval process.

To prevent delegatee self-approval for new approval processes, do the following:

## Procedure

1. Choose **Manage > Approval Processes**.
2. Open the approval process you want to edit.
3. Click **Edit**.
4. Go to the **Summary** tab of the approval process.
5. Check **Prevent Self-Approval Under Delegation**.
6. If you are finished editing the approval process, check it in (and activate it if desired).

## Results

Prevent delegatee self-approval when delegateses try to act on their own requests:

- If the delegatee opens an individual request, the **Approve** button is not available, and a message at the top of the page states **You cannot approve your own request during delegation**.
- If the delegatee is approving a batch of requests in the **To Do** page, a message lists the requests that the delegatee cannot approve. The delegatee can then deselect those requests and try again.
- In systems that have email approval enabled, when delegateses submit email approval responses, they receive an email saying the action was rejected and the reason for the rejection.
- If the delegatee sees the request because the delegator is part of an approval group, a message informs the delegatee that a different member of the group must approve.

## Next Steps

If your site is enabled for email approval, depending on a site configuration option, delegates might be able to approve their own requests if the delegator forwards the email approval request to them. To prevent delegatee self-approval through forwarded emails, contact SAP Ariba Customer Support and ask them to ensure the parameter `Application.Base.EmailApprovalAutoReject` is set to **Yes** for your site. When this parameter is set to **Yes**, if the sender of the approval email does not match the recipient of the approval request, the application rejects the approval (regardless of delegation settings). This prevents the SAP Ariba solution from accepting any approvals from users to whom the approval request was forwarded.

# Approval Process Editor Overview

In the approval process editor you can edit or activate an approval process, or test an approval process against an existing approvable.

When you open or create an approval process, it opens in the approval process editor.

To open the approval process editor do the following:

1. Choose **Manage > Approval Processes**. The **Manage Approval Processes** page opens.
2. Either open an existing approval process by clicking the name of the process, or create a new one by clicking **Create New**. If you create a new approval process, the approval process editor opens after you provide the necessary information.

By default, it opens with the **Approval Rules** tab of the approval process editor as shown below.

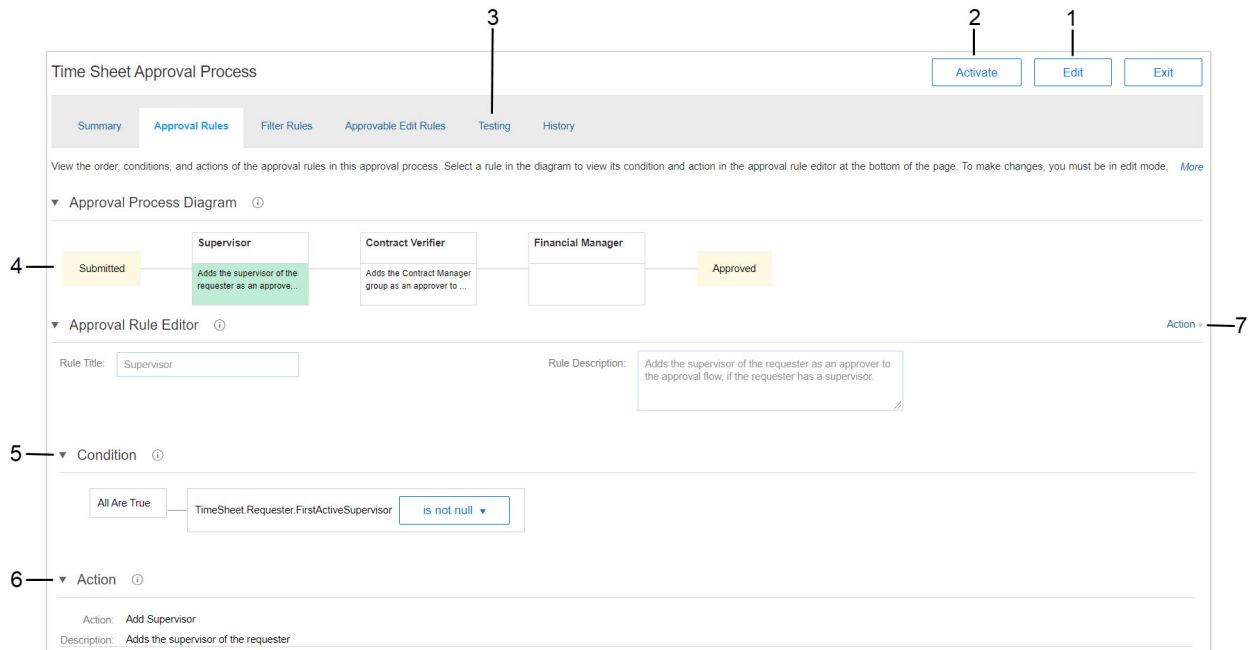
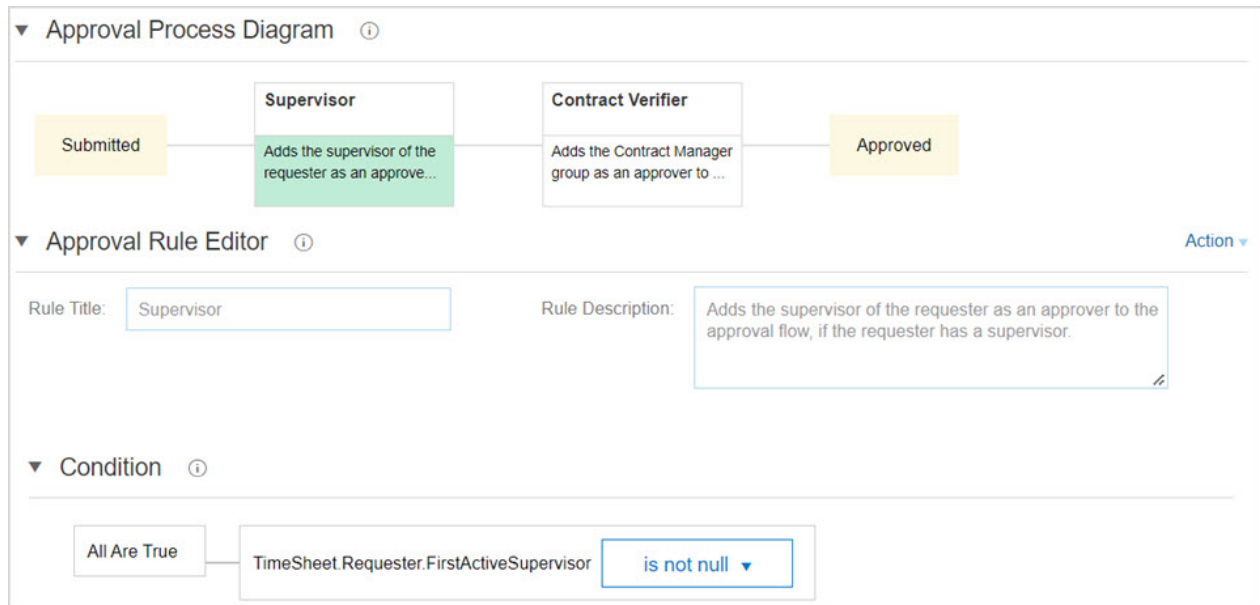


Figure 3: Approval Process Editor, Approval Rules Tab

1. Click **Edit** to create a draft version of the approval process.
2. Click **Activate** to activate the approval process.
3. Test the approval process against the selected approvable on the **Testing** tab.
4. The approval process diagram shows base approval rules. Click a rule to see its conditions and actions below this section.
5. Specify the conditions that trigger the actions defined below this section.
6. Define the actions taken when the conditions are met.
7. Choose **Action > Chain this Rule** to add a chain of approvers.

The preceding figure (and the figure below) illustrates that, in this approval process, the Requester rule (the first rule in the diagram) checks whether the user who prepared the approvable (the preparer) is the same as the user

requesting approval (the requester). If the preparer is not the requester, the rule adds the requester to the approval flow.



When the approval process is in Draft state, you can add, move, and delete approval rules in the approval process diagram. You manage conditions and actions for each rule in the approval rule editor.

The approval process editor includes the following tabs in addition to the **Approval Rules** tab:

- The **Summary** tab lets you view general information of the approval process, edit the title, and prevent delegatee self-approval. To edit the title or prevent delegatee self-approval, you must open the approval process in edit mode.
- The **Filter Rules** tab lets you add filter rules to the approval process. Filter rules eliminate approvers based on exceptions to approval rules. To add a filter rule, you must click **Create New**, provide a name and description and choose a filter action from the **Action** dropdown. For example, you can add a filter rule that removes duplicate approvers.
- The **Approvable Edit Rules** tab lets you add edit rules to the approval process. Edit rules determine whether a user can change an approvable after it has already been submitted. For example, you can add an approvable edit rule that resubmits the requisition and regenerates the approval flow if a Purchasing Agent edits the requisition.
- The **Approvable Validation Rules** tab is only visible if you are working on approval processes for invoice reconciliations. It lets you specify whether or not approvable documents are validated, and at what level, on approval or rejection.
- The **Extension Reasons** tab pertains to approval rules configured to allow approvers to extend the review time. If you want users to choose a reason for extending the review period, you upload a CSV file with a list of reasons on this tab.
- The **Testing** tab lets you specify approvables to use for testing the approval process. You can preview the approval flow that will be generated for each approvable listed. You can also add and edit test descriptions.
- Approval processes for requisitions include a **Policies** tab. This tab is where you configure policies for the N Bids and a Buy feature. For example, you can create a lookup table specifying the number of bids required based on commodity code.



# Select Field Popup in the Approval Process Editor

You use the **Select Field** dialog box to specify fields when creating a field match condition or defining a lookup table.

The dialog box uses a tree format to show the fields associated with the type of approvable you are working with. The following figure shows the **Select Field** dialog box.

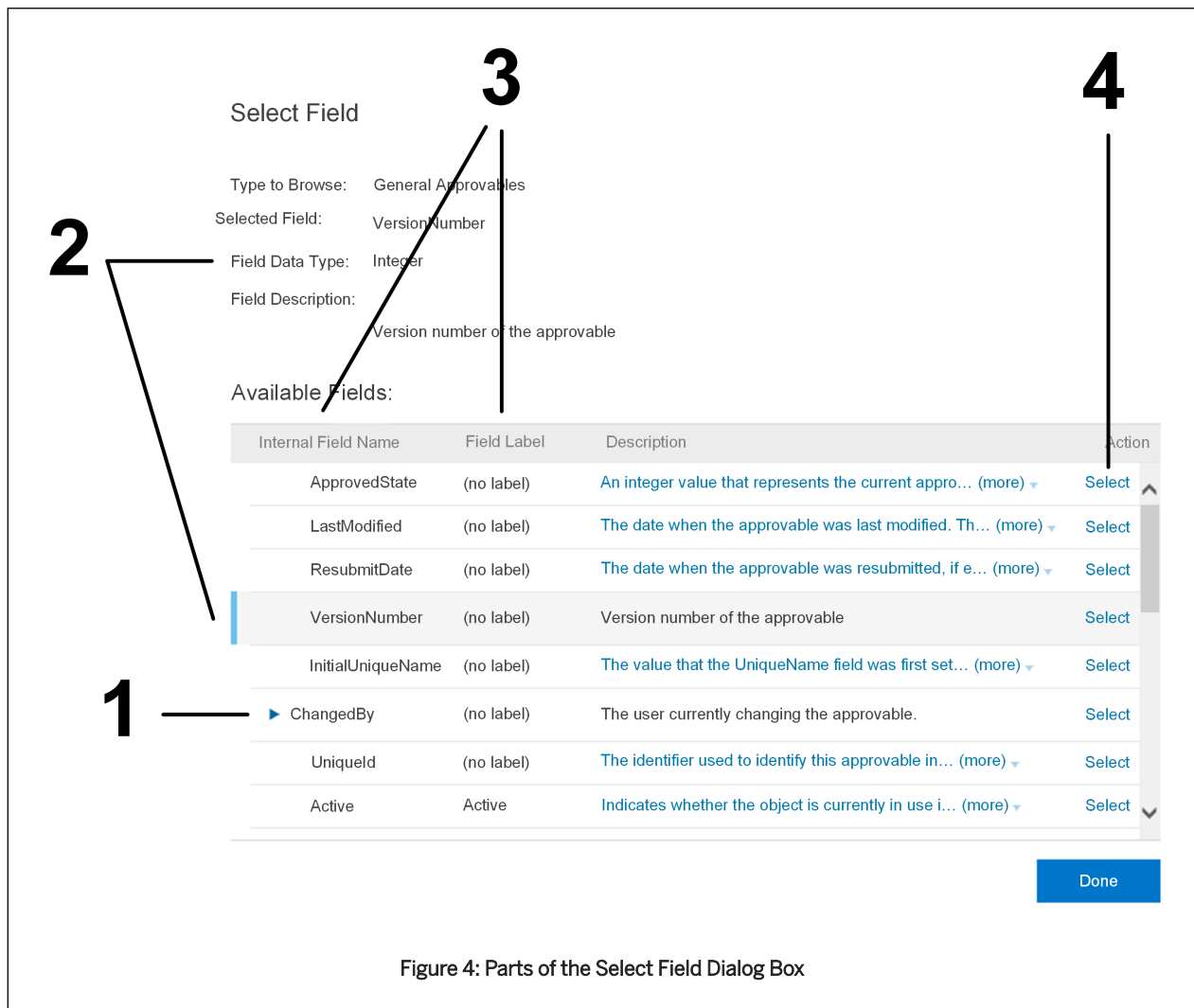


Figure 4: Parts of the Select Field Dialog Box

1. Click a triangle to expand a field and see additional detail fields.
2. Highlight a row in the **Available Fields** table to display information in the area above the table.
3. These two columns show the internal field name and the field label.
4. To choose a field, click its **Select** link.

## Field Labels and Internal Field Names

The **Select Field** dialog box lists fields that are displayed in the user interface and fields that are used internally by the application but are not displayed.

- Fields displayed in the user interface have a field label and an internal field name. For example, the field labeled **Title** in the user interface is called `Name` internally. The field labeled **On Behalf Of** in the user interface is called `Requester` internally.
- Many fields that are not displayed in the user interface have an internal field name only. They do not have a field label.

In most cases, the fields you use when defining conditions will be fields that have a field label. For example, the following figure shows the fields `TotalCost` (with the field label **Total Cost**) and `TotalCost.Amount` (with no field label). To base the condition on the total cost listed in the approvable, you would choose the `TotalCost` field.

▼ TotalCost	Total Cost	The total monetary amount associated with the coll ... (more) ▾
TotalCost.Amount	(no label)	The monetary amount.
TotalCost.ApproxAmountInBaseCurrency	(no label)	The monetary amount converted into the base curren ... (more) ▾

## Dot Notation in Field Names

The approval process editor uses dot notation for displaying fields. For example, if you select the **On Behalf Of** field of a requisition, the system displays it as `Requisition.Requester`.

The last part of the name is the internal field name for the field you chose—`Requester` is the internal field name for the **On Behalf Of** field. The rest of the name indicates the location of the field—the `Requester` field is a field on the requisition. The purpose of the dots in dot notation is analogous to the purpose of the slashes used to notate file paths (for example, `c:\My Documents\Samples\sample1.txt`).

Field paths in the approval process editor are not necessarily complete. The start of the path depends on the context. For example, if you are configuring a field parameter for a condition based on line items, the field path starts with `LineItems`, as in `LineItems.MasterAgreement.DefaultApprovers`. The path begins with `LineItems` rather than `Approvable` because the application already knows the parameter pertains to a field on the approvable.

Here are some other examples of dot notation:

- `Requisition.Requester.Supervisor`: The manager of the requester (user) who submitted the approvable.
- `LineItems.Accountings.SplitAccounting.Department`: The department to which a line item on an approvable is charged.
- `ProcurementUnit.UniqueName`: The unique name of a purchasing unit.

# Creating a New Approval Process

You can create new approval processes and you can also create different approval processes for default and aggregated requisitions.

## Procedure

1. Choose **Manage > Approval Processes**.
2. Click **Create New**.
3. On the **Add New Approval Process** page, supply the following information:
  - **Title:** A name for the approval process (up to 128 characters).
  - **Approvable Type:** The type of approvable document for which you are creating the approval process.
  - **Note**  
You can create different approval processes for aggregated requisitions and amendments by selecting the appropriate requisition subtype from the **Type** dropdown menu.
  - **Prevent Self-Approval Under Delegation:** (Optional) Determines whether delegates can approve their own requests when acting as their supervisor.
4. Click **Done**.

## Results

The new approval process opens to the **Approval Rules** tab, displaying the approval process diagram at the top. The diagram includes an empty rule to get you started.

## Next Steps

Next, you define approval rules.

## Related Information

[Adding a Parallel or Serial Approval Rule \[page 65\]](#)

[Base and Chain Approval Rules \[page 60\]](#)

[Approval Rules Based on Approver Lookup Tables \[page 62\]](#)

# Approval Process Diagrams

On the **Approval Rules** tab, the approval process diagram shows the flow of the base approval rules, which are processed in order from left to right.

You can add, move, and delete approval rules in the approval process diagram.



1. Click an action triangle (▽) to add or move an approval rule.
2. Click the delete button (X) to delete an approval rule.

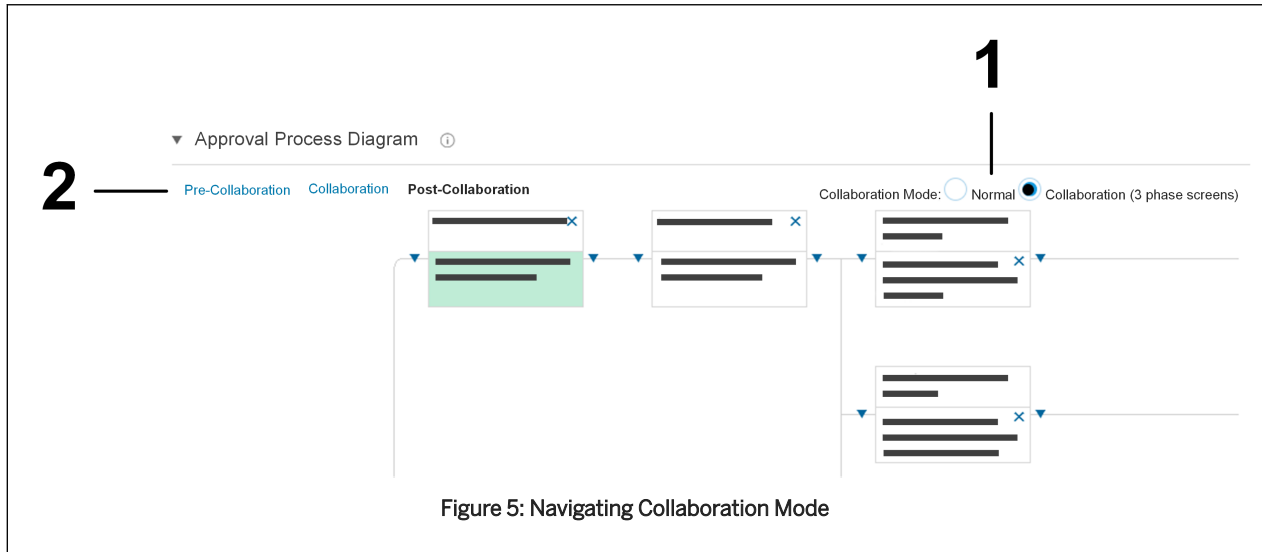
## Collaboration Mode for Requisitions and Shopping Carts

Approval process diagrams for requisitions (SAP Ariba Buying and Invoicing, SAP Ariba Buying) and shopping carts (SAP Ariba Catalog) support collaboration. There are three collaboration phases:

- The pre-collaboration phase contains approvers that must approve before the request can proceed to the collaboration state. In the case of shopping carts, this phase is read-only; you cannot add approval rules.
- In the collaboration phase, the collaboration team, which typically consists of the requester and the purchasing agents, works with the suppliers on various prices and terms in the request. The collaboration team is included in the approval flow as an approver and cannot be removed. In this phase, you can add approvers either before or parallel to the collaboration team.
- The post-collaboration phase starts when the collaboration team indicates that collaboration is finished. This phase of the approval process includes the approvers who need to approve the final request. In the case of shopping carts, this phase is read-only; you cannot add approval rules.

Collaboration is enabled by default for requisition and shopping cart approval processes. (Shopping carts are always in collaboration mode.) You can turn off collaboration mode for requisitions by choosing **Normal** in the approval process diagram.

In collaboration mode, you can switch between the three collaboration phases by clicking the collaboration links, as indicated in the following figure.



For requisitions, collaboration mode is enabled by default. To disable it, click **Normal**. Carts are always in **Collaboration** mode.

For general information about collaboration, see the guides [Purchasing Guide for Procurement Professionals](#) and [Collaborating with Suppliers](#).

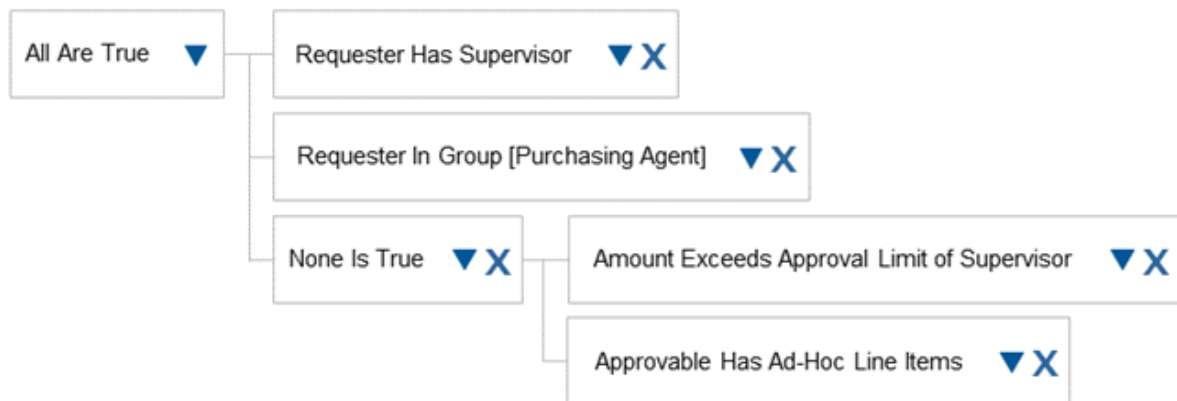
# Conditions and Actions in the Approval Process Editor

You can define conditions for base approval rules, chain rules, and edit rules. You can define actions for all approval rule types.

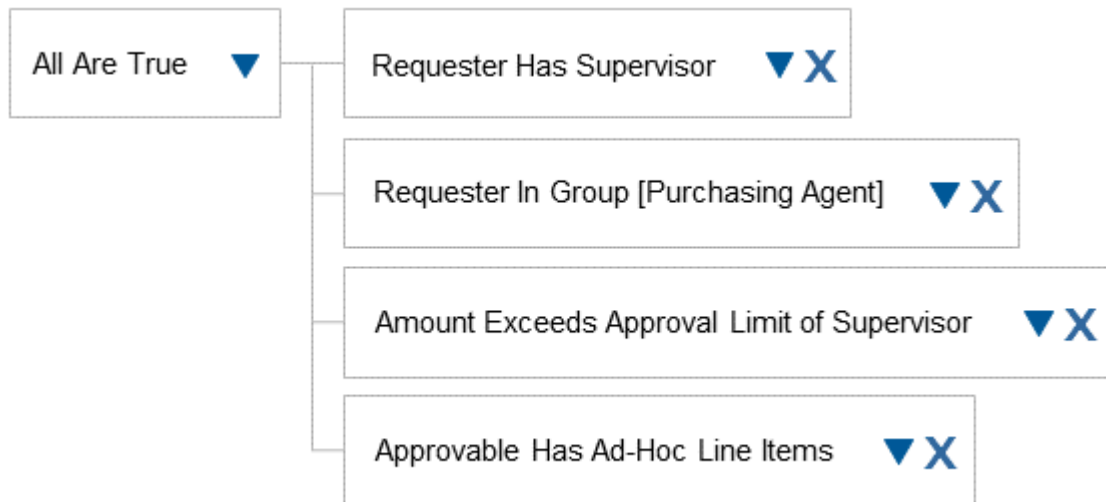
## Guidelines for Defining Conditions

Keep the following guidelines in mind when defining conditions:

- You must start with an All/Any/None subcondition.
- End each string of conditions with a predefined condition or a field match.
- You cannot add a subcondition to the right of a predefined condition or a field match. You can, however, add a subcondition to the left of a field match.
- If you delete an All/Any/None subcondition, the associated condition components shift to the left and join the preceding All/Any/None subcondition.



For example, when you delete the **None Is True** compound subcondition from the condition shown in the preceding figure, the condition components associated with it shift to the left, becoming part of the parent subcondition, as shown in the following figure.



- You cannot delete the left most All/Any/None subcondition, but you can change its type. (For example, you can change an **All Are True** subcondition to **Any Are True**.) To change the type, click the triangle button and choose one of the values under **Change To** in the displayed menu.

## Approval Rule Conditions

You define conditions in the **Condition** section of the approval process editor for the base, chain, or edit rule you are configuring.

There are three parts of an approval rule condition: field matches, predefined conditions, and compound subconditions. The field matches and predefined conditions are based on fields at the header level of the approvable. If an approval rule has no condition defined, the system always performs the action specified for that rule.

### → Tip

If you need to create a condition based on a line-item field, such as commodity code, you need to create an [approver lookup table \[page 62\]](#) for the approval rule and add the line-item field as a column in the table.

You can specify conditions for base and chain rules. Conditions you specify for base rules apply to the corresponding chain rules, but chain rules can have their own conditions.

You add condition components from left to right in the condition builder. The components are evaluated in the opposite direction, from right to left. The following figure shows an example of a condition.



The condition in this example is true if the following conditions are true:

- The requester has a supervisor.
- The requester is in the **Purchasing Agent** group.
- The amount in the requisition does not exceed the approval limit of the requester's supervisor.
- The approvable does not have ad-hoc line items.

## Predefined Conditions

The approval process editor includes many predefined conditions based on common business needs. Examples of predefined conditions are **Requester Has Manager**, **Requester Is In Group**, and **Expense Report Has Violations**.

### i Note

- The predefined condition **Field Change** is currently not supported for custom forms and must not be used in combination with any subcondition.
- The predefined condition **Export Report Has Violations** is not available for custom forms.

## Field Matches

You can create a custom condition component based on information in the approvable or information about the requester. This is called a field match. A field match consists of the following parts:

- A field to evaluate, for example, the requester's cost center.
- An operator, for example, **is equal to**, **is between**, and **is in list**.
- A value or field to match on. This can be a specific value, such as \$100 or Cost Center 3, or it can be a value based on another field.

### i Note

You cannot build a field match condition based on a calculated or derived custom field.



Each field match you create is stored with the approval rule for which you created it. You cannot save field matches for use with another approval rule or approval process.

## Compound Subconditions

Compound subconditions (also referred to as simply subconditions) enable you to group and evaluate a set of condition components as a whole.

### Note

When you define a condition for an approval rule, you must begin with a compound subcondition, even if you plan to add only one condition component to it.

In the following figure, **All Are True** is a compound subcondition.



For the subcondition in this figure to be true, each of the two condition components following it must be true.

There are three types of subcondition:

- **All Are True.** For this subcondition to be true, all the condition components that it contains must be true. Conceptually, the **All Are True** subcondition places **AND** operators between the condition components in the set.
- **Any Are True.** For this subcondition to be true, at least one of the condition components that it contains must be true. Conceptually, the **Any Are True** subcondition places **OR** operators between the condition components in the set.
- **None Is True.** For this subcondition to be true, all condition components that it contains must be false. Conceptually, the **None Is True** subcondition uses **NOT** and **AND NOT** operators:  
NOT condition component 1 AND NOT condition component 2 AND NOT condition component 3

## Approval Rule Actions

The way you work with actions depends on the type of rule you are defining. For all approval rule types, you define actions in the **Actions** section in the approval process editor.

- When you are working with base approval rules on the **Approval Rules** tab, there are two types of actions you can define.

- **Add Approvers and Groups** allows you to choose a predefined action that adds a single approver (a user, group, or list) based on the defined condition. You choose from a list of actions that are applicable to the approvable type. For example, you can choose the **Add Manager** action to add the supervisor of the requester to the approval flow.
- **Use Approver Lookup Table** uses a lookup table in CSV format (also known as CSV helper files) to determine which approver to add based on data in the approvable. For example, you could have an approver lookup table that lists commodity codes and specifies which approver to add for each code.
- To define an action for a chain rule, filter rule, or edit rule, you choose a predefined action from a dropdown.
- On the **Policies** tab, you work with policy lookup tables. Policy lookup tables are slightly different from approver lookup tables, but the general concept is the same.

# Requisition Subtype to Create Approval Processes for Requisitions

You can configure approval processes for different subtypes of requisitions, such as aggregated requisitions and amendments by choosing the appropriate option from the **Type** dropdown on the **Add New Approval Process** page.

The following subtypes are available for amendments and amended requisitions in the **Type** dropdown on the **Add New Approval Process** page:

- **Amendment:** Allows you to configure approval processes for amendments.
- **Amended Requisition:** Allows you to configure approval processes for amended requisitions (requisitions that are revised after an amendment is merged).

While configuring an approval process for amendments, we recommend that you create an approval process only for amendments and do not create another approval process for amended requisitions.

The following table provides a comparison to indicate why you might not prefer to create an approval process for revised requisitions that are created when amendments get merged.

Approval configured for amended requisitions	Approval not configured for amended requisitions
Approvals are triggered for the revised requisition each time an amendment is merged. This means, approvers need to approve multiple versions of the requisition each time a fully approved amendment is merged. This process can be tedious and more time consuming.	After an amendment is fully approved, it is merged with the requisition. In this case, approval for the amendment is considered final after which an order is created automatically based on the revised (merged) requisition.
Approvals for amended requisitions are triggered in the sequential order of all amendments irrespective of their states. Therefore, if you want to process an amendment having a later version before others in the sequence, even if that amendment is fully approved, the revised requisition is not created unless all versions of amendments created before this amendment are fully approved.	Irrespective of the sequence of amendments, approvals that are fully approved automatically merge with requisitions and change orders are created.

# Base and Chain Approval Rules

Base rules have a condition and an action. A base rule evaluates a condition and adds an approval request node to the approval diagram if that condition is met.

You should be able to phrase all base rules as If-then statements. For example:

- “If the requester and the preparer are not the same person, then ask the requester to approve.”
- “If an expense report has violations, then the violation manager must approve.”
- “If the requisition has any line items with a commodity code of CAPEX, then the facilities manager must approve.”

There are two types of base rules:

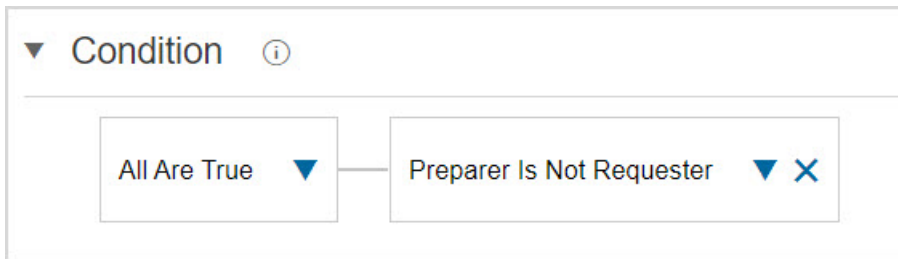
- Basic condition–action rule
- Approver lookup table rule

Chain rules add a chain of managers to the approval flow.

A basic condition–action rule tests an approvable to see if it fits the specified condition. If so, the rule adds an approval request to the approval flow.

You use this type of base rule to evaluate a condition against the approvable as a whole, such as the total cost or whether there are any non-catalog line items. A basic condition–action rule applies once adding one approval request to the approval flow.

For example, consider a base rule titled Requester added to the approval flow. In this example, the SAP Ariba system checks to see if the requester and the preparer are the same user, and adds the requester as an approver if they are different. The following condition is defined for this rule:



The action to be performed when the condition is evaluated, is specified in the **Action** section of the **Approval Rule Editor**. For this example, the **Add Approvers and Groups** radio button is selected as the type of action, and **Add Requester** is selected as the action for this rule, from the **Action** dropdown.

▼ Action ⓘ

Type:  Add Approvers and Groups  Use Approver Lookup Table

Action:  ▼

Description: Adds the requester as an approver

## Related Information

[Approval Rules Based on Approver Lookup Tables \[page 62\]](#)

[Chain Rules for Adding a Chain of Approvers \[page 63\]](#)

# Approval Rules Based on Approver Lookup Tables

Approver lookup tables add approvers automatically based on specific field values on the approvable.

For example:

- When a user submits an invoice reconciliation (IR) document, the Department Head approval rule adds the manager for the department being charged to the approval flow. The Department Head approval rules reads the list of responsible managers from the approver lookup table called `ResponsibleManagers.csv`.
- You can use an approver lookup table to add specific approvers based on the line item commodity codes in the approvable. Each commodity code in the lookup table is associated with an approver group to add. When there is a match between the commodity code of a line item and the commodity code in the lookup table, a new approval request is added to the approval flow.

```
Commodity, Group, Tooltip, Required
4511, Facilities Manager, Facilities manager must approve, TRUE
4567, IT Manager, IT manager must approve, TRUE
```

- If the N Bids and a Buy feature is enabled on your system, approval processes for requisitions and shopping carts may use policy lookup tables.

An approver lookup table can contain multiple fields to match. In this case, a set of field values is retrieved from the approvable for matching against each row in the lookup table. For the first row in the lookup table that has the matching values, the corresponding approver in that row is added to the approval graph. (In previous releases, rules like this were called multi-CSV rules.)

An approver lookup table rule is executed once for every unique value in the matching field and therefore can add more than one approver to the approval flow diagram. SAP Ariba Procurement solutions include several approver lookup tables that you can use. You can also create custom approver lookup tables.

## Related Information

[Additional Approvers Based on a Lookup Table \[page 81\]](#)

# Chain Rules for Adding a Chain of Approvers

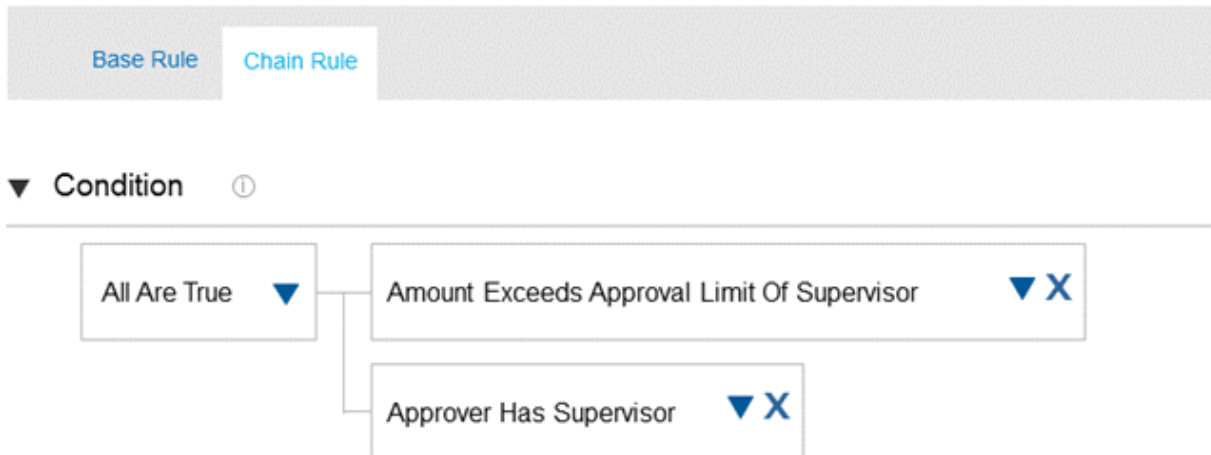
Chain rules are typically used to add managers up a chain, such as the chain of command, to the approval flow.

Chain rules have conditions and actions and are associated with a specific base rule. A chain rule examines a single, unfiltered approval request added by the associated base rule (or by a previous iteration of the chain rule), and decides what action to take based on this existing approval request. For example, if a requisition total is greater than the approval limit of the approver, you could add a chain of management above the approver.

## Note

When the SAP Ariba system processes a chain rule, if an approver has a supervisor, but that supervisor is inactive, the system looks for and adds the next active supervisor in the chain. If a chain rule adds duplicate approvers, the duplicates are removed automatically.

For example, consider a base rule that adds the manager of the requester. If the requisition exceeds the approval limit of the manager, the chain rule adds a chain of managers until an approver in the chain has a sufficient approval limit. The following condition is defined for this chain rule on the **Chain Rule** tab:



In this example, the conditions show that the chaining depends on the approval limit of the approver and whether the approver has a manager.

The conditions that apply to a base rule also apply to the associated chain rule. You can also add conditions that apply specifically to the chain rule. A chain rule condition can be used to terminate the chain. If you do not specify any conditions to determine the end of the chain, the chain continues to its natural end in the organization, including the top user in the organization's chain of command in the approval flow.

## Note

Chain rules are not used for handling the escalations that occur when approval requests are sent, or escalated, to an approver's immediate supervisor after a specified duration of non-approval. For information about such escalations, see [Approval Queues, Approval Escalations, and Withdrawal Periods](#).

## Related Information

[Chain Approval Rules \[page 96\]](#)

[Predefined Actions for Chain Rules \[page 139\]](#)



# Adding a Parallel or Serial Approval Rule

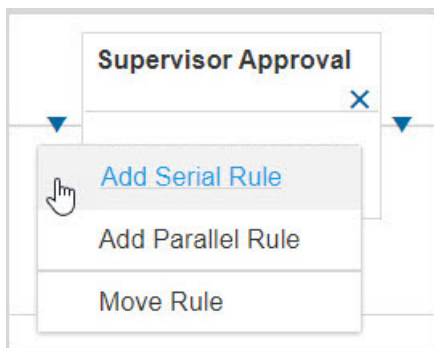
Use the triangle buttons in the approval process diagram to add approval rules.

## Context

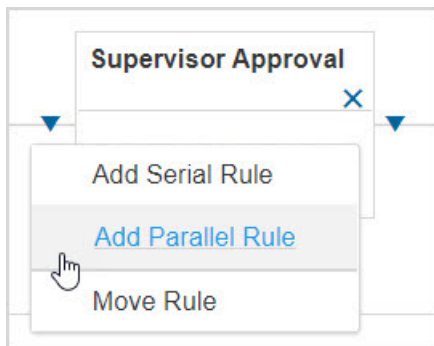
Parallel rules can be added before existing rules within the approval flow. Serial rules can be added before or after existing rules.

## Procedure

1. To open the approval process, choose **Manage > Approval Processes**.
2. Click the **Edit** button.
3. Do one of the following:
  - To add a **serial approval rule**, click the triangle button (▼) where you want to add the approval rule. Choose **Add Serial Rule**.



- To add a **parallel approval rule**, click the triangle button where you want to add the approval rule. You must click a triangle (▼) immediately to the left of an existing rule. Choose **Add Parallel Rule**.



If target icons appear, click one of the icons (as shown in the following figure) to specify where the parallel rule or flow should hook back into the main approval process. If there is only one position possible, it is chosen automatically.

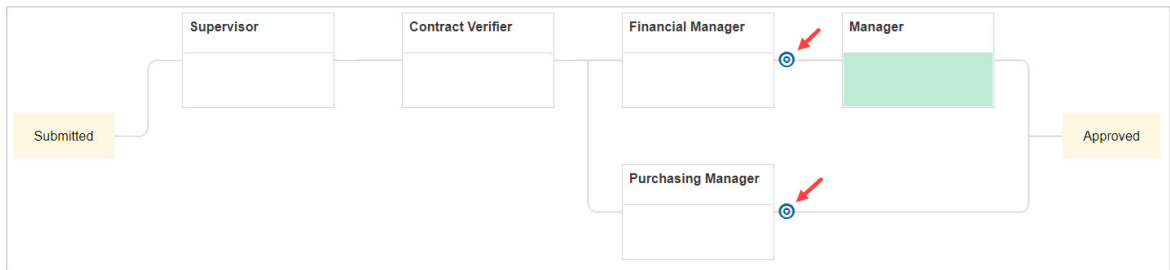


Figure 6: Choosing an End Point for a Parallel Approver

→ Tip

Click the **Cancel** link in the hint message displayed above the approval diagram to cancel the action.

The arc indicates where the parallel flow joins the main approval process.

4. In the approval rule editor, enter a title and description for the new rule.

## Related Information

[Moving or Deleting an Approval Rule \[page 67\]](#)

# Moving or Deleting an Approval Rule

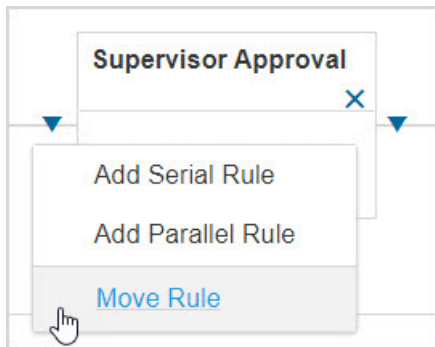
You can move or delete an approval rule from the **Approval Rules** tab in the approval process.

## Context

You can delete or move approval rules in existing approval processes.

## Procedure

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ▾.
2. Click the **Edit** button.
3. To **delete** or **move** an approval rule, do the following:
  - To **delete** an approval rule, in the approval process diagram, click the (✕) button on the approval rule you want to delete. Click **OK** to confirm.
  - To **move** an approval rule, click a triangle button (▾) beside the approval rule you want to move. Choose **Move Rule**.



Blue target icons indicate the possible positions for the rule, as shown in the following figure.

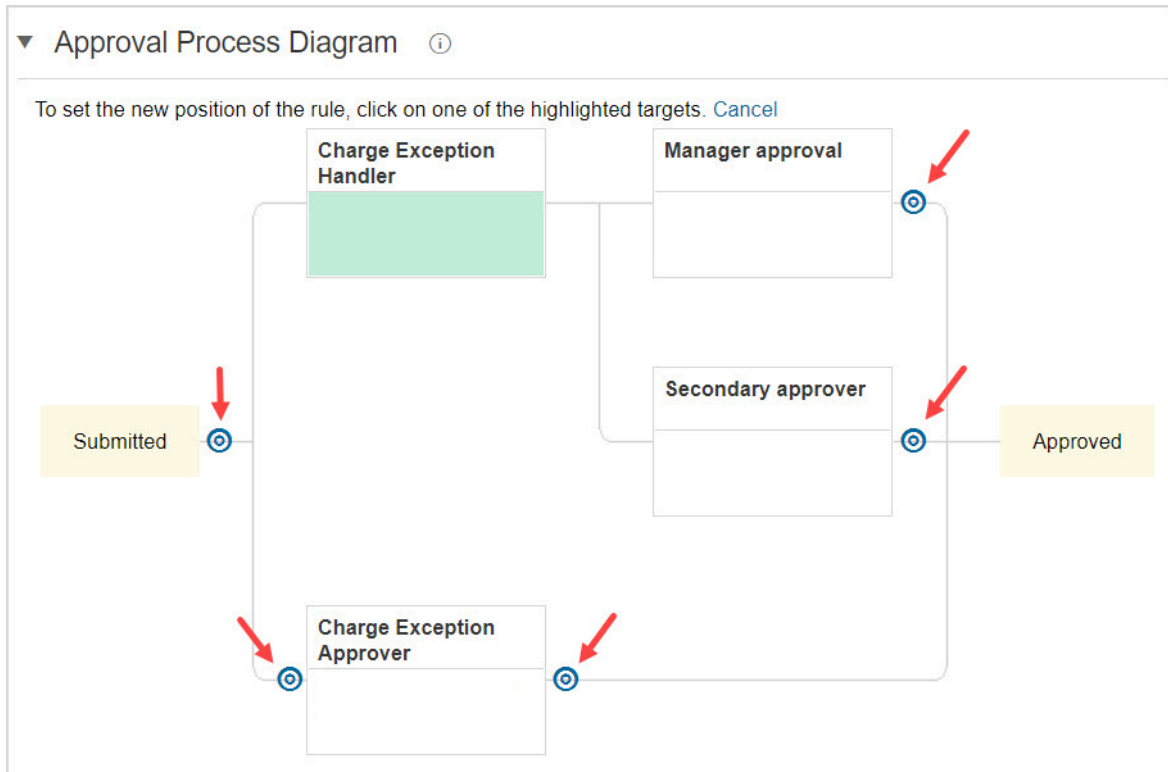


Figure 7: Choosing a New Position When Moving an Approval Rule

Click one of the target icons to move the rule to the corresponding position.

→ Tip

Click the **Cancel** link in the hint message displayed above the approval diagram to cancel the action.

The updated diagram shows the new position of the moved rule.

# Extension of Review Time for Approvers

Each approval rule has a setting to determine whether approvers added by that rule can opt to extend the review period.

When an approver extends the review period, the escalation date for the request is updated automatically, giving approvers more time to review the request.

Approvers sometimes need more time to review a request before acting on it. For example, when reviewing an invoice reconciliation document, an approver might be waiting for more information from the supplier before accepting or rejecting the document.

To prevent such requests from being escalated to supervisors prematurely, administrators can give approvers the option to extend the review period. Extending the review period activates a rule-specific escalation period that is longer than the escalation period configured for that type of approvable. This longer escalation period gives approvers more time to act on the request before the request is escalated to the approver's supervisor.

For example, suppose invoice reconciliation approval requests are typically escalated to a supervisor if the approver has not acted on the request after 14 days. With this feature, the person in charge of the approval process can configure an approval rule to allow more time, defining a longer escalation period (for example, 21 days) just for that rule. Any approvers added by that rule can extend the review period. For approvers who opt to do so, the initial escalation period of 14 days is ignored. The request is escalated only if the approver does not act within 21 days from the day the approval request was sent.

Approvers extend the review period by clicking an **Extend Review Period** button on the approval request. An approver can extend the review period only once per approval request.

## i Note

Escalation doesn't apply to approvers added as part of a group, approver list, or approval queue. It also doesn't apply to manually added approvers. Therefore, the **Extend Review Period** button isn't available for these approvers.

## Limitations

Approvers can't extend the review period using the approval email notification or the SAP Ariba mobile app.

## Workflow

These high-level steps use the example of an invoice reconciliation document to illustrate the workflow for extending the review period of an approval request. The same basic workflow applies to any approval process with rules that allow approvers to extend the review period.

1. The person responsible for maintaining the approval processes for invoicing modifies the invoice reconciliation approval process so that one of the approval rules allows approvers to extend the review period.

2. The SAP Ariba solution receives an invoice from SAP Business Network and creates an invoice reconciliation document.
3. When the SAP Ariba solution generates the approval flow for the invoice reconciliation, the approval rule that allows approvers to extend the review period adds an approver to the flow.
4. The approver added in the previous step views the approval request. The request includes an **Extend Review Period** button, and the current escalation date is displayed at the top of the page.
5. The approver extends the review period by clicking the **Extend Review Period** button, selecting a reason for the extension, and adding a comment. The SAP Ariba solution displays the new escalation date.
6. The invoice reconciliation no longer displays the **Extend Review Period** button. An approver can extend the review period only once for each approval request that allows it.
7. If the approver does not act on the request before the escalation warning date, the SAP Ariba solution sends the escalation warning notification to the approver. If the approver does not act on the request before the escalation date, the SAP Ariba solution sends a notification of escalation to the approver and the approver's supervisor.

For approvers who don't extend the review period, the original escalation period remains in place. The rule-specific escalation period has no effect.

## What Users See on Requests That Allow Extended Review Time

Approval requests that **allow** approvers to extend the review period include the following:

- If the approver has not extended the review period, a message at the top of the request says **Please act on this request by *date*. You can extend the review period.** The page includes an **Extend Review Period** button. Clicking the button opens a dialog box where the approver can enter comments, select a reason for extending the review period, and see the new escalation dates.
- If the approver already extended the review period, a message at the top of the request says **Please act on this request by *date*. You have already extended the review period.** The **Extend Review Period** button is not available.

When an approver extends the review period, the action is recorded on the **History** tab.

A new search filter, **Review Period Extended**, enables users to search for approvable documents for which approvers have extended the review period.

On invoice reconciliation documents, the **Refer** option supports this feature. For invoice reconciliation approval requests that allow approvers to extend the review period, if the approver refers the invoice reconciliation to another user, that user also has the option of extending the review period.

If an approvable is reassigned from one approver to another, and the original approver had the ability to extend the review period, the newly assigned approver can extend the review period. Reassigning approvers removes any extensions set by the original approver.

## How the New Escalation Date Is Calculated

When an approver extends the review period, the new escalation date is calculated as follows:

Date the approver became an active approver

+  
 Number of days of the rule-specific escalation period  
 +  
 Number of weekends and holidays during the rule-specific escalation period (if your site configuration is configured to skip weekends and holidays)

For example, suppose the approval process includes a rule with a rule-specific escalation period of 15 days. On June 6, an approver added by this rule becomes the active approver in the approval flow. If the approver extends the review period on or after June 6, the resulting escalation date is June 28 (with 6 weekend days between June 6 and June 27).

## Reporting on Review Period Extensions

The **Pending Approval** and **Approval History** facts include fields about extended review periods.

Table 1: **Pending Approval** Fact Fields Related to Review Period Extension

Field name	Description
<b>Review Period Extended</b>	A Boolean field that indicates whether an approver has extended the review period for the approval request.
<b>Extension Date</b>	The date when the approver extended the review period.
<b>Review Period Extended By</b>	The approver who extended the review period.
<b>Reason for Extension</b>	A reason code indicating why the user extended the escalation period of the approval request.
<b>Extension Comment</b>	The comment entered by the approver who extended the review period.
<b>Escalation Date</b>	<p>If the approver extended the review period, this is the date when the approval request will be escalated if the approver does not act on the request.</p> <p>If the approver did not extend the review period, this field contains a value only if the request was escalated, in which case it indicates the date of the escalation.</p>

Table 2: **Approval History** Fact Fields Related to Review Period Extension

Field name	Description
<b>Extension Date</b>	The date when the approver extended the review period.
<b>Reason for Extension</b>	A reason code indicating why the user extended the escalation period of the approval request.
<b>Extension Comment</b>	The comment entered by the approver who extended the review period.

## Related Information

[About Extension Reasons \[page 72\]](#)

# About Extension Reasons

When approvers extend the review period of an approval request, they can select a reason from a dropdown.

The person responsible for maintaining the approval process defines the list of reasons in a CSV file and uploads the file on the **Extension Reasons** tab of the approval process.

If you define reasons, approvers are required to choose a reason from the **Reasons** dropdown when extending the review period. If you don't define any reasons, the **Reason** dropdown is not displayed.

When you upload extension reasons for an approval process, the reasons apply to all approval processes for the same type of approvable. For example, if you upload reasons for an invoice reconciliation approval process, the same reasons are then used by all other invoice reconciliation approval processes that exist on your site. This is true for each language for which you upload extension reasons.

You can define up to 100 reasons, but keep in mind that the **Reason** dropdown always includes all the reasons you define, and having too many reasons decreases usability.

## Format for the EscalationExtensionReasons.csv File

You define the reasons in a CSV file with the following column headers specified in English:

☰, Sample Code

```
Reason Code,Description
```

- `Reason Code` is a string that serves as a unique name for the reason, for example, `REA01` or `REA02`. Approvers do not see the reason code.
- `Description` is the string that appears in the **Reason** dropdown that approvers see when extending the review period. Examples of descriptions are **Need more documentation** and **Out of office**.

If you upload a file with duplicate reason codes, only the last entry of the duplicate reasons is used.

To upload reasons in multiple languages, you create a CSV file for each language, following these guidelines:

- The column headers must be in English.
- Use the same reason code for each description across languages. For example, if the English file includes `REA02` as the code for the **Need more documentation** reason, use `REA02` in the Spanish file to represent the same reason.
- You select the language when you upload the CSV file to the approval process, so you don't have to specify the language within the file itself.



For example, you might have the following two CSV files, one for English reasons and one for Spanish reasons:

#### ≡, Sample Code

```
UTF8
Reason Code,Description
REA01,Need more documentation
REA02,Meeting required
```

#### ≡, Sample Code

```
UTF8
Reason Code,Description
REA01,Se necesita más documentación
REA02,Se requiere una reunión
```

## Draft and Active Versions of Reason Files

As with approver lookup tables and policy lookup tables, when you make changes to extension reasons, the SAP Ariba solution doesn't use the updated CSV file until you activate the approval process from which you revised the file. The updated CSV file remains in a draft state, even after you check in the corresponding approval process. Meanwhile, the system continues to use the previous version of the file.

## Related Information

[Uploading Reasons for Rule-Specific Escalation Extensions \[page 74\]](#)

# Configuring Rule-Specific Escalation Periods

When approval process administrators set rule-specific escalation periods, approvers can select from a list of predefined reasons to extend the review period.

## Prerequisites

The approval process has a list of reasons defined for escalation extensions set by the administrator.

## Procedure

1. Open the approval process in edit mode.
2. Select the approval rule for which you want to configure a rule-specific escalation period.
3. Select the **Approvers can opt for a rule-specific escalation period** check box.

Fields are displayed for specifying the escalation period and warning period. The default values show the periods configured for the approvable type through the data import task **Import Escalation and Withdrawal Periods By Approvable Type**.

4. In the **Escalation Warning Period** field, enter the length of the rule-specific escalation warning period, in days.

The escalation warning period cannot be shorter than the escalation warning period defined for this type of approvable.

5. In the **Escalation Period** field, enter the length of the rule-specific escalation period, in days.

The escalation period cannot be shorter than the escalation period defined for this type of approvable.

## Next Steps

If you want approvers to specify a reason for extending the escalation period, make sure there are extension reasons configured for the approval process.

## Related Information

[Uploading Reasons for Rule-Specific Escalation Extensions \[page 74\]](#)

# Uploading Reasons for Rule-Specific Escalation Extensions

Administrators can configure approval rules to allow approvers to opt for rule-specific escalation periods. They can define reasons that approvers choose from when extending the review period.

## Context

Reasons are defined in a CSV file called `EscalationExtensionReasons.csv`. The reasons defined apply to all rules in the approval process that allow approvers to opt for rule-specific escalation periods.

## Procedure

1. Open the approval process in edit mode.
2. Click the **Extension Reasons** tab.
3. Click **Download**, and download the CSV file.

If reasons haven't been uploaded, the CSV file contains only headers.

4. Open the CSV file in the application you want to use for editing it.
5. Add reason codes and descriptions to the CSV file, and save the file.
6. On the **Extension Reasons** tab of the approval process, click **Upload**, and upload the file.

## Results

When approvers extend the review period of an approval request generated by this approval process, the **Reason** dropdown menu displays the reasons you defined. Approvers are required to select a reason.

## Related Information

[About Extension Reasons \[page 72\]](#)

# Defining an Approval Rule Condition

You can use the condition builder in the approval rule editor to define the condition for an approval rule.

## Procedure

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ▾.
2. Click the **Edit** button, then click the rule for which you want to build a condition.
3. Scroll to the **Condition** section. The condition starts with an **All Are True** subcondition.

If you want to change the statement to **Any Are True** or **None Is True**, click the triangle button (▾) in the subcondition, and under **Change To** in the menu, choose the type of subcondition to use.

### i Note

The condition must start with an All/Any/None subcondition, even if you plan to add only one other condition component.

4. To add a condition component to the subcondition, click the triangle button (▾) in the subcondition, and choose a type of condition component to add.
  - **Field Match** lets you choose a field to evaluate, an operator, and a value or field to match on.
  - **Predefined Condition** provides a list of predefined conditions to choose from. Choose the condition to add, specifying additional information if prompted.
  - **Subcondition** adds another All/Any/None subcondition.
5. Continue adding conditions as necessary. Conditions are saved automatically as you add them.

## Related Information

[Approval Rules, Conditions, and Actions \[page 13\]](#)

[Creating a Field Match Condition for an Approval Rule \[page 77\]](#)

# Creating a Field Match Condition for an Approval Rule

A field match is a custom condition based on a field in the approvable or on information about the requester.

## Procedure

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ▾.
2. Click the **Edit** button, then click the rule for which you want to create a condition.
3. In the condition builder, locate the position where you want to add the field match, click the triangle button (▾) at that position, and choose **Field Match**.
4. Click the **Select** dropdown.  
The **Select Field** popup opens.
5. Locate the field you want to match on, and click **Select** in that row.  
The popup closes.
6. Choose an operator from the dropdown menu.
7. Click the next **Select** dropdown, and specify a value or field to match.

## Related Information

[Select Field Popup in the Approval Process Editor \[page 49\]](#)

# Field Match Conditions for Accounting Entities

If your site doesn't use SAP Ariba purchasing units, you can create a field match condition based on the unique internal identifier of an accounting entity relevant to your ERP variant (for example, a PeopleSoft business unit or a SAP company code).

The **Select Field** dialog box for requisitions, invoice reconciliations, and expense reports includes fields called `RuleUnit1` and `RuleUnit2`.

The `RuleUnit1` and `RuleUnit2` fields represent different accounting entities depending on whether your site is configured as a PeopleSoft, SAP, or Generic variant.

## RuleUnit1 and RuleUnit2 in Requisitions

The following table describes the fields that `RuleUnit1` and `RuleUnit2` correspond to in each variant when used in an approval rule for requisitions.

Field	PeopleSoft	SAP	Generic
<code>RuleUnit1</code>	The business unit of the approvable	The company code of the approvable	The company of the requester
<code>RuleUnit2</code>	The general ledger associated with the business unit of the approvable	The purchase organization of the requester	The business unit of the requester

The `RuleUnit1` and `RuleUnit2` fields are included in the [RequisitionLimit.csv \[page 172\]](#) default approver lookup table under the column names `Unit1` and `Unit2`.

## RuleUnit1 and RuleUnit2 in Invoice Reconciliations

The following table describes the fields that `RuleUnit1` and `RuleUnit2` correspond to in each variant when used in an approval rule for invoice reconciliations.

Field	PeopleSoft	SAP	Generic
<code>RuleUnit1</code>	The business unit of the approvable	The company code of the approvable	The company of the requester, where the requester may be the requester of the invoice
<code>RuleUnit2</code>	The general ledger associated with the business unit of the approvable	The purchasing organization of the requester	The business unit of the requester, where the requester may be the requester of the invoice

The RuleUnit1 and RuleUnit2 fields are included in the following default invoicing approver lookup tables under the column names Unit1 and Unit2:

- [InvoiceLimit.csv \[page 158\]](#)
- [InvoiceNonPOLimit.csv \[page 159\]](#)

## RuleUnit1 and RuleUnit2 in Expense Reports

The following table describes the fields that RuleUnit1 and RuleUnit2 correspond to in each variant when used in an approval rule for expense reports.

Field	PeopleSoft	SAP	Generic
RuleUnit1	The business unit of the requester	The company code of the approvable	The company of the requester
RuleUnit2	The general ledger of the approvable	The purchase organization of the requester	The business unit of the requester

## Related Information

[Select Field Popup in the Approval Process Editor \[page 49\]](#)

# Base Approval Rule Actions

When working with base approval rules, there are two types of actions you can define: **Add Approvers and Groups** or using **Use Approver Lookup Table**.

- **Add Approvers and Groups.** Lets you choose a predefined action that adds a single approver (a user, group, or list) based on the defined condition. You choose from a list of actions that are applicable to the approvable type.
- **Use Approver Lookup Table.** Uses a CSV lookup table to determine which approver to add based on data in the approvable. For example, you could have an approver lookup table that lists commodity codes and specifies which approver to add for each code.

## i Note

If the SAP Ariba application encounters unexpected behavior when generating an approval flow—for example, if the action calls for adding a manager but there is no manager, or an approver group has no members, or a lookup table is corrupt—the **Customer Administrator** group is added to the approval flow.

## Related Information

[Additional Approvers Based on a Lookup Table \[page 81\]](#)

[Configuring an Approval Rule That Adds a Single Approver \[page 80\]](#)

# Configuring an Approval Rule That Adds a Single Approver

You can add a single approver (a user, group, or list) to an approval rule.

## Procedure

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ▾.
2. Click the **Edit** button.
3. Click the rule to work with the approval process diagram.
4. In the **Action** section, click **Add Approvers and Groups**.
5. From the **Action** dropdown, choose a predefined action.
6. If the action includes parameters, provide additional information if required.



Most actions have parameters that you can set. Some parameters are required. You can't exit the page until you specify the required information.

## Related Information

[Predefined Actions for Base Approval Rules \[page 134\]](#)

# Additional Approvers Based on a Lookup Table

Using the approval process editor, you can define a new approver lookup table, upload an existing file, or specify a file which has values relevant to your organization.

The following figure shows the approver lookup table user interface.

The screenshot shows the 'Action' configuration page for 'Use Approver Lookup Table'. It includes a table for 'Columns to Include in CSV File' with headers 'Field Name', 'Column Header Name', and 'Operation'. Below the table is an 'Add Column' button. The 'Approver Lookup Table' is set to '[select]'. The 'Approver Type Fields' section has checkboxes for 'Group' (checked), 'Approver List', 'Approver Field Path', and 'User'. A table below shows columns for 'Group', 'Required', and 'Tooltip'. At the bottom, there are 'Export Column Headers' and 'Upload File' buttons. Numbered callouts 1 through 5 point to the 'Add Column' button, the '[select]' dropdown, the 'Approver Type Fields' checkboxes, the 'Required' and 'Tooltip' columns, and the 'Upload File' button, respectively.

1. You can use the **Columns to Include in CSV File** section to create a new approver lookup table, specifying fields to serve as column headers in the file and then exporting the column headers.
2. A column is created for each type of approver you click.
3. The **Required** and **Tooltip** columns are added to the table automatically.
4. The **select** link lets you specify a previously loaded approver lookup table.
5. After you fill in the CSV file with values, click **Upload File** to connect it to the approval rule.

When you define a new table, you define the field columns to include, the operation to use for evaluating the fields, and the types of approvers to include. Then you export the column headers, fill in the data, and upload the file.

For guidelines on the syntax to use when creating CSV files, see [CSV Syntax Conventions](#).

## Columns and Types of Approvers in Approver Lookup Tables

When you're working with approver lookup tables, you can rearrange the column order and specify the types of approvers to include.

### Columns in lookup tables

For every row in an approver lookup table, the SAP Ariba solution expects values in each `Tooltip`, `Required`, and field match column. The SAP Ariba solution also expects at least one of the approver type columns (`User`, `Group`, `ApproverList`, or `ApproverFieldPath`).

Empty column values are invalid for columns that require values. To indicate that any value is acceptable, use an asterisk (\*).

In approver lookup tables, the column order is flexible, but the column headers must be worded as follows:

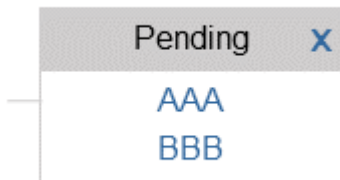
- The columns that specify the fields to match on (column headers are filled in automatically when you specify the fields to include).
- One or more of the following columns that specify approvers to add: `Group`, `User`, `ApproverList`, `ApproverFieldPath`.
- `Tooltip`: A tool tip that appears in the approval flow diagram when a user mouses over the approval node. The tooltip could include the reason for adding the approver, for example.
- `Required`: A Boolean value that indicates whether members of the group are added as required approvers or watchers. When set to true, they are added as required approvers. When set to false, they are added as watchers.

If you do not follow the preceding naming conventions for approver lookup tables, the **Customer Administrator** group is added to the approval flow.

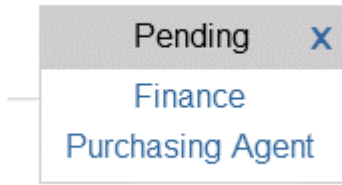
### Types of approvers in lookup tables

You specify the types of approvers to include by clicking **Approver Type Field** checkboxes. For each checkbox that you click, a column is included in the CSV file. The **Group** checkbox is selected by default.

- **User** lets you specify one or more users by user ID. Separate multiple IDs with colons. If you list multiple IDs, the users are added to the approval flow as one single approver. Only one approver in the list needs to approve.



- **Group** lets you specify one or more groups by unique name. Separate multiple group names with colons. If you list multiple groups, the groups are added to the approval flow as one single approver. Only one approver group in the list needs to approve.



### i Note

If a user or group name has a colon (:) in the unique name, it is recognized as multiple approvers due to the colon being used as the separator. In this case, to add as one single approver, you must enter the caret (^) as an escape character before the colon in the CSV file. For example, if a group name is `budget : approver`, enter it as `budget ^ : approver` in the CSV file. Similarly, if a user or group name has this escape character in the unique name, it can be accepted by entering an additional escape character before it in the CSV file. For example, if a group name is `budget ^ : approver`, enter it as `budget ^^ : approver` in the CSV file.

- **ApproverList** lets you specify multiple user IDs or unique group names. Separate the values with colons. The users and groups in a list are added to the approval flow as one single approver. Only one approver in the list needs to approve.



- **ApproverFieldPath** lets you add an approver based on a field path relative to either the approvable or an object specified in a column of the CSV file. Contact SAP Ariba Customer Support if you want to use approver field paths.

Here are some examples of approver lookup tables that use approver field paths:

```
LineItemsDepartment, ApproverFieldPath, Tooltip, Required
Department-A, LineItemsDepartment.DepartmentManager, Department manager must approve, true
```

In the preceding example, the object that the field path is based on is `LineItemsDepartment`. `DepartmentManager` is a field in `LineItemDepartment` objects. In the example, when the value in `LineItemsDepartment` is `Department-A`, the value in the `DepartmentManager` field is added to the approval flow.

```
LineItemsAmount, ApproverFieldPath, Tooltip, Required
10000, Approvable.Auditor, Auditor must approve, true
```

In the preceding approver lookup table, `Approvable` is a hard-coded name used to represent the approvable. For requisitions, the value `Approvable.Auditor` means the `Auditor` field on a requisition. If the amount for a line item is greater than 10000, the value in the `Auditor` field of the requisition is added to the approval flow.

If you want to use approver field paths, contact SAP Ariba Customer Support.

## Related Information

[Base and Chain Approval Rules \[page 60\]](#)

[Multiple Entries for One Approver in an Approver Lookup Table \[page 84\]](#)

[Range of Values in an Approver Lookup Table \[page 84\]](#)

[Validation for Approver Lookup Tables \[page 85\]](#)

## Multiple Entries for One Approver in an Approver Lookup Table

When you create an approver lookup table, you can specify one value per row in columns that represent fields of the approvable, or you can specify multiple entries for a field.

For example, if you have a table that adds approvers based on commodity code, if you want one approver to be added for three different commodity codes, you must add three rows—one row for each commodity code. For example:

```
Commodity,Group,Tooltip,Required
45111616,Facilities Manager,Facilities Manager must approve Video Projector
Equipment,TRUE
45111620,Facilities Manager,Facilities Manager must approve Video Projector
Equipment,TRUE
561017,Facilities Manager,Facilities Manager must approve Furniture purchases,TRUE
```

If an approver lookup table file contains multiple entries for a field, the system reads the entries in order and chooses the first entry that evaluates to true when comparing all fields in the entry. If you have multiple entries, place more specific entries before less specific entries.

If an approver lookup table file contains multiple field values, the system uses the AND operator for the field values.

## Related Information

[Additional Approvers Based on a Lookup Table \[page 81\]](#)

## Range of Values in an Approver Lookup Table

You can enter a range of values for date, money, and integer fields in approver lookup tables.

To enter a range of values, choose the *is between* operator when you define the column in the lookup table. When you fill in the data, use a hyphen to separate the lower and upper bounds (for example, 2500–5000).

The `is between` operator matches values greater than or equal to the first value and less than the second value. For example, `1000-1000000` matches the following values: 1000, 1001, and 999999. It does not match the value 1000000. If you specify only one value for a range, the system considers it to be the lower limit, and there is no upper limit.

To add a negative range, add the values as `"(-400)-(-100)"` or `"(-$400USD)-(-$100USD)"`, for example.

## Related Information

[Additional Approvers Based on a Lookup Table \[page 81\]](#)

# Validation for Approver Lookup Tables

When you make changes to an approver lookup table, the table is validated, or checked for errors and missing information. The level of validation configured for your site determines how the approval process is affected when an approver lookup table is missing values or contains invalid values.

There are two levels of validation for approver lookup tables, basic and enhanced:

- **Basic validation:** With basic validation, approver lookup tables with missing or invalid values can still be uploaded and activated. If an approver lookup table has an invalid or missing value, usually members of the **Customer Administrator** group are added to the approval flow. For example, if the `USER` column is empty, a member from the **Customer Administrator** group is added to the approval flow.
- **Enhanced validation:** With enhanced validation, approver lookup tables with missing or invalid values can't be uploaded. Enhanced validation compares the approver lookup table you're editing or uploading to the table structure defined in each approval rule that uses that table. For example, if you replaced a column header in one approval rule but a different rule in a different approval process requires that column header, an error appears and prevents you from uploading the table.

[Basic Validation for Approver Lookup Tables \[page 85\]](#)

[Enhanced Validation for Approver Lookup Tables \[page 86\]](#)

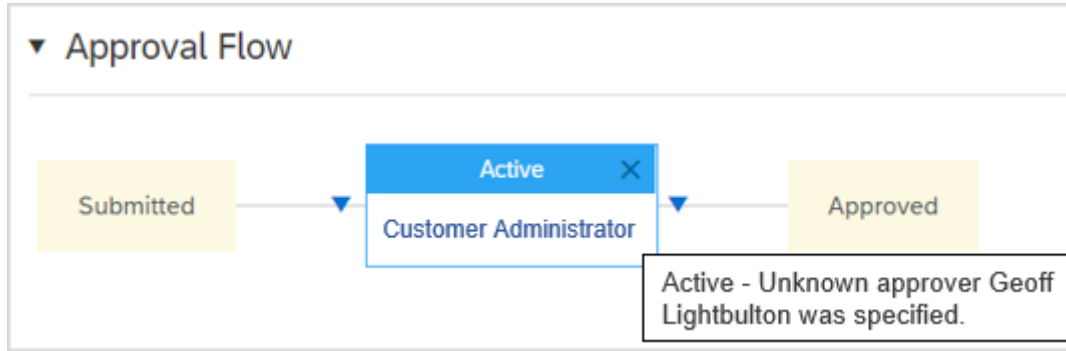
## Basic Validation for Approver Lookup Tables

With basic validation, approver lookup tables with missing or invalid values can still be uploaded and activated.

If an approver lookup table is missing a required value or has an invalid value, usually approvers from the **Customer Administrator** group are added to the approval flow. The following scenarios are examples of why a **Customer Administrator** is added:

- If the value is empty within a required column. For example, if there is no value for the `USER` column.
- If the lookup table includes approver data that does not exist in the database. For example, if the approver is no longer an employee.

If you hover over the **Customer Administrator**, the reason for the addition is shown as a tip. In the following figure an unknown approver, Geoff Lightbulton, was specified.



This table describes what happens to the generated approval flow if a value is invalid or missing. In many cases, the **Customer Administrator** group is added.

Invalid Value in a Row	Effect on Approval Flow
The value in a column header is invalid.	The <b>Customer Administrator</b> group is added as an approver.
The <code>User</code> column contains an unknown user.	The <b>Customer Administrator</b> group is added as an approver.
The <code>ApproverList</code> column contains an unknown group or user.	If there are known users in the list, only the known users are added. If there are no known users in the list, the <b>Customer Administrator</b> group is added.
The <code>Group</code> column contains an unknown group.	The <b>Customer Administrator</b> group is added as an approver.
The <code>Group</code> column contains a group with no users.	The <b>Customer Administrator</b> group is added as an approver.
The <code>Required</code> column contains an empty or invalid value.	The approver is added as a required approver.
The <code>Tooltip</code> column contains an empty value.	The default tip text, " <b>Approval Required</b> ," is added as the tip. This default tip is used regardless of whether the approver is a required approver or a watcher.
A field match column contains an invalid value.	The <b>Customer Administrator</b> group is added as an approver.

## Enhanced Validation for Approver Lookup Tables

If an approver lookup table has missing or invalid values, enhanced validation prevents the table from being uploaded and activated.

### Before You Enable Enhanced Validation

Check the following before you enable enhanced validation:

- You must enable the parameter **Prevent upload of invalid approver lookup tables** (`Application.Approvable.EnhancedLookupTableValidation`).

- Determine which approval processes, if any, use the approver lookup table you want to upload.
- Make sure your approver lookup tables match the requirements for each of your approval processes. When you make changes to an approver lookup table, each process that uses that table is affected.

## Enhanced Validation with Different Upload Methods

Validation differs, depending upon how you upload the approver lookup table. The following describe how validation occurs when you upload approver lookup tables, **Customization Manager** workspace, or through a data import/export task.

- **Approval process editor:** When you upload an approver lookup table in the approval process editor, the file is only validated against the rule in that approval process. If you change columns in the editor, you must edit the CSV file to include the same columns.

- **Customization Manager:** When you upload an approver lookup table in the **Customization Manager** workspace, the file is validated against all of the rules that use that file. If the table is used in multiple versions of the same approval process, the file is validated against the most recently modified version, regardless of whether it's checked in, active, or saved as a draft. For example, an approver lookup table used in **Requisition** and **Aggregated Requisition** approval processes is validated against the most recently modified versions in both approval processes, as shown in the following figure.

Approvable Type	Type	Title	State	Version	Editor	Last Modified
<input type="radio"/>	Requisition	Aggregated Requisition	Aggregate Requisition Approval Process	Checked In	0	Fri, 03 Dec, 2021
<input type="radio"/>	Requisition	Aggregated Requisition	^ Aggregate Requisition Approval Process	Draft	1	Chad Noll Tue, 30 Nov, 2021
<input type="radio"/>	Requisition		Requisition Approval Process	Active	2	Fri, 03 Dec, 2021
<input type="radio"/>	Requisition		^ Requisition Approval Process	Draft	3	Chad Noll Tue, 30 Nov, 2021

- **Data Import/Export:** When you upload approver lookup tables with the import task **Import CSV Lookup Tables Used by Approval Rules**, each table is validated against the approval rules that use it. In the following

figure, an error message appears because the CSV file is missing the Approver column header, which is required.

**Data Import/Export**

Exclamation marks (!) indicate tasks that completed with errors or warnings. Click **Refresh Status** to show current status.

[Download Data Dictionary](#)

**Search Filters:**

Task Name:

**Import**   [Export](#)   [Web Service Status](#)

**Import**

Tasks ↑	Integration Toolkit Names	Status
Import Advanced Pricing Lookup Mapping ⓘ		Completed (!)
<b>Import CSV Lookup Tables Used by Approval Rules</b>		<b>Completed (!)</b>
Import Expense Tax Code Lookup		Completed

**Data Import/Export - View Details of "Import CSV Lookup Tables Used by Approval Rules"**

Details of the data import or export, including any errors that occurred, and the history of past data imports and exports are displayed below.

[Details](#)   **[Error Details](#)**   [History](#)

Error ID: 30034  
Date: 08/30/2021 04:31:46 PM

**Error Items**

Item ID ↑	Severity	File Name	Line Number	Error Message
1	Fatal		0	<b>Lookup table is missing approver column in header.</b>

Field Name:  
Column:  
Data Value:

## How Enhanced Validation Works

The following example shows how an error in the approver lookup table using the approval process editor could prevent it from being uploaded. The approval process editor displays `PurchasingUnit` as the expected column header value; therefore, there must be a `PurchasingUnit` as a column header in the csv file.



▼ Action ⓘ

Type:  Add Approvers and Groups  Use Approver Lookup Table

Columns to Include in CSV File (export column headers to create template) ⓘ 4 columns included

<input type="checkbox"/> Field Name	Column Header Name	Operation
<input type="checkbox"/> ProcurementUnit.UniqueName	PurchasingUnit	is equal to ▼
<input type="checkbox"/> RuleUnit1	Unit1	is equal to ▼
<input type="checkbox"/> RuleUnit2	Unit2	is equal to ▼
<input type="checkbox"/> TotalCost	Limit	is between ▼

The approver lookup table doesn't use PurchasingUnit as the expected column header, it uses Invalidvalue.

Sample Code

```
Invalidvalue, Unit1, Unit2, Limit, Group, Tooltip, Required
*, *, *, 2500-10000, Invoice Manager, @ruleReasons/InvoiceManager, TRUE
*, *, *, 10000, Invoice Manager, @ruleReasons/InvoiceManager, TRUE
```

Therefore, the following error message appears and the table cannot be uploaded.

SAP Ariba

**⚠ Lookup table header is missing condition column PurchasingUnit, defined in: Invoice Reconciliation Approval Process, PO Invoice Cap Rule**

Chad Noll

Approver lookup table for PO Invoice Cap Rule

Upload approver lookup table and click **PO Invoice Cap Rule** to add it to this rule.

Invalid header value.csv

## Common Errors with Enhanced Validation

The following table lists the error messages, and the reason for each error, when an approver lookup table is empty, missing, corrupt, or invalid. "{0}" represents the title of the approver lookup table or column.

Error Message	Reason for Error
Lookup table {0} does not exist.	The table doesn't exist in the system.
Lookup table does not exist for rule.	There is no CSV file for the approval rule selected.
Cannot read lookup table.	The uploaded file is corrupted.

Error Message	Reason for Error
Lookup table is missing header information.	The table is missing column headers.
Lookup table is missing approver column in header.	The table is missing required approver column.
Lookup table header is missing condition column: { 0 }.	A condition column configured in the approval rule is missing from the table.
Lookup table is missing content line.	The table only contains headers and no data.
Lookup table contains mismatching header and content line: { 0 }.	The data in the table does not match the headers.

## Line Item Total by Group in Approver Lookup Tables

You can use the **Sum Line Items By Group** option to group line items in the approvable and calculate the sum of all the totals within each group.

For example, within each cost center or by commodity code. When you check this checkbox, approvers are added based on the line item group totals.

To use this option, the approver lookup table must include the following fields:

- A line-level field that you want to total. This field must be of type Money or Big Decimal, for example, `LineItems.Amount`.
- A line-level field that you want to use for grouping, for example, `LineItems.CostCenter` or `LineItems.CommonCommodityCode`.

### Note

Do not use the **Sum Line Items By Group** option with header-level fields. It is designed to work with line-level fields only.

The following example illustrates how the **Sum Line Items By Group** option works:

Columns to Include in CSV File (export column headers to create template)

Field Name	Column Header Name	Operation
<input type="checkbox"/> LinItems Accountings.SplitAccountings.CostCenter	CostCenter	is greater than
<input type="checkbox"/> LinItems Amount.Amount	Amount	is equal to

Approver Lookup Table: [select]
 Approver Type Fields:
 Group
  Approver List
  Approver Field Path
  User

Sum Line Items by Group:

Last Modified: \_\_\_\_\_

Total Row Count: 0

	CostCenter	Amount	Group	Required	Tooltip
1	3300	300	Purchasing Agent		

Figure 8: Example Using the Sum Line Items by Group Option

1. Line items are grouped using the `LineItems.CostCenter` field.
2. The totals that are summed are the values in the `LineItems.Amount` field.

In this example, the approver lookup table is used to add the Purchasing Agent group as approver if the total of line items for cost center 3300 is greater than \$300. Suppose a requisition has three line items for cost center 3300, and the line item amounts are \$50, \$100, and \$200:

- If the **Sum Line Items By Group** checkbox is selected, the Purchasing Agent group approver is added, because the total of the three line items is greater than \$300 (\$350).
- If the **Sum Line Items By Group** checkbox is not selected, no approver is added, because none of the line items has an amount greater than \$300.

## Additional Approvers from a Lookup Table

You can have an approval rule add multiple approvers from a lookup table, instead of only the approver that is the first match identified by the rule.

If your site is configured for this option, when an approver that matches the approval rule condition is found in a lookup table, your SAP Ariba solution does not exit the rule after adding the corresponding group or user to the approval flow. It will continue processing the rule through the entire approver lookup table, and add additional matches in the table to the approval flow. Up to 8 approvers can be added for each node in this way.

SAP Ariba Support configures this option for you.

### Note

To use this option, the existing option to increase CSV file size limit must be disabled.

You have an option to choose whether the approvers are added as serial approvers or as parallel approvers. You can check the **Add Serial Nodes** checkbox in the **Approval Rule Editor** to add the additional approvers serially.

## Defining an Approver Lookup Table

When you define and upload a new approver lookup table the system adds it to the list of lookup tables available for reuse.

### Procedure

1. To open the approval process, choose **Manage > Approval Processes**.
2. Click the **Edit** button.
3. Select a rule to add the new approver lookup table to, and then choose **Use Approver Lookup Table**.
4. In the **Columns to Include in CSV File** section, click **Add Column**.
5. Choose the field on which you want to look up approvers.

6. Choose an operation from the dropdown. The operation determines how the system evaluates the field values in the CSV file.

#### **i** Note

The **is between** operator matches values greater than or equal to (inclusive of) the first value specified and less than (exclusive of) the second value specified.

7. Under **Approver Type Fields**, check the checkboxes for the types of approvers you want to include in the file.
8. If you are adding approvers based on line-level fields, you can click the **Sum Line Items by Group** option to group line items in the approvable and calculate the sum of all the totals within each group.
9. To create a CSV file template containing the columns you specified, click **Export Column Headers**, and save the file. The default file name is `SiteName -LookupTable.csv`, where `SiteName` is the name given to your SAP Ariba site. You can rename the file to give it a more descriptive name.
10. Open the file in the application you want to use for editing it, then enter the field values and the approvers, and save the file.

#### **i** Note

If the data has to match specific values in the system, you may need to run an export task to find out what the specific values should be. If you cannot access the necessary export events, contact the Customer Administrator in your organization. If the data in the lookup table does not match existing data in the SAP Ariba solution (for example, if there is a typo in the lookup table), the system adds the **Customer Administrator** group as an approver.

11. To upload the edited CSV file, in approval process editor, make sure the correct rule is highlighted in the approval process diagram, and upload the CSV file by clicking **Upload File**.

A sample of the data you entered appears in the table.

## Results

After you upload an approver lookup table file and check in an approval process that uses it, the system adds the file to the list of lookup tables available for reuse. This list of files also includes the default lookup tables available out of the box.

## Related Information

[Select Field Popup in the Approval Process Editor \[page 49\]](#)

[Line Item Total by Group in Approver Lookup Tables \[page 90\]](#)

# Setting Up an Approval Rule to Reference an Existing Approver Lookup Table

You can set up an approval rule to reference an existing approver lookup table even if it has been referenced by an active or checked in approval process.

## Prerequisites

An approval process is open in edit mode.

## Procedure

1. In the approval process diagram, click the approval rule for which you want to use the approver lookup table.
2. In the **Action** section, click **Use Approver Lookup Table**.
3. Do one of the following:
  - If the approver lookup table has already been referenced by an active or checked in approval process (or is one of the default lookup tables), click the **select** link in the **Approver Lookup Table** field, and choose the file to use. (The list includes only the default lookup tables and lookup tables that have been referenced by active or checked in approval processes).
  - If the lookup table is not a default lookup table and if no active or checked in approval process has referenced it, it is not available yet from the **Select** link. Instead, click **Upload File** and specify the file to upload.

## Related Information

[Updating an Approver Lookup Table in the Approval Process Editor \[page 94\]](#)

[Validation for Approver Lookup Tables \[page 85\]](#)

# Updating an Approver Lookup Table in the Approval Process Editor

You can update an approver lookup table in several different ways, your group memberships dictates which options are available to you.

## Context

There are several ways to update approver lookup tables:

- You can open an approval process, download and update the lookup table, and upload the revised file. When you update a lookup table CSV file through the approval process editor, the revised file is not used until you activate the approval process from the file you updated.
- Members of the **Customization Administrator** group can use Ariba Administrator to download and upload approver lookup tables in the **Customization Manager > Approval Rule Files** workspace.
- Members with the necessary group membership can use the data import task **Import CSV Lookup Tables Used by Approval Rules**.
- Your system may be configured to automatically upload revised lookup tables through the SAP Ariba data transfer tool.

Do the following to update lookup tables using the approval process editor:

## Procedure

1. To open the approval process, choose **Manage > Approval Processes**.
2. Click the **Edit** button.
3. In the approval process editor, open the approval process you want to work with.
4. In the approval process diagram, click the approval rule that references the approver lookup table.
5. Click the name of the approver lookup table, and save the CSV file.
6. Update the CSV file with valid data.
7. To upload the edited CSV file, in approval process editor, make sure the correct rule is highlighted, and upload the CSV file by clicking **Upload File**.
8. If you receive a warning that the lookup table is used by any other rules, click **Overwrite** to replace the existing policy lookup table or enter a new lookup table name, and click **Upload**.

## Results

Once you activate the approval process, all approval processes that reference the lookup table you revised will use the updated data.

## Related Information

[Draft and Active Versions of Approver and Policy Lookup Tables \[page 95\]](#)

[Data Maintenance in Lookup Tables Using Customization Manager \[page 41\]](#)

# Draft and Active Versions of Approver and Policy Lookup Tables

When you use the approval process editor to make changes to an approver lookup table or policy lookup table, the SAP Ariba solution doesn't use the updated CSV file until you activate the approval process from which you revised the file.

The updated CSV lookup table remains in a draft state, even after you check in the corresponding approval process. Meanwhile, the system continues to use the previous version of the lookup table. This allows you to test your changes on the **Testing** tab before committing them.

The following points apply to CSV lookup table referenced by more than one approval process or more than one version of an approval process:

- If a draft version of a CSV lookup table exists, all approval processes in **Draft** state that reference the lookup table point to the draft version of the file. All approval processes in **Checked In** or **Active** state that refer to the CSV lookup table point to the original version of the file.
- When you activate the approval process that refers to a revised CSV lookup table, a warning message lists the other approval processes that refer to the file. You can choose to use the updated file for all the approval processes or rename the file and use it only for the approval process you are activating.

If your system updates CSV lookup tables through the SAP Ariba data transfer tool or the **Import CSV Lookup Tables Used by Approval Rules** data import task, the following points apply:

- If a user updates a CSV lookup table using the SAP Ariba data transfer tool or the import task, the active version of the file is updated.
- If a CSV lookup table is renamed, and if it was previously being updated through the SAP Ariba data transfer tool, the file will no longer be updated automatically.

## Related Information

[Updating an Approver Lookup Table in the Approval Process Editor \[page 94\]](#)

# Chain Approval Rules

When you chain a base rule, a chain rule are created. You can then add conditions that apply specifically to the chain rule.

When you decide to chain a base rule, a **Chain Rule** tab opens, as shown in the following figure:

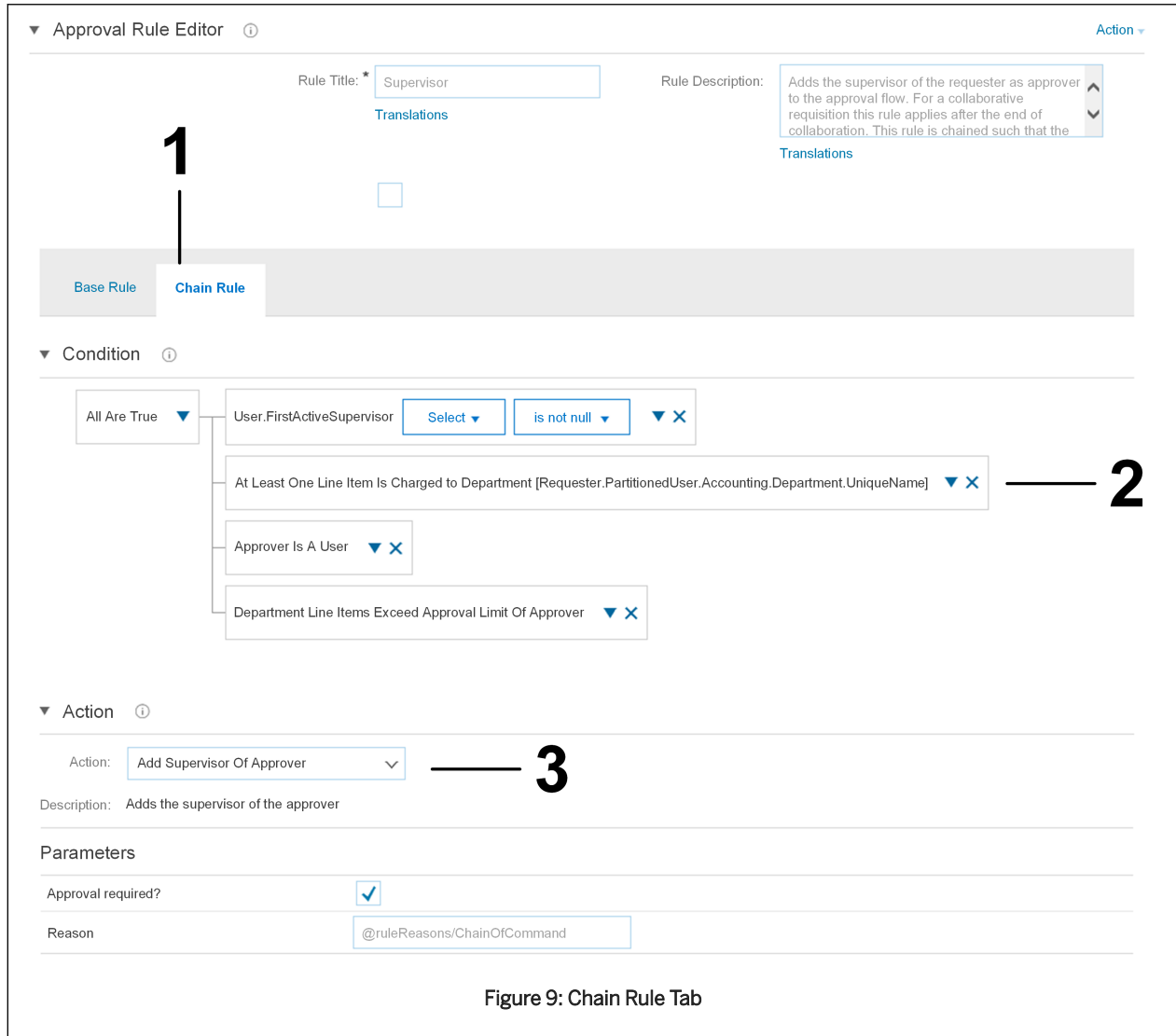


Figure 9: Chain Rule Tab

1. When you chain a base rule, two tabs, **Base Rule** and **Chain Rule**, are displayed in the **Approval Rule Editor** section.
2. The conditions on the **Chain Rule** tab apply specifically to the chain rule.
3. The **Add Supervisor Of Approver** action adds the supervisor of the approver added by the base rule, then adds the supervisor of the supervisor, and so on up the chain of command.



## Related Information

[Chain Rules for Adding a Chain of Approvers \[page 63\]](#)

[Adding a Chain Rule to an Approval Rule \[page 97\]](#)

# Adding a Chain Rule to an Approval Rule

You can add a chain rule to an approval rule, and then define conditions and specify the actions for the chain rule.

## Procedure

1. To open the approval process, choose **► Manage ► Approval Processes ►**.
2. Click the **Edit** button.
3. In the approval process diagram, click the approval rule to which you want to add a chain rule.
4. Choose **► Actions ► Chain this rule ►**.

The **Chain Rule** tab opens, where you can define the chain rule condition and specify the action.

5. On the **Chain Rule** tab, define conditions for the chain rule. Use a chain rule condition to terminate the chain, preventing it from going all the way up the management chain of the organization. The maximum number of approvers that a chain rule can add is 30. Chain rules that attempt to add more than 30 approval requests add only the **Customer Administrator** group as an approver.

### i Note

The **Select Field** dialog box for chain rule conditions lists approver fields in addition to fields from the approvable.

6. In the **Action** section, click **Add Approvers and Groups**.
7. Choose a predefined chaining action from the dropdown menu.

## Related Information

[Conditions and Actions in the Approval Process Editor \[page 54\]](#)

[Predefined Actions for Chain Rules \[page 139\]](#)

# Adding, Enabling, or Disabling a Filter Rule in an Approval Process

Use this procedure to apply and configure filter rules in an approval process. For example, you can apply a filter that removes duplicate approval requests.

## Context

The **Filter Rules** tab of the approval process editor lets you add filter rules that examine approval requests created by all the base and chain rules in an approval process.

To configure a filter rule, you choose a predefined filter rule action. Filter rules don't have conditions.

## Procedure

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ►.
2. Click the **Edit** button.
3. Go to the **Filter Rules** tab.
4. Do one of the following:
  - To **create a new filter rule**, click **Create New**.  
Choose an action from the **Actions** dropdown menu, and fill in parameter information, if any. Most filter rules do not have parameters.
  - To **enable or disable a filter rule**, locate the filter rule you want to modify. In the **Enabled** column, click **Yes** to enable the filter rule, or click **No** to disable it.

## Related Information

[Filter Rule Action Reference \[page 99\]](#)

# Filter Rule Action Reference

You can apply filter rule actions to all types of approvables, and there are specific filter rule actions for each type of approvable.

## Filter Rules for All Types of Approvables

Filter Rule	Description	Example
<b>Remove Duplicates – Retain First Approver</b>	Removes duplicate approvers from the approval flow, preserving only the first approver instance that is not a watcher.	For example, if user Gene Halas is added as an approver by one rule, and a later rule tries to add Gene Halas as an approver or watcher, then the latter is not added.
<b>Remove Duplicates – Retain Last Approver</b>	Removes duplicate approvers from the approval flow, preserving only the last approver instance that is not a watcher.	For example, if user Gene Halas is added as an approver by one rule, and a later rule adds Gene Halas as a required approver, the first occurrence is removed.
<b>Remove Duplicates – Retain Last Approver or Watcher</b>	Removes duplicate approvers from the approval flow, retaining only the last approver or watcher instance.	For example, if user Gene Halas is added as an approver by one rule, and a later rule adds Gene Halas as either an approver or a watcher, the first occurrence is removed.
<b>Remove Requester User</b>	Removes the requester from the approval flow if the requester was added as a separate approver. This is applicable if the requester is also the preparer of the requisition.	

### i Note

This filter rule retains the last instance regardless of whether the instance is an approver or a watcher. If the same approver is added as both a watcher and an approver, the watcher instance is removed and the approver instance is retained.

Filter Rule	Description	Example
<b>Skip Approval Process in SAP Ariba Invoice Management</b>	Skips the approval process for approvables created in SAP Ariba Invoice Management sites.	

## Filter Rules for Requisition Approval Processes

Some approval process filter rules are specifically for filtering approval requests for requisitions.

### Auto-Approve Blanket Purchase Order Requisition

If the requisition is a blanket purchase order release (all line items are covered by blanket purchase orders), this filter rule removes all approval requests unless the blanket purchase order field specified for the **Preserve Approvers** parameter is set to true (Yes), or the blanket purchase order is above its maximum limit, or the release limits for the blanket purchase order have been reached.

You can use the **Preserve Approvers** parameter to specify a Boolean field on the blanket purchase order—that is, a field that can be set to true (Yes) or false (No). For example, your blanket purchase orders might include a custom field called Keep Approvers. When the field is set to Yes on the blanket purchase order, the filter rule does not remove approvers.

### Auto-Approve Contract-Only Requisition

If the requisition is a contract release (all line items are covered by contracts), this filter rule removes all approval requests unless the contract field specified in the **Preserve Approvers** parameter is set to true (Yes), or the contract is above its maximum limit, or the release limits for the contract have been reached.

You can use the **Preserve Approvers** parameter to specify a Boolean field on the contract—that is, a field that can be set to true (Yes) or false (No). For example, your contracts might include a custom field called Keep Approvers. When the field is set to Yes on the contract, the filter rule does not remove approvers.

### Auto-Approve if Quantity or Amount Has Not Increased

By default, if a requisition is changed, the new version of the requisition is routed through the approval process again. With this filter rule, for changed requisitions where the quantity or amount on line items has not increased, all approval requests are removed unless there is a change to any field configured to prevent auto-approval, as specified within the filter rule.

This filter rule can trigger automatic approval of the next version of the requisition in the following cases:

- The only change is reduction in quantity and amount of one or more line items
- One or more line items are deleted from the requisition
- The entire requisition is canceled

You can configure up to 15 fields as exceptions to the filter. If the changes to a requisition affect any of the fields you specify as exceptions, automatic approval does not occur. The new version of the requisition is routed through the approval flow.

This filter rule also applies to partially received orders: When a user closes a partially received order using the **Order Adjusted and Closed for Receiving** option, if the amount or quantity received is less or equal to what was on the

corresponding requisition, the new version of the requisition is automatically approved, and there are no further transactions on the purchase order.

#### ❖ Example

**Filter rule:** The filter rule **Auto-Approve if Quantity or Amount Has Not Increased** is enabled. No fields are configured as exceptions to the filter.

**Requisition:** A requisition was initially submitted for 100 units of a keyboard. A user performs a change order, reducing the quantity to 75 units and changing the Ship To value from Montreal to London.

**Result:** The next version of the requisition is created and automatically approved.

#### ❖ Example

**Filter rule:** The filter rule **Auto-Approve if Quantity or Amount Has Not Increased** is enabled. The **Ship To** field is configured as an exception to the filter.

**Requisition:** A requisition was initially created for 100 units of a keyboard. A user performs a change order, reducing the quantity to 75 units and changing the **Ship To** value from Montreal to London.

**Result:** The next version of the requisition is created and routed through the approval flow. The status of the requisition is changed to **Submitted** because it is pending approval.

#### ❖ Example

**Filter rule:** The filter rule **Auto-Approve if Quantity or Amount Has Not Increased** is enabled. No fields are configured as exceptions to the filter.

**Requisition:** A purchase order of quantity 20 is partially received, and the receipt is for 12 units. A user closes the purchase order, selecting the close option **Order Adjusted and Closed for Receiving**.

**Result:** The next version the requisition is created to reflect the reduced quantity. This version is automatically approved.

## Filter Rules for Receipt Approval Processes

One approval process filter rule is specifically for filtering approval requests for imported receipts.

Filter Rule	Description
Skip Approval for Imported Receipts	Skips the approval process for receipts imported from external ERP systems.

## Filter Rules for Contract Request Approval Processes

Some filter rules are specifically for filtering approval requests for contract requests.

## Auto-Approve Contract Request Changes

When changes are made to contract requests, the **Auto-Approve Contract Request Changes** filter rule removes approvers from the contract request as long as the changes are limited to the fields specified within the rule. This filter rule enables you to skip the entire approval cycle and auto-approve changed contract requests.

For example, you can configure the filter rule for contract requests to auto approve the changed contract requests if the `EffectiveDate` and `ExpirationDate` fields are the only fields modified. You do this by specifying these fields in the **Field Path** parameters. You can open a contract request, change the `EffectiveDate` field, and submit the request without any changes. The contract request is, then, automatically approved.

If users change any fields other than the fields specified in this filter rule, the approval flow is retained.

You can configure up to 150 fields in this filter rule. This includes out of the box fields, flex fields and flex master data fields.

## Dependent Fields and Auto-Approval

Dependent fields are fields that change automatically when the value in another field changes. When you specify a field in the **Auto-Approve Contract Request Changes** filter rule, consider whether it has any dependent fields and whether you want to add those to the rule to ensure auto-approval.

For example, suppose the filter rule includes the **Commodity Code** field, and the **Account Type** field is dependent on the **Commodity Code** field. When a user changes the commodity code, the account type changes automatically. The filter rule must include both **Commodity Code** and the dependent field, **Account Type**, to ensure auto-approval if a user changes the value of the commodity code and makes no other changes.

As illustrated in the following table, when a user changes the value of the **Commodity Code** field in the contract request from (53)Apparel and Luggage and Personal Care Products to (44101605) Paper jogging machines, the value of the **Account Type** field is automatically updated from Expense to Lease.

Field Type	Existing Value	New Value
Commodity Code	(53)Apparel and Luggage and Personal Care Products	(44101605) Paper jogging machines
Account Type	Expense	Lease

In the example, if the **Account Type** field is not configured in the contract request filter rule, the contract request is subject to approval whenever there is a commodity code change that triggers the account type to change.

# Approval Queue Filters Based on Purchasing Unit Responsibilities

Approval queue managers can view and manage approvables associated with the purchasing units they're responsible for.

This capability is enabled by the

`Application.Approvable.FilterApprovalQueueByPurchasingUnitResponsibilities` parameter (set by SAP Ariba Support). You can also configure your site for queue managers to view and manage only those approval documents that are associated with the purchasing units that they are responsible for, and restricted to, for the approval queue group. Contact your administrator to enable the **Filter approval queues by purchasing unit responsibilities and approval queue group restrictions**

(`Application.Approvable.FilterApprovalQueueByPurchasingUnitResponsibilitiesAndApprovalQueueGroupRestrictions`) parameter.

## Note

Queue managers can't manage the approvables associated with the purchasing unit they belong to unless they're also configured as the responsible user for that purchasing unit.

Consider the following example, where a queue manager Chad Noll belongs to purchasing unit US001 and is responsible for purchasing units US002 and US003. Chad Noll can view and manage only those approvables that are associated with purchasing units US002 and US003.

You must ensure that approval queue managers are configured to have group responsibilities that span multiple purchasing units and that the Visibility Control feature is enabled for your customer site.

The queue manager must have the `QueryAll` permission for the group to be able to view and manage the group.

The `QueryAll` permission, included in management-related groups such as **Purchasing Administrator** and **Invoice Manager**, enables users to see data in all approvables that pertain to the group rather than only approvables created by the user. Open the [SAP Ariba Procurement Solutions Group Descriptions Table](#) to find out which groups have the `QueryAll` permission. Search for "Search for and view all" in the **Action** column, as shown in the following figure.

# SAP Ariba Procurement solutions group descriptions table

Group descriptions provide a list of actions that members of the group are able to perform. These group descriptions are listed in a table t

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Hide/Show Columns ▾ Download Data ▾ Search entire table

Functional Area	Group Name	Permission Type	Action	Action ID
<input type="text" value="Search column"/>	<input type="text" value="Search column"/>	<input type="text" value="Search column"/>	<input type="text" value="Search for and view all"/> X	<input type="text" value="Search column"/>
Invoicing	<b>Customer Administrator</b>	View	Search for and view all invoices.	INV016
Invoicing	<b>Invoice Administrator</b>	View	Search for and view all invoices.	INV016
Invoicing	<b>Invoice Agent</b>	View	Search for and view all invoices.	INV016
Invoicing	<b>Invoice Manager</b>	View	Search for and view all invoices.	INV016
Invoicing	<b>Financial Processing Analyst</b>	View	Search for and view all invoices.	INV016
Invoicing	<b>Payment Agent</b>	View	Search for and view all invoices.	INV016

## Related Information

[Making Users Responsible for Multiple Purchasing Units](#)

[Filter approval queues by purchasing unit responsibilities and approval queue group restrictions](#)



# Rule Definition for Submitted Approvables

Group membership and edit rules determine whether a user can change a submitted approvable. If a user is allowed to change an approvable, the **Edit** button is available.

Edit rules are given the highest priority. Group membership and edit rules settings are applied as follows:

- Group membership is applied first, determining whether the **Edit** button is available to a user. For example, the **Purchasing Manager** group exposes the **Edit** button on requisitions, so members of that group can edit requisitions. On the other hand, the **Purchasing User** group does not expose the **Edit** button, so members of that group cannot edit requisitions unless they belong to another group that permits them to make changes. Some groups that grant editing permissions also allow group members to make changes without altering the approval flow (that is, without requiring resubmission or reapproval). Edit rules can override the editing permissions granted by group membership.
- Edit rules can do two things:
  - Prevent editing under specified circumstances by hiding the **Edit** button. In this case, the **Edit** button is not available to users who would normally see it based on their group membership.
  - Determine what happens to the approval flow when a user edits an approvable. You can require the approvable to be resubmitted (in which case the approval flow is regenerated), you can require previous approvers to reapprove, or you can allow editing with no effect on the approval flow.

## i Note

You cannot use edit rules to expose the **Edit** button to users who do not already see it based on group membership.

Edit rules have conditions and actions. You can configure different edit rules based on the user attempting to edit the approvable, the information in the approvable, and the fields being edited. Here are some examples of edit rules you can configure:

- The purchasing agent can make changes, but changes require reapproval.
- The preparer is not allowed to make changes after submission.

## Example

This example illustrates how group membership and edit rules work together to determine editing rights:

- User Arnold Davis (adavis) belongs to the **Purchasing Manager** group. By default, this means he can edit submitted requisitions. The changes he makes do not affect the approval flow; the approvable does not require reapproval, nor does it need to be resubmitted.
- Suppose you add another edit rule that dictates the following behavior: "Requisitions with line items charged to Department A cannot be edited by any user." Now, when user adavis views a requisition from Department A, he cannot edit it even though he belongs to the **Purchasing Manager** group. No **Edit** button is available.

## Edit Rule Order

The order in which the edit rules appear on the **Approvable Edit Rules** tab makes a difference. For any user or field being evaluated by the edit rules, the SAP Ariba solution uses the first rule that has a matching condition.

For example, suppose an approval process includes the two edit rules shown in the following table:

Rule order	Rule title	Enabled
1	<b>Purchasing Agent</b> can edit with resubmit	Yes
2	Users can edit with reapproval	Yes

If a member of the **Purchasing Agent** group edits the approvable, the SAP Ariba solution uses the **Purchasing Agent** edit rule because it is the first rule in the table that matches the situation. The approvable is resubmitted, causing the approval flow to be regenerated. If a different user edits the approvable, the second rule is used.

However, suppose the order of these two rules is reversed:

Rule order	Rule title	Enabled
1	Users can edit with reapproval	Yes
2	<b>Purchasing Agent</b> can edit with resubmit	Yes

In this case, when a member of the **Purchasing Agent** group edits the approvable, the first rule that matches the situation is "Users can edit with reapproval." The newly edited approvable requires reapproval, but it does not need to be resubmitted, and the approval flow is not regenerated.

## One Step Edit and Approval

If your site has been configured to allow one step edit and approval and if the `Application.Approvable.ClassesForOneStepEditAndApprove` parameter is enabled, when you save edits to an approvable the document is approved automatically. For more information, see [Site Configuration Parameters Related to Approval Flows \[page 177\]](#).

# Adding an Edit Rule to an Approval Process

You can add an edit rule for an approval process to determine whether a user can edit an approvable that's already in the approval flow and whether the edits require the approval flow to start over again.

## Context

To configure an edit rule, you specify a condition and an edit rule action. When a user attempts to edit a submitted approvable, each edit rule in the approval process evaluates the approvable to see if it matches the condition. If the condition is met, the edit rule action returns a code to indicate whether (or how) the approval flow should be modified based on the changes being made.

## Procedure

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ▾.
2. Click the **Edit** button.
3. Go to the **Approvable Edit Rules** tab.
4. Click **Create New**.
5. Define a condition for the edit rule. (If you do not define a condition, the edit rule will be applied to all approvables that use this approval process.)
6. Choose an action from the **Actions** dropdown menu.
7. Use the **Move Up** and **Move Down** buttons to adjust the position of the new edit rule as desired.

## Related Information

[Conditions and Actions in the Approval Process Editor \[page 54\]](#)

[Approval Flow Edit Rule Action Reference \[page 111\]](#)

# Enabling or Disabling an Existing Edit Rule in an Approval Process

If you want to allow users to make changes to an approvable after it's been submitted, you can enable or disable an existing edit rule.

## Procedure

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ▾.
2. Click the **Edit** button.
3. Go to the **Approvable Edit Rules** tab.
4. Locate the edit rule you want to enable or disable.
5. In the **Enabled** column, click **Yes** to enable the edit rule, or click **No** to disable it.

## Related Information

[Predefined Conditions Specific to Edit Rules \[page 109\]](#)

[Approval Flow Edit Rule Action Reference \[page 111\]](#)

# Predefined Conditions Specific to Edit Rules

Most of the predefined conditions available for edit rules are the same as the ones available for base rules. There are a few predefined conditions that apply only to edit rules.

The following table describes these conditions.

Condition	Description
<b>Field Changed</b>	<p>True if the values in any of the specified fields are changed.</p> <p>Specify fields by typing the internal field names (not the field labels) using dot notation. Use commas to separate multiple fields. For example:</p> <pre>LineItems.Accounts.SplitAccountings.Account, Quantity</pre>
	<p><b>i Note</b></p> <p>This condition does not apply to the <b>Comments</b> field of approvables. It also does not apply to calculated or derived custom fields.</p>
<b>Total Cost Is Changed</b>	<p>True if the total cost is changed in any way.</p>
<b>Total Cost Is Increased</b>	<p>True if the total cost is increased during the approval stage by at least the specified percentage or amount. If you enter both a percentage and an amount, the condition is true if either one or both of them are met.</p> <p>Specify a percentage or amount parameter by typing a numeric value in the appropriate field.</p>
<b>At Least One Line Item's Cost Is Changed</b>	<p>True if at least one line item's amount is changed during the approval stage. If you enter both a percentage and an amount, the condition is true if either one or both of them are met.</p> <p>Specify a percentage or amount parameter by typing a numeric value in the appropriate field.</p>

Condition	Description
<b>At Least One Line Item's Cost Is Increased</b>	<p>True if at least one line item's amount is increased during the approval stage by at least the specified percentage or amount. If you enter both a percentage and an amount, the condition is true if either one or both of them are met.</p> <p>Specify a percentage or amount parameter by typing a numeric value in the appropriate field.</p> <div data-bbox="610 489 1427 816" style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p><b>i Note</b></p> <p>For the <b>At Least One Line Item's Cost Is Increased</b> condition to be applied when the amount in the requisition is increased while editing it, <b>Apply At Least One Line Item's Cost Is Increased condition when amount is increased</b> (<code>Application.Purchasing.ApplyAtLeastOneLineItemsCostIsIncreasedConditionWhenAmountIsIncreased</code>) parameter must be enabled. See <a href="#">Apply At Least One Line Item's Cost Is Increased condition when amount is increased</a>.</p> </div>
<b>Total Cost Is Increased Since Pre-Collaboration – For Edit Rules</b>	<p>True if the total cost is changed to be greater than it was at the end of the pre-collaboration phase by at least the specified percentage or amount. If you enter both a percentage and an amount, the condition is true if either one or both of them are met.</p> <p>Specify a percentage or amount parameter by typing a value in the appropriate field.</p>

## Related Information

- [Predefined Conditions for Base and Chain Rules \[page 128\]](#)
- [Select Field Popup in the Approval Process Editor \[page 49\]](#)

# Approval Flow Edit Rule Action Reference

Edit rule actions determine whether edits to an approvable are allowed and whether the edits require the approval flow to start over.

The following tables describe the actions available for edit rules in all types of approval processes.

## Edit Not Allowed

Meaning	User is not allowed to make changes.
Changes allowed?	No
Keep previous approvals?	Yes
Regenerate approval flow?	No

## Edit Without Effects

Meaning	Changes are allowed. The approval flow is untouched and the approval process proceeds.
Changes allowed?	Yes
Keep previous approvals?	Yes
Regenerate approval flow?	No

## Edit Requires Reapprovals

Meaning	<p>Changes are allowed. Parallel approvers and subsequent approvers on the same branch are required to reapprove.</p> <p>Parallel approvers and subsequent approvers on the same branch are relative to the user making the change, not to the current active approver. The user making the change might not be in the approval flow or might be the currently active approver. If the user making the change is not in the approval flow, all approvers are required to reapprove.</p> <p>For example, suppose the approval flow has four approvers (A, B, C, and D), and the document is approved by A, B, and C (and is pending approval by approver D). If approver B edits the document (for example, changes the quantity), the approval flow is reset, and Approver C (the approver that comes after the approver making the change) must reapprove.</p>
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Changes allowed?	Yes
Keep previous approvals?	Discard parallel and subsequent approvals when the approvers are required to reapprove. Discard parallel and prior approvals on the same branch when the user making the change is not in the approval flow.
Regenerate approval flow?	No

## Edit With Resubmit

Meaning	Changes are allowed. The approval process starts over. Any previous approvers are notified.
Changes Allowed?	Yes
Keep Previous Approvals?	No
Regenerate Approval Flow?	Yes



# Validation Rules for Approvables

Validation rules determine whether, and at what level, an SAP Ariba solution validates an approvable document to determine if it contains missing or invalid information.

By default, SAP Ariba solutions validate an approvable document at pre-defined places during some portions of the approval process, and any user who has permission to edit the document must fix all validation errors before approving or rejecting it.

Validation rules allow you to skip all or parts of validation at specific points within the approval process. This allows approval documents with potential validation errors to re-enter the approval process, giving other users an opportunity to handle the validation errors.

## Note

Validation rules are currently available in approval processes for invoice reconciliations only, and are limited to a single predefined condition.

## Example

This example illustrates how validation rules can let a user cancel an invoice reconciliation rejection and send the document back into reconciliation without validation.

- A user has completed a requisition; it was approved, and after the purchase, the supplier submitted an invoice. The invoice automatically entered reconciliation, where user Gene Halas (ghalas) noticed that it was missing line-level accounting information. User ghalas did not know the appropriate information to add, and rejected the invoice reconciliation because of the missing information.
- User Arnold Davis (adavis) works in Accounts Payable. The SAP Ariba solution is configured to require a final approval when a user rejects an invoice reconciliation (the site configuration parameter `Invoicing.RejectRequiresNoMoreApprovals` is set to `No`). Moreover, an edit rule means that user adavis has permission to edit the invoice reconciliation. He knows that the invoice is legitimate, and would like to send it back into the approval process, so he cancels the rejection.
- By default, user adavis could not cancel the invoice reconciliation rejection without filling in the missing accounting information, even though he also doesn't have the appropriate information to add. The invoice reconciliation rejection would then be stuck. However, a validation rule in the approval process specifies that line-level validation is skipped when an invoice reconciliation rejection is cancelled. User adavis is able to cancel the invoice reconciliation rejection.
- The invoice reconciliation re-enters the approval process, where it is routed to user Chris Noll (cnoll), an exception handler, who can fill in the missing accounting information.

## Validate All Fields for All Approvers Validation Rule

Invalid fields prevent approvables moving forward in the approval flow and a user's group membership determines whether they can correct the invalid fields. By default, the system only validates approvables for approvers with

editing permissions, and approvers without editing permission, are not be notified of invalid fields. An SAP Ariba Support representative can add the Validate All Fields for All Approvers validation rule so that all approvers, regardless of their editing permissions, are notified of invalid fields. If the approver can't correct the invalid fields, the administrator can assign an approver with editing permissions to the approval flow, or add the approver to the group with editing permissions so the invalid fields can be corrected.

To enable the Validate All Fields for All Approvers validation rule, have your Designated Support Contact (DSC) submit a Service Request (SR). An SAP Ariba Support representative will follow up to complete the request.

## Predefined Conditions for Validation Rules

There is a predefined condition that applies only to validation rules. The following table describes this condition.

Condition	Description
<b>Invoice Reconciliation Rejection in Cancellation</b>	True if a user in the approval process has cancelled an invoice reconciliation rejection.

## Validation Rule Action Reference

The following tables describe validation rule actions.

### No Validation

Validation rule applied	Validate All Fields When a Rejection is Cancelled	Validate All Fields for All Approvers
Meaning	The approvable is not validated at either the header or line level.	The approvable is not validated at either the header or line level.
Regenerate approval flow?	Yes	No

### Validate All Fields

Validation rule applied	Validate All Fields When a Rejection is Cancelled	Validate All Fields for All Approvers
Meaning	The approvable is validated at both header and line level. Validation only happens for users who have permission to edit the document.	The approvable is validated at both header and line level.
Regenerate approval flow?	No	No

### Validate Header-Level Fields Only

Validation rule applied	Validate All Fields When a Rejection is Cancelled	Validate All Fields for All Approvers
Meaning	The approvable is validated at the header level only. Validation only happens for users who have permission to edit the document.	The approvable is validated at the header level only.

Regenerate approval flow?	Yes, if no header-level errors occur (or if the approver corrects the header-level validation errors). No, if there are uncorrected header-level validation errors.	No
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### Validate Line-Level and Split-Line-Level Fields Only

Validation rule applied	Validate All Fields When a Rejection is Cancelled	Validate All Fields for All Approvers
Meaning	The approvable is validated at line-level and split-line-level only. Validation only happens for users who have permission to edit the document.	The approvable is validated at line-level and split-line-level only.
Regenerate approval flow?	Yes, if no line- or split-line-level errors occur (or if the approver corrects the line- or split-line-level validation errors). No, if there are uncorrected line- or split-line-level validation errors.	No

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### Related Information

[Adding a Validation Rule to an Approval Process \[page 117\]](#)

[Enabling or Disabling Validation Rules in an Approval Process \[page 116\]](#)

# Enabling or Disabling Validation Rules in an Approval Process

Use this procedure to enable or disable validation rules in an approval process.

## Context

If an existing validation rule no longer needs to be applied to an invoice reconciliation, you can quickly enable or disable the rule.

## Procedure

1. With the invoice reconciliation approval process open in edit mode, click the **Approvable Validation Rules** tab.
2. Locate the validation rule you want to enable or disable.
3. In the **Enabled** column, click **Yes** to enable the validation rule or click **No** to disable it.

# Adding a Validation Rule to an Approval Process

Use this procedure to apply a validation rule to an approval process, which helps ensure a validation rule condition is true and fields are validated. If anything is invalid, the validation rule applies the specified action.

## Context

The **Approvable Validation Rules** tab lets you add validation rules to the approval process. It is only available in approval processes for invoice reconciliations. To configure a validation rule, you specify a condition and a validation rule action. When a user attempts to edit a submitted approvable, each validation rule in the approval process evaluates the approvable to see if it matches the condition. If the condition is met, the validation rule action returns a code to indicate whether (or how) the approval flow should be modified based on the changes being made.

## Procedure

1. To open the approval process, choose ► **Manage** ► **Approval Processes** ►.
2. Click the **Edit** button.
3. Click the **Approvable Validation Rules** tab.
4. Click **Create New**.
5. Select a condition for the validation rule.
6. Choose an action from the **Actions** dropdown.

## Related Information

[Validation Rules for Approvables \[page 113\]](#)

# N Bids and a Buy Feature

The N Bids and a Buy feature is available for collaborative requisitions (SAP Ariba Buying and Invoicing, SAP Ariba Buying) and shopping carts (SAP Ariba Catalog).

In some organizations, if a requisition or shopping cart meets certain policy terms, it is required that the purchasing agents collaborate with a minimum number of suppliers and receive their bids before completing the purchasing process.

To enforce this, you define an N Bids and a Buy policy where you specify the minimum number of suppliers that need to be invited for collaboration, the fields that this policy is based on and the terms of the policy.

You can specify a policy based on a number of fields in the approvable, for example:

- Requisition Amount
- Purchasing Unit
- SET ID (PeopleSoft only)
- Company Code
- Common Commodity Code
- Partitioned Commodity Code
- Line Item Type (Customer Catalog / Services / Non catalog items)

You can also specify whether violations of the policy are allowed. For example, you can specify if purchasing agents can still submit requisitions and check out shopping carts if they do not invite the minimum number of suppliers or not.

## i Note

The N Bids and a Buy policy can be enforced when procuring both goods and services items.

In an approvable contains multiple line items, you can specify whether the line items must be grouped based on the policy attributes. When line items are grouped, the policy is applied on the total amount of the grouped line items.

## i Note

The N Bids and a Buy policy is not applicable to change orders.

You enable and configure the N Bids and a Buy policy by editing the approval process for requisitions (SAP Ariba Buying and Invoicing, SAP Ariba Buying) and shopping carts (SAP Ariba Catalog).

The **Policies** tab in the approval process editor allows you to view, edit, or define the N Bids and a Buy policy to enforce collaboration. You can make changes to the policy in the edit mode.

You can configure the N Bids and a Buy policy attributes in a policy lookup table (a CSV file). The lookup table contains data related to the fields that the policy is based on, the terms of the policy and the group that is responsible for enforcing the policy.

## i Note

Due to significant process changes that the implementation and use of this feature requires, we recommend that you contact your SAP Ariba Customer Engagement Executive or Account Manager for information on how SAP Ariba services can help you through the implementation process.

## Workflow Overview

Here is a high-level overview of the steps for enabling and configuring N Bids and a Buy:

1. Enable the `N Bids and a Buy` calculation rule and configure the policy. This step includes preparing a policy lookup table in CSV format that contains the data related to the policy fields and the terms of the policy.
2. Add the group responsible for enforcing the N Bids and a Buy policy to the appropriate phase of the approval flow:
  - For requisitions, add the group to the pre-collaboration phase of the approval flow.
  - For shopping carts, add the group to the collaboration phase of the approval flow.
3. Make sure the requisition approval process is set up to generate an approval flow for requisitions containing contracted items. Some approval processes are configured to approve such requisitions automatically, without generating an approval flow.

## Related Information

[N Bids and a Buy Policy Lookup Table \[page 120\]](#)

[Configuring the N Bids and a Buy Policy \[page 122\]](#)

# N Bids and a Buy Policy Lookup Table

You configure the N Bids and a Buy policy attributes in a lookup table in CSV file format.

The lookup table contains data related to the fields that the policy is based on, the terms of the policy and the group that is responsible for enforcing the policy. If the requester does not belong to this group, then the group is added to the approval flow.

## i Note

Lookup table CSV files can be in active or draft state.

A sample policy lookup table is as follows:

```
Commodity,PurchasingUnit,Amount
Limit,AllowViolations,CountMinSuppliers,CountMinResponses,Group,
*,*,1000-10000,FALSE,3,2,Purchasing Administrator
80,*,5000-50000,TRUE,2,2,Purchasing Administrator
*,US005,500-10000,FALSE,2,1,Purchasing Administrator
781803,*,20000-60000,FALSE,3,2,Finance
80111611,US004,1000-25000,TRUE,3,3,Finance
```

- The first three columns in the example ( `Commodity` , `PurchasingUnit` and `Amount Limit` ) specify the requisition fields that this policy is based on.
- The `AllowViolations` column determines if violation of the policy is allowed or not.
- The `CountMinSuppliers` column determines the minimum number of suppliers that must be invited for collaboration.

## i Note

If you do not specify a value for `CountMinSuppliers` , then users will be prevented from submitting requisitions and an appropriate error will be displayed.

- The `CountMinResponses` column determines the minimum number of proposals that must be received before collaboration can be completed.

## i Note

Ensure that the `CountMinResponses` value is less than or equal to the `CountMinSuppliers` value. If you do not specify `CountMinResponses` value, then it is defaulted to the `CountMinSuppliers` value. If you specify the `CountMinResponses` value as zero, then users can finish collaboration even when no proposals have been received from suppliers.

An error message is also displayed to users submitting requisitions if you specify a value for `CountMinResponses` that is not an integer.

- The `Group` column determines the group that is responsible for enforcing the policy. If the requester does not belong to this group then this group is added to the approval flow of the requisition.

In the example, the first line indicates that for any commodity code and any purchasing unit, if the requisition line item amount is between 1000 and 10000 (exclusive range), you must invite a minimum of three suppliers



for collaboration, violation of the policy is not allowed and the **Purchasing Administrator** group is responsible for enforcing the policy.

If the approval flow of a requisition contains users who have different locales and currencies, then you have to add individual policy lines for each currency in the lookup table. For example, if the default currency of the requester is US Dollar (USD) and if the default currency of an approver is European Union Euro (EUR), then the lookup table must contain individual policy lines for each currency. For example:

```
Commodity,PurchasingUnit,Amount Limit,Line Item
Currency,AllowViolations,CountMinSuppliers,CountMinResponsesGroup,
*,*,1000-10000,USD,FALSE,3,2,Purchasing Administrator
*,*,900-9000,EUR,FALSE,3,2,Purchasing Administrator
```

In this example it is assumed that 1 U.S. dollar = 0.9 Euros.

## Related Information

[Configuring the N Bids and a Buy Policy \[page 122\]](#)

[Adding an N Bids and a Buy Supervisor to the Approval Process \[page 123\]](#)

[Enabling the Approval Flow of a Requisition with Contracted Items \[page 125\]](#)

# Configuring the N Bids and a Buy Policy

Use this procedure to configure the N Bids and a Buy policy by creating and uploading a policy lookup table CSV file in the approval process editor.

## Prerequisites

You need to belong to the **Customer Administrator** or the **Purchasing Administrator** groups to perform these tasks.

## Context

The lookup table contains data related to the fields that the policy is based on, the terms of the policy and the group that is responsible for enforcing the policy.

## Procedure

1. From the dashboard, click ► **Manage** ► **Approval Processes** ▾.
2. On the **Manage Approval Processes** page, click the title of the relevant requisition or cart approval process.
3. Click the **Policies** tab, and click **Edit**.
4. In the **Calculation Rules Added** section, in the **Enabled** column, click **Yes** for the **N Bids And Buy** rule.
5. In the **Action** section, click **Add Column** to add the approvable fields that you want the policy to be based on to the policy lookup table. You can also remove or edit the rows.
6. For each field, choose an operation from the **Operation** dropdown.
7. Click **Export Column Headers** to export a template of the lookup table CSV file.
8. Enter valid data in the CSV file.
9. Back on the **Policies** tab, click **Upload File**, and upload the policy lookup table CSV file.
10. If you receive a warning that the lookup table is used by other rules, click **Overwrite** to replace the existing policy lookup table or enter a new lookup table name, and click **Upload**.
11. Click **Check In and Activate** to start using the N Bids and a Buy policy.

## Related Information

[N Bids and a Buy Policy Lookup Table \[page 120\]](#)

# Adding an N Bids and a Buy Supervisor to the Approval Process

Use this procedure to require that the supervisor responsible for enforcing the N Bids and a Buy policy is added to the approval flow.

## Context

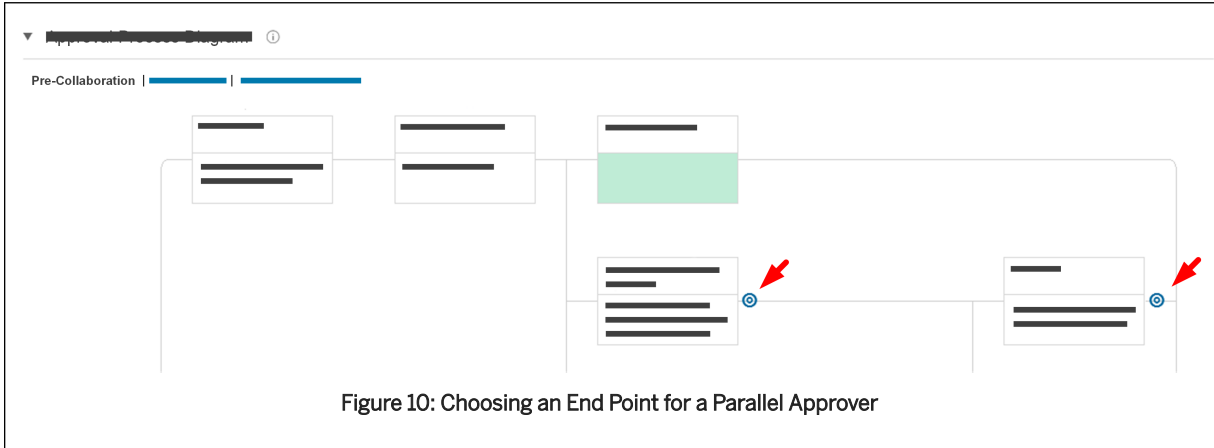
If the requester does not belong to the group that is responsible for enforcing the N Bids and a Buy policy, the supervisor responsible for enforcing the policy must be added to the appropriate phase of the approval flow:

- For requisitions, add the N Bids and a Buy supervisor to the pre-collaboration phase.
- For shopping carts, add the N Bids and a Buy supervisor to the collaboration team in the collaboration phase.

Members of this group then edit the approvable as required to enforce the policy. (The approvables are also subjected to the edit rules enabled for the process, if there are any.)

## Procedure

1. From the dashboard, choose **Manage > Approval Processes**.
2. In the **Manage Approval Processes** page, click the title of the relevant requisition or cart approval process.
3. Click **Edit**.
4. In the **Approval Process Diagram** section, click one of the following links found above the approval process diagram:
  - For requisitions, click **Pre-Collaboration**.
  - For carts, click **Collaboration**.
5. Click the actions triangle button (▼) before the first node in the diagram, and choose **Add Parallel Rule**.
6. Click the target to connect the parallel flow to the end of the first node, as shown in the following figure.



7. In the **Approval Rule Editor** section, enter a rule title and description.
8. In the **Condition** section, click the **Actions** menu arrow, and choose **Predefined Condition**.
9. Choose **Requires N Bids And A Buy Supervisor** from the list, and click **OK**.
10. In the **Action** section, choose one of the following actions from the **Action** dropdown:
  - For requisitions, choose **Add N Bids And A Buy Supervisor**.
  - For carts, choose **Add Requester, Purchasing Agent, and N Bids And A Buy Supervisor**.
11. Click **Check In and Activate** to check in and activate the approval process.

# Enabling the Approval Flow of a Requisition with Contracted Items

Use this procedure to enable the approval flow for requisitions with contracted items so that once the requisition is submitted, the status changes to **Approved**.

## Prerequisites

To collaborate on items associated with a contract, your site must be configured to enable the requisition approval flow for contracted items.

## Context

### i Note

This section pertains to requisitions only. It does not pertain to shopping carts.

In the default configuration, if all items in a requisition are covered by a contract, then the approval flow of the requisition is disabled. Once the requester submits the requisition, it is automatically approved and a purchase order is generated.

## Procedure

1. On the dashboard, choose **Manage > Approval Processes**.
2. On the **Manage Approval Processes** page, find and click the title of the relevant requisition approval process.
3. Click the **Filter Rules** tab and click **Edit**.
4. In the **Filter Rules Added** section, click **No** against **Filter approvers of a pure contract request** rule.  
Click **Yes** against **Filter approvers of a pure contract collaborative requisition** and select this filter rule.
5. Click **Create New** to create a new filter rule of the selected type.
6. Enter an appropriate title and description for the rule.
7. In the **Action** section, select the **Auto approve pure contract requisition if not collaborative** as the Action template from the dropdown.
8. Verify that the new filter rule is enabled.
9. Click **Check In and Activate** to activate the approval process with the changes.

# Testing an Approval Process

Use this procedure to specify existing approvables to use for testing the approval process.

## Context

The **Testing** tab of an approval process lets you specify existing approvables to use for testing the approval process. You can preview the approval flow that will be generated for each approvable listed.

The following figure shows sections of the **Testing** tab of an approval process.

The screenshot shows a user interface for testing approval processes. It is divided into two main sections:

- 1 — My Test Approvables:** A table with columns for ID, Approvable Title, and Test Description. Two items are listed: CA31 (Backlog Items) and CA32 (HQ Supplies). CA32 is selected. Below the table are buttons for 'Edit Test Description', 'Remove', and 'Add Approvable'.
- 2 — Resulting Approval Flow:** A flow diagram for the selected approvable 'HQ Supplies (CA32)'. The flow starts with a 'Submitted' box, followed by two 'Pending' boxes for 'Customer Administrator' and 'Purchasing Agent', and ends with an 'Approved' box. The last updated date is 'Wednesday, June 21, 2017 at 9:47 PM'.

**Figure 11: Selecting test approvables**

1. The **My Test Approvables** section lists the existing approvables you've chosen to use for testing the approval process.
2. The **Resulting Approval Flow** section shows the approval flow of the selected test approvable.

Approval process tests do not affect the actual approval flows of the approvables you use for testing.

### Note

Approval processes created for forms (using the Classic approval option in the forms designer) cannot be tested. This is because values from the form used by the approval rule to add approvers will be available only when the form document is submitted for approval. As no value is available when the form is being designed, no approver is added during testing.

## Procedure

1. With the approval process open in edit mode, go to the **Testing** tab.
2. In the **My Test Approvables** section, click **Add Approvable**.
3. Use the search filters to find one or more approvables to use for testing.
4. In the **Search Results** section, check the checkboxes for the approvables you want to use for testing.
5. Click **Add to Currently Selected**.

The approvables you specified are now listed in the **Currently Selected** section.

6. To add more approvables, repeat steps 3–5.
7. When you're finished, click **Done**.

The approvables are listed in the **My Test Approvables** section.

8. Optionally, edit the description of a test approvable by clicking **Edit Test Description**.
9. Select an approvable in the **My Test Approvables** section to view the resulting approval flow based on the approval process you're working with.

# Predefined Conditions for Base and Chain Rules

Base and chain rules have predefined conditions that apply to certain types of approvables.

The following table contains an alphabetical list of all the predefined conditions for base and chain rules along with their descriptions and a list of approvables to which they apply.

## Note

These predefined conditions are also available for edit rules.

Condition	Description	Approvable Types
<b>No Choice</b>	No condition specified. This selection is the default condition selection.	All
<b>All Line Items Charged To Account</b>	True if all line items are charged to the specified account. You specify the account by typing the unique ID into a text box.	Requisition, cart
<b>Always False</b>	This condition always returns false.	All
<b>Always True</b>	This condition always returns true.	All
<b>Amount Exceeds Approval Limit Of Requester</b>	True if the amount exceeds the approval limit of the requester. You specify user approval limits when you import user information. For information, see <a href="#">Import User Approval Limits</a> .	Requisition, cart, expense report
<b>Amount Exceeds Approval Limit Of Supervisor</b>	True if the amount exceeds the approval limit of the supervisor. You specify user approval limits when you import user information. For information, see <a href="#">Import User Approval Limits</a> .	Requisition, cart
<b>Any Line Item With Commodity Code</b>	True if any line item has the specified commodity code. You choose a single commodity code from a list.	All types
<b>Approvable Has Ad Hoc Line Items</b>	True if the approvable has one or more ad-hoc line items.	All types
<b>Approvable Has Line Items</b>	True if the approvable has one or more line items.	All types
<b>Approvable Is Blanket Purchasing Request</b>	True if the approvable is a blanket purchasing request (that is, if all line items are covered by blanket purchase orders).	Requisition, cart
<b>Approver Has Manager</b> (chain rules only)	True if the approver has an active supervisor. If the approver has a supervisor, but that supervisor is inactive, the system looks for the next active supervisor in the chain.  This condition is for chain rules. The condition examines the approver added by the base rule or by the previous iteration of the chain rule.	All types



Condition	Description	Approvable Types
<b>Approver Is A User</b> (chain rules only)	<p>True if the approver is a user in the SAP Ariba system (as opposed to a group or an approver list). This condition is for chain rules, so it examines the approver added by the base rule or by the previous iteration of the chain rule.</p> <p>Chain rules add an approval request to the chain as long as the approver:</p> <ul style="list-style-type: none"> <li>• Is a user</li> <li>• Has a supervisor</li> </ul>	All types
<b>At Least One Line Item Allows Evaluated Receipt Settlement</b>	<p>True, if at least one line item is from a supplier for whom evaluated receipt settlement (ERS) is allowed.</p>	Requisition, contract request
<b>At Least One Line Item Is Charged To Department</b>	<p>True if at least one line item is charged to the specified department.</p> <p>You specify the department by typing the unique ID into a text box.</p>	All types
<b>At Least One Line Item Is Not From a Preferred Supplier</b>	<p>True if at least one line item isn't from a supplier configured as a preferred supplier for non-catalog items.</p> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p><b>i Note</b></p> <p>Applicable for requisitions within the SAP Ariba Buying solutions.</p> </div>	Requisition, cart
<b>At Least One Split Line Item Is Charged to Department</b>	<p>True if at least one of the split line items is charged to the requester's department.</p>	Requisition, cart
<b>Budget Approaching Limit</b>	<p>True if requisition amount is nearing the budget threshold limit.</p> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p><b>i Note</b></p> <p>Applicable for budget checks within the SAP Ariba Buying solutions.</p> </div>	Requisition, cart
<b>Budget Check Has Failed</b>	<p>True if requisition exceeds allocated budget or budget has expired.</p> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p><b>i Note</b></p> <p>Applicable for budget checks within the SAP Ariba Buying solutions.</p> </div>	Requisition, cart
<b>Collaboration Is Pending</b>	<p>True if collaboration is pending.</p>	Requisition, cart
<b>Collaboration State Is Supplier Purchase Order Change Mode</b>	<p>True if a supplier initiated the requisition in order to change a purchase order.</p>	Requisition, cart

Condition	Description	Approvable Types
<b>Delegatee Approval Limit Less Than Delegator Approval Limit</b>	True if a delegation is configured to give approval authority to a user with an approval limit less than the approval limit of the delegator.	User profile
<b>Department Line Items Exceed Approval Limit Of Approver</b> (chain rules only)	True if the department line items exceed the approval limit of the approver. You specify user approval limits when you import user information. For information, see <a href="#">Import User Approval Limits</a> .	All types
<b>Document Belongs To Partition</b>	This condition doesn't apply to SAP Ariba cloud solutions.	Not applicable
<b>Exceeds Blanket Purchase Order Maximum</b>	True if requisition has line items that make it exceed the blanket purchase order's maximum.	Requisition, cart
<b>Expense Report Has Items Charged To Account</b>	True if the expense report has items charged to the specified account.  You specify the account by typing the unique ID into a text box.	Expense report
<b>Expense Report Has Tax Receipts</b>	True if the expense report has tax receipts.	Expense report
<b>Expense Report Has Violations</b>	True if the expense report has violations.	Expense report
<b>Expense Report Requires Approval Of Receipt Manager</b>	The expense report requires the approval of the Receipt Manager.	Expense report
<b>Has Line Items That Exceed Contract Maximum</b>	True if any one line item makes the contract exceed the maximum.	Requisition, cart
<b>Invoice Reconciliation Requires Validation</b>	True if there are errors on the IR document during external validation and enrichment.  This condition is applicable if your site is set up to validate and enrich IR documents in an external ERP system. Errors that satisfy this condition are: <ul style="list-style-type: none"> <li>• Validation errors from the external ERP system</li> <li>• Errors caused by connection failures or issues with the Web service client</li> </ul> You can specify a group that's permitted to resolve validation errors.	Invoice reconciliation
<b>Is Supervisor For N Bids and a Buy Required?</b>	True if the requester doesn't belong to the group responsible for enforcing the N Bids and a Buy policy.	Requisition, cart

Condition	Description	Approvable Types
<b>Line Items Exceed Approver's Accounting Approval Limit</b> (chain rules only)	<p>This condition is for maintaining different approval amounts for the same user based on any field in the Account object (including custom fields such as Spend Type, derived from the GL account), in addition to the existing chain of command approval rules.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p><b>i Note</b></p> <p>Depending on your business requirement, you might need custom fields to be created in the accounting and user objects. Contact SAP Consulting or the Best Practice Center (BPC) for assistance with using this condition in your business process.</p> <p>The condition is true if both of the following are true:</p> <ul style="list-style-type: none"> <li>• The sum of the requisition line amounts corresponding to an account exceeds the user's approval limits.</li> <li>• The account field value (Spend Type) of the account in the line items matches the one in the rule.</li> </ul> <p>Specify the following:</p> <ul style="list-style-type: none"> <li>• The line item account's customized field name (typically the Spend Type field)</li> <li>• The line item account's customized field name value (like Capital Expense or Lease)</li> <li>• The customized money field corresponding to the approval limit in the user object</li> </ul> </div>	All types
<b>Order Value</b>	<p>True if the value of the order is less than specified amount limit.</p> <p>Specify the amount limit by typing a number. You can type an integer or a number in decimal format. If you include more than two decimal places, the number is rounded up to the nearest 100th.</p>	Receipt, contractor expense sheet
<b>Preparer In Group</b>	<p>True if the preparer is in the specified group.</p> <p>Use the chooser to specify the name of one group.</p>	All types
<b>Preparer Is Not Requester</b>	<p>True if the user who prepared the approvable isn't the requester.</p>	All types
<b>Receipt Has Contract</b>	<p>True if the receipt has a contract attached to it.</p>	Receipt, contractor expense sheet
<b>Receipt Has Order</b>	<p>True if the receipt has an order attached to it.</p>	Receipt, contractor expense sheet
<b>Receipt Requires Asset Data</b>	<p>True if the receipt is set up to require asset data.</p>	Receipt, contractor expense sheet

Condition	Description	Approvable Types
<b>Requester Has Manager</b>	True if the requester has a supervisor.  If the requester has a supervisor, but that supervisor is inactive, the system looks for the next active supervisor in the chain.	All types
<b>Requester In Group</b>	True if the requester is in the specified group.  Use the chooser to specify the name of one group.	All types
<b>Requires N Bids And A Buy Supervisor</b>	True if the requester doesn't belong to the group responsible for enforcing the N Bids and a Buy policy.	Requisition, cart
<b>Requisition Has Items Charged To Account</b>	True if the requisition has items charged to the specified account.  Specify one account by typing its unique ID in the text box provided.	Requisition, cart
<b>Requisition Has Items Charged To Department</b>	True if the requisition has items charged to the specified department.  Specify one department by typing its unique ID in the text box provided.	Requisition, cart
<b>Requisition Has Line Items Without A Supplier</b>	True if the requisition has items without a supplier.	Requisition, cart
<b>Requisition Has Supplier</b>	True if the requisition has the specified supplier.  Specify one supplier by typing its unique name in the text box provided.	Requisition, cart
<b>Requisition Is Imported</b>	True if requisition is imported from an external system.	Requisition, cart
<b>Requisition Is Released Against A Blanket Purchase Order</b>	True if the requisition is released against a blanket purchase order.	Requisition, cart
<b>Requisition Is Services Requisition From External Source</b>	This condition is applicable when the SAP Ariba Buying solutions is integrated with SAP Fieldglass. The condition is true if the requisition was created automatically from a SAP Fieldglass work order or statement of work (SOW).	Requisition
<b>Specified Flex Master Data Template Exists</b>	True if the specified Flex Master Data template exists.  Specify the name of the flex master data class by typing its name in the text box provided.  Specify the approvable field that references the flex master data object by clicking <b>Select</b> and choosing the field in the <b>Select Field</b> dialog box.	All types
<b>Supervisor Changed</b>	True if the supervisor on the user profile has changed.	User profile
<b>Supervisor Is Department Manager</b>	True if the supervisor is the department manager.	All types

Condition	Description	Approvable Types
<b>Supervisor Of Requester In Group</b>	True if the supervisor of the requester is in the specified group. Use the chooser to specify the name of one group.	All types
<b>Total Cost Exceeds Approval Limit Of Approver</b> (chain rules only)	True if the total cost exceeds the approver limit of the approver. You specify user approval limits when you import user information. For information, see <a href="#">Import User Approval Limits</a> .	Requisition, cart
<b>Total Cost Exceeds Limit</b>	True if the total cost exceeds the specified cost limit.  Specify the cost limit by typing a number. You can type an integer or a number in decimal format. If you include more than two decimal places, the number is rounded up to the nearest 100th.	All types
<b>Total Cost Exceeds Limit Check Against Latest Currency Conversion Rate</b>	True if the total cost exceeds the specified cost limit. If the total cost and the cost limit are in different currencies, they're compared against latest currency conversion rate.  Specify the cost limit by typing a number. You can type an integer or a number in decimal format. If you include more than two decimal places, the number is rounded up to the nearest 100th.	All types
<b>Total Cost Increased During Collaboration</b>	True if the total cost increased during the collaboration phase by at least the specified percentage or amount. If you enter both a percentage and an amount, the condition is true if either one or both of them are met.  Specify a percentage or amount parameter by typing a value in the appropriate field.	Requisition, cart
<b>Total Non-Contract Items Less Than Amount</b>	True if the amount total of non-contract items is less than specified amount.  Specify a ceiling amount by typing a number. You can enter the number in integer or decimal format. If you include more than two decimal places, the number is rounded up to the nearest 100th.	Requisition, cart
<b>User Is A Supplier User</b>	True if the user profile is for a supplier user.	User profile

## Related Information

[Predefined Conditions Specific to Edit Rules \[page 109\]](#)

# Predefined Actions for Base Approval Rules

A list of the predefined actions available for base approval rules.

## Add Approver Based on Flex Master Data Lookup

This predefined action for approval rules adds an approver based on a field in a Flex Master Data template.

Applicable approvable types: all

### Parameters

- **Group to add if the approver field is not specified:** This parameter lets you specify a group to add as an approver. Use this parameter if the following parameter is not filled in: **Name of the field on the Flex Master Data template that specifies the approver group to add.**
- **Name of approvable field specifying the UniqueName value of the Flex Master Data template:** Choose the approvable field that contains the unique name of the Flex Master Data template you are referencing.
- **Name of the class of the Flex Master Data template:** Type the name of the class that contains the Flex Master Data template.
- **Name of the field on the Flex Master Data template that specifies the approver group to add:** Choose the Flex Master Data template field that contains the approver group to add.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

## Add Approvers Based on Field In Approvable

This predefined action for approval rules adds separate approvers based on a field such as cost center manager or project manager for line items.

Applicable approvable types: all

### Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the checkbox.
- **Field path (relative to approvable):** Specifies the approvable field that determines which approver to add.
- **Skip this action if field is empty:** This parameter is applicable only when the field specified with the **Field path** parameter contains no value. When the field contains no value, this parameter determines whether to add the **Customer Administrator** group or no approver at all.
  - If the **Skip this action if field is empty** checkbox is selected, and the specified field does not contain a value, the SAP Ariba solution does not add an approver to the approval flow.
  - If the check box is not selected, and the specified field does not contain a value, the SAP Ariba solution adds the **Customer Administrator** group to the approval flow.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

#### → Tip

Buyers can use this feature as an alternative to maintaining large approver lookup tables. For example, some organizations have high-volume accounting and organizational structures, such as projects or work breakdown structure (WBS) elements. By storing the approvers associated with these structures directly

within the master data, the approval rule action **Add Approver Based On Field In Approvable** can access the approver data directly, rather than searching through potentially large lookup tables.

## Add Approvers Based on Accounting Entity Conditions

Based on the values in the accounting entity fields for the line items on an approvable document, this predefined action adds separate approvers for the purposes of split accounting.

Applicable approvable types: requisition, cart, receipt

Examples of accounting entities are departments, purchasing units, cost centers, projects, and business units. Use the parameters to specify the accounting entity conditions you want to use. Unless otherwise specified by a condition parameter, the approver added is the manager of the accounting entity (for example, the department manager). Managers are defined in the file `ResponsibleManagers.csv`.

### Parameters

- **Add specified group instead of the manager:** Choose a group to add as an approver instead of adding the manager of the accounting entity.
- **Add supervisor of entity manager instead of manager:** Adds the supervisor of the accounting entity manager instead of adding the manager.
- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the check box.
- **Field path to entity (relative to requester):** The accounting entity the requester belongs to. Choose the field from a list. In the **Select Field** dialog box, these fields are under `PartitionedUser.Accounting`. For example, to specify Region, choose `PartitionedUser.Accountings.Region`; or to specify purchasing unit, choose `PartitionedUser.Accountings.ProcurementUnit`.
- **Field path to entity (relative to the approvable):** The approvable field that contains the accounting entity. Choose the field from a list. For example, to specify Region by line item, choose `LineItems.Accountings.SplitAccountings.Region`; or to specify purchasing unit, choose `ProcurementUnit`. This parameter is required.
- **Process this action if the entity has a manager:** When this parameter is selected, the action is processed if the accounting entity has a manager assigned to it.
- **Process this action if the entity is the requester's entity:** When this parameter is selected, the action is processed if the approvable and the requester belong to the same accounting entity.
- **Process this action if the manager has a supervisor:** When this parameter is selected, the action is processed if the manager of the accounting entity has a supervisor.
- **Process this action if the manager is the requester:** When this parameter is selected, the action is processed if the manager of the approvable's accounting entity is the same as the approvable requester.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.
- **Skip this action if entity is the requester's entity:** When this parameter is selected, the action is not processed if the accounting entity of the approvable is the same as the accounting entity the user belongs to.
- **Skip this action if field is empty:** This parameter is applicable only when the field specified with the **Field path** parameter contains no value. When the field contains no value, this parameter determines whether to add the Customer Administrator group or no approver at all.
  - If the **Skip this action if field is empty** check box is selected, and the specified field does not contain a value, the SAP Ariba solution does not add an approver to the approval flow.
  - If the check box is not selected, and the specified field does not contain a value, the SAP Ariba solution adds the **Customer Administrator** group to the approval flow.

- **Skip this action if the entity has a manager:** When this parameter is selected, the action is not processed if the accounting entity of the approvable has an assigned manager.
- **Skip this action if the manager has a supervisor:** When this parameter is selected, the action is not processed if the manager of the approvable's accounting entity has a supervisor.
- **Skip this action if the manager is the requester:** When this parameter is selected, the action is not processed if the manager of the approvable's accounting entity is the same as the requester of the approvable.

### Add Approvers if Requisition Exceeds Contract Max Limit

This predefined action for approval rules adds the contract approvers for a collection of line items for a contract if the total of those line items exceeds the contract maximum limit.

Applicable approvable types: requisition, cart

#### Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the check box.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.
- **The field path relative to the line items:** The requisition field that contains the line items (generally, `LineItems`). Choose the field from a list.

### Add Approvers if Requisition Line Items Breach Contract Limit

This predefined action for approval rules adds the contract approvers for individual line items that breach a contract limit.

Applicable approvable types: requisition, cart

#### Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the check box.
- **Reason for approver when requisition breaches contract's maximum limit:** The reason for including the approver in the approval flow when the requisition breaches the maximum limit specified in the contract. Type a reason in the text box provided.
- **Reason for approver when requisition breaches contract's minimum limit:** The reason for including the approver in the approval flow when the requisition breaches the minimum limit specified in the contract. Type a reason in the text box provided.
- **The field path to the contract:** The requisition field that identifies the contract for line items (for example, `LineItems.MasterAgreement`). Choose the field from a list.

### Add Group

This predefined action for approval rules adds the specified group as an approver. If the group contains no members, adds the **Customer Administrator** group.

Applicable approvable types: all

#### Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the checkbox.
- **Group:** Specifies the group to add as an approver. Choose a group from the list. This parameter is required.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.



## Add Manager

This predefined action for approval rules adds the supervisor of the requester. If a requester has a supervisor who is inactive, the system looks for and adds the next active supervisor in the chain. If there is no active supervisor in the chain, adds the **Customer Administrator** group.

Applicable approvable types: all

### Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the check box.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

## Add Preparer to Invoice Reconciliations

This predefined action for approval rules adds the preparer of the requisition to the invoice reconciliation approval flow as an approver.

Applicable approvable types: invoice reconciliation

### Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the checkbox.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

## Add N Bids and a Buy Supervisor

If the N Bids and a Buy feature is enabled, this predefined action for approval rules adds the user designated as the N Bids and a Buy supervisor as an approver. This action is typically used during the collaboration phase of collaborative requisitions.

Applicable approvable types: requisition, cart

For more information, see [N Bids and a Buy Feature \[page 118\]](#).

## Add Requester

This predefined action for approval rules adds the approvable requester as an approver.

Applicable approvable types: all

### Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the check box.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

## Add Requester and All Team Members

This predefined action for approval rules adds the requester and the requester's team members to the approval flow.

Applicable approvable types: receipt

An example use of this action is to create a rule based on the field **Is For Team Requisition** or **Is Team Received**, adding the requester and team members as approvers, thus ensuring that one of them manages the approval actions.

## Parameters

- **Approval Required:** Determines whether the approver (requester of the requisition and the team members of the requester) are listed as approvers in the approval node. To make the approver required, click the check box.
- **Reason:** The reason for including the approver in the approval flow. You can type a reason in the text box provided.

## Add Requester and Purchasing Agent

This predefined action for approval rules adds the approvable requester and the purchasing agent as a single required approver. This action is typically used during the collaboration phase of collaborative requisitions.

Applicable approvable types: requisition, cart

## Parameters

- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

## Add Requester, Purchasing Agent, and N Bids and a Buy Supervisor

This predefined action for approval rules adds the approvable requester, the purchasing agent, and the user designated as the N Bids and a Buy supervisor, all as a single required approver. This action is typically used during the collaboration phase of collaborative requisitions.

Applicable approvable types: requisition, cart

## Parameters

- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

For more information, see [N Bids and a Buy Feature \[page 118\]](#).

## Add Requester to Invoice Reconciliation

This predefined action for approval rules adds the requester of the requisition to the invoice reconciliation approval flow as an approver.

Applicable approvable types: invoice reconciliation

## Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the checkbox.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

## New Supervisor

This predefined action for approval rules adds the supervisor of the requester as an approver.

Applicable approvable types: user profile

## Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the checkbox.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

# Predefined Actions for Chain Rules

You can apply predefined chaining actions to approval rules, which add a chain of approvers when certain conditions are met.

## i Note

If the SAP Ariba solution encounters unexpected behavior when generating an approval flow (for example, if the action calls for adding a manager but there is no manager, or an approver group has no members, or a lookup table is corrupt), the **Customer Administrator** group is added to the approval flow.

## Add supervisor of approver

This predefined chaining action for approval rules first adds the supervisor of the approver added by the associated base rule, and then adds the supervisor of each successive approver added by the chain rule.

If there is no condition specifying the end of the chain, the chain continues until it reaches an approver that is not a user (that is, an approver that is a group or list instead) or that has no supervisor.

If an approver has a supervisor but that supervisor is inactive, the system looks for and adds the next active supervisor in the chain.

## Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the checkbox.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

## Add supervisor (if present) or group

This predefined chaining action for approval rules first adds the supervisor of the approver added by the associated base rule, and then adds the supervisor of each successive approver added by the chain rule.

If an approver doesn't have a supervisor, the group specified by a parameter is added as an approver. The chain ends when a group is added.

If an approver has a supervisor, but that supervisor is inactive, the system looks for and adds the next active supervisor in the chain.

## Parameters

- **Approval required (for group):** Determines whether the approver group is a required approver or a watcher. To make the approver required, click the checkbox.
- **Approval required (for supervisor):** For approvers who are supervisors of previous approvers, determines whether the approver is a required approver or a watcher. To make the approver required, click the checkbox.

- **Reason (for group):** The reason for including the approver group in the approval flow. Type a reason in the text box provided.
- **Reason (for supervisor):** The reason for including the approver in the approval flow if the approver is a supervisor of the previous approver. Type a reason in the text box provided.
- **The group to add if approver has no supervisor:** Specifies the group to add if the approver being evaluated by this chain rule has no supervisor.

## Add approvers based on field in user

This predefined chaining action for approval rules adds approvers based on a field in the user that was added to the approval flow.

For example, suppose some approvers have an alternative supervisor in addition to their regular supervisor. You can use this action to create a chain rule that adds a chain of alternative supervisors. The chain would be based on a custom "Alternative Supervisor" field of the approver. The action would add the alternative supervisor of the approver that was added by the associated base rule, and then add the alternative supervisor of each successive approver added by the chain rule.

If there is no condition specifying the end of the chain, the chain continues until it reaches an approver that has no value in the field specified in the **Field Path** parameter, which is described in the following list.

### Parameters

- **Approval required:** Determines whether the approver is a required approver or a watcher. To make the approver required, click the checkbox.
- **Field Path (relative to user):** The user field on which you want to base the chain. Select the field whose value you want to add to the approval flow. For example, if your site includes a custom field for alternative supervisor, and you want to add the approver's alternative supervisor to the approval flow, select that field.
- **Reason:** The reason for including the approver in the approval flow. Type a reason in the text box provided.

# Approval Processes Common to All SAP Ariba Procurement solutions

SAP Ariba Procurement solutions come with a set of default approval processes for the various types of approvable documents.

## i Note

If the SAP Ariba solution encounters unexpected behavior when generating an approval flow the **Customer Administrator** group is added to the approval flow. For example, if the action calls for adding a manager but there is no manager, or an approver group has no members, or a lookup table is corrupt—the **Customer Administrator** group is added to the approval flow.

## User Profile Requests

The following tables describe the default base approval rules and edit rules for user profile requests.

You can use the default rules when [creating or editing an approval process \[page 35\]](#).

User profiles for **suppliers** are approved automatically. They are not assigned any approvers.

Table 3: Base Approval Rules

Rule Name	Rule Type	Description
Requester	Base	IF the requester and the preparer are different people, THEN add the requester as a watcher.  This rule is placed first, in parallel with Current Supervisor.
Current Supervisor	Base	IF the requester has a supervisor, THEN add the supervisor.  This rule is placed first, in parallel with Requester.
New Supervisor	Base	IF the requester's supervisor has changed, THEN add the new supervisor.
Customer Administrator	Base	IF the user profile change request is not for a supplier user, THEN add members of the <b>Customer Administrator</b> group.

## → Tip

You can create a rule that adds an approver if the user profile request includes additions to the user's group memberships. To do so, create a field match condition using the field **HasGroupAdditions**, and select a value of **yes**. Then specify an action for the rule.

You can request SAP Ariba Support to create a custom approval flow for user profile change requests using standard customization.

Table 4: Edit Rules

Rule Name	Rule Type	Description	Enabled?
All Allowed	Edit	Submitted documents can be edited without altering the approval flow.	Yes

**i Note**

Even though the All Allowed rule can be disabled, disabling it has no effect. This is because the default edit rule is enabled when other edit rules are disabled, and in the case of user profiles, the default edit rule has the same behavior as All Allowed.

Following is an example of an approval diagram for a user profile change request:



In this example:

- User AAA is on the approval flow as the supervisor of the requester (Current Supervisor rule).
- The **Customer Administrator** group appears on the approval flow because members of the **Customer Administrator** group are always added to user profile change requests (Customer Administrator rule).

## Contract Requests

The following tables describe the default base approval rules and edit rules for contract requests.

Table 5: Base Approval Rules

Rule Name	Rule Type	Description
Contract Manager	Base	Add the <b>Contract Manager</b> group as an approver.  This rule does not apply to contracts created in SAP Ariba Contracts.  This rule is placed first.
Contract Agent	Base	IF the request was created in SAP Ariba Contracts, THEN add the <b>Contract Agent</b> group as an approver.  This rule is placed first, in parallel with Contract Manager.
Purchasing Agent	Base	IF the request is a blanket purchasing request, THEN add the <b>Purchasing Agent</b> group as a watcher parallel to the entire approval flow.
Finance	Base	IF the maximum amount of the request exceeds the maximum amount specified in the condition parameters, THEN add the <b>Finance</b> group as the approver.  This rule does not apply to contracts created in SAP Ariba Contracts.  This rule is placed after the Contract Manager rule.

Table 6: Edit Rules

Rule Name	Rule Type	Description	Enabled?
Contract Manager	Edit	Members of the <b>Contract Agent</b> group can edit the contract request without altering the approval flow.	Yes
Other	Edit	Submitted documents can be edited, but will require re-approval.	Yes

## General Approvables

The following tables describe the approval and edit rules in the default approval process for the approvable type **General Approvables**. For all types of approvables, if you deactivate an approval process without activating another approval process for that approvable type, the SAP Ariba solution uses the active approval process for general approvables.

This default approval process is named, aptly, **Default Approval Process**.

Table 7: Base Approval Rules

Rule Name	Rule Type	Description
Requester	Base	Adds the requester as an optional approver if the preparer is not the same as the requester.  This rule is placed before the Manager and No Manager rules.
Manager	Base	IF the requester has a manager (supervisor), THEN add requester's manager as an approver.
No Manager	Base	IF the requester has no manager, THEN add the <b>Finance</b> group as an approver.

Table 8: Edit Rules

Rule Name	Rule Type	Description	Enabled?
Purchasing Agent	Edit	Members of the <b>Purchasing Agent</b> group can edit approvables without altering the approval flow.	Yes
Preparer	Edit	The user who created the approvable cannot edit it. The approval flow is not altered because no changes are made to the document.	Yes
Other	Edit	Submitted documents can be edited, but will require re-approval.	Yes

# Default Approval Processes for Invoicing

[Default Approval Process for Invoice Reconciliation Documents for PO-Based Invoices \[page 144\]](#)

[Default Approval Process for Invoice Reconciliation Documents for Non-PO Invoices \[page 148\]](#)

[Default Approval Process for Invoice Reconciliation Documents for Credit Memos \[page 155\]](#)

[Default Approval Process for Cancelling Invoices \[page 157\]](#)

[Default Approval Process for Invoices \[page 157\]](#)

[Approver Lookup Tables for Invoicing Approval Processes \[page 157\]](#)

## Default Approval Process for Invoice Reconciliation Documents for PO-Based Invoices

The following tables describe the default base approval rules and edit rules for invoice reconciliation (IR) documents that stem from PO-based invoices. This default approval process doesn't contain any filter rules.

### Base and Chain Approval Rules

Rule Name	Rule Type	Description
Exception Handler Rule	Base	<p>IF an invoice exception occurs during reconciliation, THEN add users who belong to a group that can handle the invoice exception.</p> <p>To determine the set of approvers in the exception handling phase, the approval rules look over the IR document, find all exceptions in that document, and calculate all groups that correspond to the exceptions on that invoice.</p> <p>This rule is placed first, in parallel with the Requester as Watcher rule.</p> <p><b>Best-practice consideration:</b></p> <p>As a common practice, all invoice exceptions except those caused by receiving variances are routed to an Accounts Payable work group or queue for resolution to ensure that the cleanest possible invoice is received by the subsequent business approvers. To ensure an efficient process, create custom groups for Accounts Payable users that provide just enough capabilities to resolve errors without requiring the Accounts Payable user to resolve those errors that could be quicker corrected by subsequent business users. A typical invoice exception handling custom group for Accounts Payable users combines the <b>Invoice Header Editor</b>, <b>Invoice Exception Processor</b>, and <b>Invoice Rejection Specialist</b> groups.</p>



Rule Name	Rule Type	Description
PO Invoice Requester as Watcher Rule	Base	<p>If an invoice exception occurs during reconciliation and the invoice header is matched to an order or contract, THEN add the requester (on behalf of) of the order or contract line item as a watcher if <b>Requester Allowed</b> is set to <b>Yes</b> on the invoice exception. If the requester is invalid, add the <b>Invoice Agent</b> group.</p> <p>If <b>Requester Allowed</b> is set to <b>Yes</b> for an invoice exception, it grants a temporary permission to the requester to resolve that invoice exception if needed, which means they can dispute or accept the exception.</p> <p>By default, the following exceptions are visible to requesters to allow them to either facilitate the receipt of goods and services, or to resolve the invoice exception:</p> <ul style="list-style-type: none"> <li>• <b>Contract Received Line Amount Variance</b></li> <li>• <b>Contract Milestone Amount Variance</b></li> <li>• <b>Contract Received Quantity Variance</b></li> <li>• <b>PO Received Line Amount Variance</b></li> <li>• <b>PO Received Quantity Variance</b></li> <li>• <b>Item Unmatched</b></li> </ul> <p>This rule is placed first, in parallel with the Exception Handler rule.</p> <p><b>Best-practice consideration:</b></p> <p>The default invoice reconciliation approval flow adds the requester of each order line item as a watcher to help clear the exception. For example, in SAP Ariba Buying and Invoicing, if a <b>PO Received Quantity Variance</b> exception occurs, requesters are added as watchers to alert them that a receipt is outstanding so that they follow-up on the missing receipt as needed to expedite the invoicing process. That action may include creating a receipt in case of desk top receiving or alert the receiving department that a receipt is missing. In SAP Ariba Invoice Management, the requester may need to facilitate the creation of the receipt in the external ERP system.</p> <p>If the requester on the order is invalid, the <b>Invoice Agent</b> group is added as a watcher to the approval flow. The purpose of adding this group as a watcher is to alert invoice agents that there are outstanding receipts that might require follow-up. Note that if the <b>Invoice Agent</b> is added as a watcher by this rule, users belonging to the <b>Invoice Agent</b> group do not get the temporary permission to resolve the exception (if the requester is added by this rule, they will get the temporary permission) unless they also belong to a group that is authorized to resolve the exception. The only action available to them on the IR document at this point is <b>Save</b>.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p><b>i Note</b></p> <p>When saving an IR document, there is no validation check. This means that there is no requirement for the invoice agent at this point to change the invalid requester. Changing the requester changes the requester on the IR document only, not on the order, and when the approval process is re-triggered, the PO Invoice Requester as</p> </div>

Rule Name	Rule Type	Description
Validation Rule	Base	<div data-bbox="722 279 1427 363" style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px; margin-bottom: 10px;"> <p>Watcher rule is executed as long as the exception has not been resolved.</p> </div> <p>IF a validation error is detected, THEN add the <b>Invoice Agent</b> group as an approver to the approval flow to fix the validation errors.</p> <p>This rule is only triggered if there are no invoice exceptions on the IR document or if the invoice exceptions were cleared and validation errors remain. If there are invoice exceptions, exception handlers that belong to a group that allows editing of IR documents must resolve any validation errors before submitting the IR document for approval. If no exception handlers on the approval flow are allowed to edit an IR document, then the validation rule is checked when they submit the IR document.</p> <p>This rule is placed after the Exception Handler and Requester as Watcher Rule.</p> <p><b>Best-practice consideration:</b></p> <p>During the invoicing workflow, the SAP Ariba only raises validation errors relevant to users who routed the transaction. Because there is a small chance that the data on the invoice can become invalid (for example as a result of synchronizing your master data in the SAP Ariba solution with your ERP system), the purpose of the validation rule is to provide assurance that all data on the invoice is as accurate as possible before exporting the invoice to your ERP system for payment.</p> <p>Accounting information is always validated for IR documents. Validation of Remit To addresses is enabled by default, but your site can be configured to disable it, which is particularly useful if on SAP Business Network, the remittance location has been configured as an optional field when suppliers enter their invoices, and suppliers are allowed to enter a Remit To address that does not match your pre-configured remittance location in the vendor master file on SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management.</p>

Rule Name	Rule Type	Description
PO Invoice Cap Rule	Base	IF the PO-based invoice total is greater than the limit specified in the approver lookup table <code>InvoiceLimit.csv</code> , THEN add members of the specified group.

### i Note

Suppliers in SAP Business Network can use the **Create Non-PO Invoice** transaction to submit a PO-based invoice or a contract-based invoice if they enter a value in the Customer Order # or the Contract # field. If the value in the Customer Order # or Contract # field matches an existing purchase order or contract in your SAP Ariba Invoice Management or SAP Ariba Buying and Invoicing site, then the invoice is treated as a PO-based or contract-based invoice.

This rule is placed as the last rule.

### Best-practice consideration:

In general, additional business user approval is not needed for PO-based invoices, since the approval for the purchase is already obtained through the requisitioning process. However, some companies add a final business check performed by a key set of financial users to approve any high value invoices over certain thresholds. These thresholds may vary depending on the state of business and related economic cycles.

Advance Payment Exists	Base	If a purchase order that's been invoiced has an advance payment associated with it, add a payment manager to the approval flow.  This rule is placed first, in parallel with the Exception Handler Rule.
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## Edit Rules

Rule Name	Description	Enabled?
Invoice Manager	Members of the <b>Invoice Manager</b> group can edit submitted documents without altering the approval flow.	Yes
Executive Approver	Members of the <b>Executive Approver</b> group can edit submitted documents and delete approvers without altering the approval flow.	Yes
Other	Submitted documents can be edited, and edits require re-approval.	Yes

## Example

Here's an example of an approval process diagram for a PO-based IR document:



In this example:

- The **Tax Manager** group appears on the approval flow because a tax variance exception was detected that requires members of the **Tax Manager** group to resolve the exception.
- The **Invoice Manager** group appears on the approval flow because the invoice amount requires approval by members of the **Invoice Manager** group per the PO Invoice Cap rule configuration.

## Default Approval Process for Invoice Reconciliation Documents for Non-PO Invoices

The following tables describe the default base approval rules and edit rules for invoice reconciliation (IR) documents that stem from non-PO invoices. This default approval process doesn't contain any filter rules.

In the default implementation, this approval process applies to the following types of non-PO IR documents:

- Manually created non-PO invoices
- Supplier-submitted non-PO invoices with valid Sold To (email) addresses
- Non-PO ICS invoices (invoices submitted through an invoice conversion service) with an invalid or missing Sold To (email) address

Supplier-entered, EDI or cXML submitted non-PO invoices from SAP Business Network with an invalid or missing Sold To (requester email) address are autorejected in the default implementation.

On sites where the Requester Defaulting feature is disabled, all non-PO invoices follow this approval process, and the **Invoice Agent** group is added to the approval flow for all non-PO invoices with invalid or missing requesters.

## Base and Chain Rules

Rule Name	Rule Type	Description
Exception Handler Rule	Base	<p>IF an invoice exception occurs during reconciliation, THEN add users who belong to a group that can handle the invoice exception.</p> <p>To determine the set of approvers in the exception handling phase, the approval rules look over the IR document, find all exceptions in that document, and calculate all groups that correspond to the exceptions on that invoice.</p> <p>This rule is placed first, in parallel with the Requester as Exception Approver rule.</p> <p><b>Best-practice consideration:</b></p> <p>For non-PO invoices, the types of exceptions that generally apply may involve invoices with shipping that exceeds a corporate or business unit defined threshold or amount or, in the case of inbound paper invoices from a scanning and outsourcing service, math errors where the sum of the line items is different from invoice totals. In general, these exceptions are almost always evaluated and processed by an Accounts Payable workgroup or queue.</p>

Rule Name	Rule Type	Description
Invalid Requester Rule	Base	<p data-bbox="678 279 1435 331">IF the requester on the invoice is invalid, THEN add the Invoice Agent group as an approver to resolve the invalid requester validation error.</p> <p data-bbox="678 359 1435 453">In the default implementation, non-PO invoices submitted from SAP Business Network with an invalid requester are autorejected except non-PO ICS invoices (invoices submitted through an invoice conversion service).</p> <p data-bbox="678 480 1435 506">This rule is placed first in parallel to the Exception Handler rule.</p> <p data-bbox="678 533 1435 558"><b>Best-practice considerations:</b></p> <ul data-bbox="690 575 1435 1304" style="list-style-type: none"> <li data-bbox="690 575 1435 842">• The default non-PO based invoice reconciliation approval process for ICS invoices (invoices sent from an invoice conversion service provider) adds the <b>Invoice Agent</b> group as part of the Invalid Requester Rule to resolve an invalid requester on the invoice, who, when added, must also correct any line level validation errors such as accounting information errors on the invoice. Change your approval rule configuration to have a member of the <b>Invoice Header Editor</b> group resolve the Invalid Requester Rule without having to correct potential additional detail level information that a requester is better able to resolve.</li> <li data-bbox="690 852 1435 1056">• A generally accepted practice among SAP Ariba customers is to require suppliers to know both the buying entity of the organization with whom they are doing business (Sold To customer and address in SAP Business Network) and the name of the business contact with whom they have a business relationship (Sold To requester email address). SAP Ariba supports this policy definition by automatically rejecting supplier submitted invoices with invalid requester emails.</li> <li data-bbox="690 1066 1435 1304">• In European countries/regions, invoices are considered a legal document after they have been successfully submitted on SAP Business Network. Any supplier invoice errors detected after the submittal of the invoice generally require direct communication between an Accounts Payable exception handler and the supplier. In such countries, ensure the Invalid Requester invoice exception is deactivated to avoid autorejection of legally submitted documents to the supplier with invalid or missing requester information.</li> </ul>

Rule Name	Rule Type	Description
Requester Rule	Base	<p data-bbox="678 279 1425 363">IF the requester (on behalf of) on the invoice is valid, AND the requester is not same as preparer OR the invoice has originated from SAP Business Network, THEN add the requester as an approver.</p> <p data-bbox="678 390 1425 474">This rule is placed after the Invalid Requester rule, so that when an invoice agent or invoice header editor resolves an invalid requester on the IR document, the new requester is added to the approval flow as required.</p> <p data-bbox="678 506 976 527"><b>Best-practice considerations:</b></p> <p data-bbox="678 558 1425 684">It is a best practice to route non-PO invoices for approval to the requester identified by the supplier on the invoice. This ensures that suppliers have identified the correct recipient or coordinator of the services or goods they delivered, and that individual can verify the accuracy of the invoice.</p> <p data-bbox="678 716 1425 768">In addition, many companies require that the requester is responsible to ensure the appropriate accounting on a non-PO invoice.</p> <p data-bbox="678 800 1425 884">For manually entered invoices, SAP Ariba excludes the requester from the approval flow if that individual is also the preparer of the invoice because that user's entry of the invoice itself implies an approval of the invoice.</p>

Rule Name	Rule Type	Description
Supervisor Rule	Chain	<p>Base rule: IF the requester has a supervisor, THEN add the supervisor. If the supervisory relationship exists but the supervisor is invalid or inactive, the rule checks the requester's supervisor chain until an active supervisor is found.</p> <p>Chain rule: IF the Approver (Supervisor) is a User (and not a group) and the supervisor's approval limit is less than the total amount on the IR document, THEN add the supervisor. This rule is chained such that the supervisors of the approving supervisors are added until a supervisor has the appropriate approval limit to fully approve the IR document.</p> <p>If the supervisor is inactive and the invoice exceeds the last supervisor's authorization limit, then SAP Ariba will route the invoice to the Invoice Agent group to resolve the situation. This may involve coordinating the resolution of the inactive supervisor relationship in the source system for user data or arranging the approval of the invoice by adding the appropriate approver to the workflow.</p> <p>This rule is placed after the Requester and Invalid Requester rules.</p> <p><b>Best-practice considerations:</b></p> <p>The best practice is to always have at least two approvers on every invoice: the requester (as identified by the supplier on the invoice and added as part of the Requester rule) and the requester's supervisor. When the value of the invoice exceeds the supervisor's authorization limit, the invoice is routed to each subsequent supervisor until a business approver with the authorization limit is reached. The rationale for this approach is as follows:</p> <ol style="list-style-type: none"> <li>(1) The relationship between the supervisor and the employee reflects the underlying financial and organization structures.</li> <li>(2) This approach uses the employee reporting structure in the HR or ERP system, which is often the most accurate system reflecting financial responsibilities. Many companies struggle to keep department or cost center based approval limits up to day during organizational changes.</li> <li>(3) Many companies define a single authorization limit for all expense types for non-PO invoices. Especially when companies have active programs to increase PO spend, more complicated approval rules are implemented on requisitioning side only.</li> </ol>



Rule Name	Rule Type	Description
Validation Rule	Base	<p>IF a validation error is detected, THEN add the <b>Invoice Agent</b> group as an approver to the approval flow to fix the validation errors.</p> <p>This rule is only triggered if there are no invoice exceptions on the IR document or if the invoice exceptions were cleared and validation errors remain. If there are invoice exceptions, exception handlers that belong to a group that allows editing of IR documents must resolve any validation errors before submitting the IR document for approval. If no exception handlers on the approval flow are allowed to edit an IR document, then the validation rule is checked when they submit the IR document.</p> <p>This rule is placed after the Supervisor rule.</p> <p><b>Best-practice consideration:</b></p> <p>During the invoicing workflow, SAP Ariba only raises validation errors relevant to users who routed the transaction. Because there is a small chance that the data on the invoice can become invalid (for example as a result of synchronizing your master data in the SAP Ariba solution with your ERP system), the purpose of the validation rule is to provide assurance that all data on the invoice is as accurate as possible before exporting the invoice to your ERP system for payment.</p> <p>Accounting information is always validated for IR documents. Remit To address validation is enabled by default, but your site can be configured to disable Remit To address validation, which is particularly useful if on SAP Business Network, the remittance location has been configured as an optional field when suppliers enter their invoices, and suppliers are allowed to enter a Remit To address that does not match your preconfigured remittance location in the vendor master file on SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management.</p>
Non-PO Invoice Cap Rule	Base	<p>IF the non-PO based invoice total is greater than the limit specified in the approver lookup table <code>InvoiceNonPOLimit.csv</code>, THEN add members of the specified group.</p> <p>This rule is placed as the last rule.</p> <p><b>Best-practice considerations:</b></p> <p>Some companies add a final business check performed by a key set of financial users to approve any high value invoices over certain thresholds. These thresholds may vary depending on the state of business and related economic cycles, and may be different for PO-based and non-PO invoices.</p>

## Edit Rules

Rule Name	Description	Enabled?
Invoice Manager	Members of the <b>Invoice Manager</b> group can edit submitted documents without altering the approval flow.	Yes
Executive Approver	Members of the <b>Executive Approver</b> group can edit submitted documents and delete approvers without altering the approval flow.	Yes
Other	Submitted documents can be edited with reapproval by parallel and subsequent approvers.	Yes

Following is an example of an approval diagram for a non-PO based IR document:



In this example:

- The **Tax Manager** group appears on the approval flow because of an under tax variance exception on the IR document (Exception Handler rule).
- User AAA appears on the approval flow because the preparer entered the invoice on their behalf (Requester rule).
- User BBB is on the approval flow because the supervisor must approve (Supervisor rule).
- The **Invoice Agent** group is on the approval flow because a validation error was detected (Validation rule).

# Default Approval Process for Invoice Reconciliation Documents for Credit Memos

The following tables describe the default base approval rules and edit rules for invoice reconciliation (IR) documents that stem from credit memos. This default approval process doesn't contain any filter rules.

## Base and Chain Rules

Rule Name	Rule Type	Description
Exception Handler Rule	Base	<p>IF an invoice exception occurs during reconciliation, THEN add users who belong to a group that can handle the invoice exception.</p> <p>To determine the set of approvers in the exception handling phase, the approval rules look over the IR document, find all exceptions in that document, and calculate all groups that correspond to the exceptions on that invoice.</p> <p>This rule is placed first.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p><b>i Note</b></p> <p>Tax and shipping invoice exceptions are not generated for header-level or line item credit memos.</p> </div>
Credit Memo rule	Base	<p>IF the invoice is a credit memo or a line-level credit memo, THEN add the <b>Invoice Agent</b> group.</p> <p>This rule is placed after the Exception Handler rule.</p>
Validation Rule	Base	<p>IF a validation error is detected, THEN add the <b>Invoice Agent</b> group as an approver to the approval flow to fix the validation errors.</p> <p>This rule is only triggered if there are no invoice exceptions on the document or if the invoice exceptions were cleared and validation errors remain. If there are invoice exceptions, exception handlers that belong to a group that allows editing of IRs must resolve any validation errors before submitting the document for approval. If no exception handlers on the approval flow are allowed to edit an document, then the validation rule is checked when they submit the document.</p> <p>Accounting information is always validated for IR documents. Remit To address validation is enabled by default, but your site can be configured to disable it. Disabling it is useful if, on SAP Business Network, the remittance location has been configured as an optional field when suppliers enter their invoices, and suppliers are allowed to enter a Remit To address that does not match your preconfigured remittance location in the vendor master file on SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management.</p> <p>This rule is placed after the Credit Memo rule.</p>

Rule Name	Rule Type	Description
Non-PO Invoice Cap Rule	Base	<p>IF the credit memo total is within the limit specified in the approver lookup table <code>InvoiceNonPOLimit.csv</code>, THEN add members of the specified group.</p> <p>This rule is placed as the last rule.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p><b>i Note</b></p> <p>The default approver lookup table does not include negative limits. If you want to trigger the Non-PO Invoice Cap rule for credit memos, you must add negative limits to the approver lookup table file.</p> </div>

## Edit Rules

Rule Name	Description	Enabled?
Invoice Manager	Members of the <b>Invoice Manager</b> group can edit submitted documents without altering the approval flow.	Yes
Executive Approver	Members of the <b>Executive Approver</b> group can edit submitted documents and delete approvers without altering the approval flow.	Yes
Other	Submitted documents can be edited with re-approval by parallel and subsequent approvers.	Yes

## Implementation Hints

Invoice reconciliation approval flows can be configured to add an approval group for rejected IR documents with invoice exceptions. This is useful if you prefer that a specific shared organization, such as an accounts payable department, is responsible to either approve a rejected invoice, or resolve any invoice issues with the suppliers.

The field **isForRejection** allows you to add an approval group to the invoice reconciliation approval flow if the IR document has been rejected. To enable this feature, your site must be configured to require approval of a rejected invoice (the site configuration parameter `Application.Invoicing.RejectRequiresNoMoreApprovals` is set to `No`.)

If you want to add an approval group to rejected IR documents without exceptions, please have your Designated Support Contact file a service request with SAP Ariba. This capability requires an additional customization of your site.

# Default Approval Process for Cancelling Invoices

The following tables describe the default base approval rules and edit rules for requests to cancel an invoice, referred to as cancel invoice requests. This default approval process doesn't contain any filter rules.

## Base and Chain Rules

Rule Name	Rule Type	Description
Invoice Manager	Base	Add members of the <b>Invoice Manager</b> group.

## Edit Rules

Rule Name	Description	Enabled?
All Allowed	Any approver can edit submitted documents without altering the approval flow.	Yes

# Default Approval Process for Invoices

The following table describes the default edit rules for invoices. This default approval process doesn't contain any base, chain, or filter rules.

Rule Name	Description	Enabled?
All Allowed	Any approver can edit submitted documents without altering the approval flow.	Yes

# Approver Lookup Tables for Invoicing Approval Processes

Some of the approval rules in the default invoicing approval processes read data from approver lookup tables, which are comma-separated value (CSV) files.

Some lookup table CSV files are provided in the sample data, and others are preloaded. If a lookup table described in here is not included in the sample data, it is pre-loaded, and the example shows the default data.

## InvoiceLimit.csv

The file `InvoiceLimit.csv` lets you associate groups and invoice limits with either purchasing units or two ERP-specific "rule units."

The following table describes the columns in `InvoiceLimit.csv`.

Column	Description	Type (And Length)	Required?	Allow Null?
<code>PurchasingUnit</code>	The unique internal identifier of a purchasing unit.  You can use an asterisk (*) to specify all purchasing units.	String (50)	Yes	No
<code>Unit1</code>	This column corresponds to a field named <code>RuleUnit1</code> . If you do not use purchasing units, you can use this column to specify the unique internal identifier of an accounting entity relevant to your ERP variant. <ul style="list-style-type: none"> <li>• PeopleSoft: Business unit, which looks for matches based on the business unit of the approvable</li> <li>• SAP: Company code, which looks for matches based on the company code of the approvable</li> <li>• Generic: Company, which looks for matches based on the company of the requester In PeopleSoft variants, you can use an asterisk (*) to specify all business units.</li> </ul>	String (50)	No	Yes
<code>Unit2</code>	This column corresponds to a field named <code>RuleUnit2</code> . If you don't use purchasing units, you can use this column to specify the unique internal identifier of an accounting entity relevant to your ERP variant. <ul style="list-style-type: none"> <li>• PeopleSoft: General ledger, which looks for matches based on the <code>GLBusinessUnit</code> field associated with the business unit of the approvable</li> <li>• SAP: Purchase organization, which looks for matches based on the purchase organization of the approvable</li> <li>• Generic: Business unit, which looks for matches based on the business unit of the requester In PeopleSoft variants, you can use an asterisk (*) to specify all general ledgers.</li> </ul>	String (50)	No	Yes
<code>Limit</code>	The monetary value of the limit.	String (255)	Yes	Yes
<code>Group</code>	The unique internal identifier of a group. Members of this group are added to the approval flow.	String (50)	Yes	Yes
<code>Tooltip</code>	A tool tip that appears in the approval flow diagram when a user mouses over the approval node.	String (255)	Yes	Yes
<code>Required</code>	A Boolean value that indicates whether members of the group are added as required approvers or watchers. When set to <code>true</code> , they are added as required approvers. When set to <code>false</code> , they are added as watchers.	Boolean	Yes	Yes

## Example

```
UTF8
PurchasingUnit,Unit1,Unit2,Limit,Group,Tooltip,Required
NAMER,*,*,2500-10000,Invoice Agent NAMER,Invoice agent must approve Invoice
Reconciliations within certain limits,TRUE
NAMER,*,*,10000,Invoice Manager NAMER,Invoice manager must approve Invoice
Reconciliations above certain limits,TRUE
*,*,*,2500-10000,Invoice Agent,Invoice agent must approve Invoice Reconciliations
within certain limits,TRUE
*,*,*,10000,Invoice Manager,Invoice manager must approve Invoice Reconciliations
above certain limits,TRUE
```

## InvoiceNonPOLimit.csv

The file `InvoiceNonPOLimit.csv` lets you associate groups and non-PO invoice limits with either purchasing units or two ERP-specific "rule units."

The following table describes the columns in `InvoiceNonPOLimit.csv`.

Column	Description	Type (And Length)	Required?	Allow Null?
PurchasingUnit	The unique internal identifier of a purchasing unit. You can use an asterisk (*) to specify all purchasing units.	String (50)	Yes	No
Unit1	This column corresponds to a field named <code>RuleUnit1</code> . If you do not use purchasing units, you can use this column to specify the unique internal identifier of an accounting entity relevant to your ERP variant. <ul style="list-style-type: none"><li>• PeopleSoft: Business unit, which looks for matches based on the business unit of the approvable</li><li>• SAP: Company code, which looks for matches based on the company code of the approvable</li><li>• Generic: Company, which looks for matches based on the company of the requester</li></ul> In PeopleSoft variants, you can use an asterisk (*) to specify all business units.	String (50)	No	Yes

Column	Description	Type (And Length)	Required?	Allow Null?
Unit2	<p>This column corresponds to a field named RuleUnit2. If you do not use purchasing units, you can use this column to match on an accounting entity relevant to your ERP variant.</p> <ul style="list-style-type: none"> <li>• PeopleSoft: General ledger, which looks for matches based on the GLBusinessUnit field associated with the business unit of the approvable</li> <li>• SAP: Purchase organization, which looks for matches based on the purchase organization of the approvable</li> <li>• Generic: Business unit, which looks for matches based on the business unit of the requester In PeopleSoft variants, you can use an asterisk (*) to specify all general ledgers.</li> </ul>	String (50)	No	Yes
Limit	The monetary value of the limit.	String (255)	Yes	No
Group	The unique internal identifier of a group. Members of this group are added to the approval flow.	String (50)	Yes	No
Tooltip	A tool tip that appears in the approval flow diagram when a user mouses over the approval node.	String (255)	Yes	No
Required	A Boolean value that indicates whether members of the group are added as required approvers or watchers. When set to true, they are added as required approvers. When set to false, they are added as watchers.	Boolean	Yes	No

UTF8

**PurchasingUnit,Unit1,Unit2,Limit,Group,Tooltip,Required**

`*,*,*,0-2500,Invoice Agent,Invoice agent must approve Invoice Reconciliations within certain limits,TRUE`

`*,*,*,2500,Invoice Manager,Invoice manager must approve Invoice Reconciliations above certain limits,TRUE`



# Default Approval Processes for Procurement

[Default Approval Process for Receipts \[page 161\]](#)

[Default Approval Process for Requisitions \[page 163\]](#)

[Default Approval Process for Customer Catalog Approval Requests \[page 166\]](#)

[Default Approval Process for PCard Charge Approvals \[page 167\]](#)

[Default Approval Process for Charge Reconciliation Documents \[page 167\]](#)

[Default Approval Process for Shopping Carts \[page 167\]](#)

[Default Approval Process for Time Sheets \[page 168\]](#)

[Default Approval Process for Expense Sheets \[page 168\]](#)

[Default Approval Process for Contractor Surveys \[page 168\]](#)

[Default Approval Process for Customer Catalog Kits \[page 169\]](#)

[Approver Lookup Tables for Procurement Approval Processes \[page 169\]](#)

## Default Approval Process for Receipts

The following tables describe the default base approval rules, filter rules, and edit rules for receipts.

You can use the default approval rules to implement the following receiving methods:

- Desktop receiving—Requesters receive shipments at their desks. Only the requester can receive shipments.
- Central receiving—Goods are received at a central location, and more than one user can receive shipments. Users who are members of a certain group receive goods that have a specific commodity code. You specify group and commodity code combinations in the approver lookup table named `CommodityCentralReceiversForApprovalProcess.csv`.

### Base and Chain Approval Rules

Rule Name	Rule Type	Description
Commodity Central Receivers	Base	Adds central receivers (by commodity code), as specified in the approver lookup table ( <code>CommodityCentralReceiversForApprovalProcess.csv</code> ), to the approval flow.
Commodity Receivers	Base	Adds receivers (by commodity code), as specified in the approver lookup table ( <code>CommodityReceiversForApprovalProcess.csv</code> ), to the approval flow.

Rule Name	Rule Type	Description
ContractManager	Base	IF the receipt has a contract, this rule adds the <b>Contract Manager</b> group as an approver to the approval flow.
Requester	Base	Adds the requester (receiver) as an approver to the approval flow.
AssetReceiver	Base	Adds the <b>Asset Receiver</b> group as an approver to the approval flow IF the receipt requires asset data.

## Filter and Edit Rules

Rule Name	Rule Type	Description	Enabled?
Remove duplicates	Filter	Removes duplicate approvers, preserving only the last occurrence of the approver.	Yes
Skip Approval for Imported Receipts	Filter	Remove approvers and auto-approve if the receipt was imported.	Yes
All Allowed	Edit	Allows approvers to edit receipts without altering the approval flow.	Yes

## Desktop Receiving Example

Following is an example of an approval diagram for a receipt that uses desktop receiving:



In this example:

- The **Contract Manager** group appears on the approval flow because the receipt has a contract (Contract Manager rule).
- User AAA appears on the approval flow as the requester (Requester rule).

## Central Receiving Example

In the default configuration, the following goods use central receiving:

- Computers (commodity code 432115), which are received by members of the **Receiving Agent** group
- Computer accessories (commodity code 432116), which are received by members of the **IS Manager** group
- Network service equipment (commodity code 432226), which is received by members of the **Facilities Manager** group

You can change the commodity codes and groups for central receiving by editing the file `CommodityCentralReceivers.csv`.

Following is an example of an approval diagram for a receipt that uses central receiving:



In this example:

- The **Receiving Agent** group appears on the approval flow because the receipt is for a purchase order for computers (commodity code 432115) (Commodity Central Receivers rule).
- User AAA appears on the approval flow as the requester (Requester rule).
- The **Receiving Agent** group appears before user AAA because SAP Ariba Buying solutions runs the Commodity Central Receivers rule before the Requester rule.

## Related Information

[CommodityCentralReceiversForApprovalProcess.csv Approver Lookup Table \[page 171\]](#)

# Default Approval Process for Requisitions

The following tables describe the default base approval rules, chain rules, filter rules, and edit rules for requisitions.

## Base and Chain Approval Rules

Rule Name	Rule Type	Description
Requester (Pre-Collaboration)	Base	Adds the requester as an optional approver to the approval flow, IF requester is not same as preparer. This rule is applicable only for collaborative requisitions and applies before the collaboration starts.
Supervisor Of Department Manager Not Exists (Pre-Collaboration)	Base	Adds the <b>Finance</b> group as an approver to the approval flow, IF the charged department has a manager, AND the manager of the charged department is the same as the requester, AND the manager does not have a supervisor. (Managers are defined in <code>ResponsibleManagers.csv</code> .) This rule is applicable only for collaborative requisitions and applies before the collaboration starts.
Department Manager Exists (Pre-Collaboration)	Base	Adds the <b>Finance</b> group as an approver in the approval flow IF the charged department does not have a manager. (Managers are defined in <code>ResponsibleManagers.csv</code> .) This rule is applicable only for collaborative requisitions and applies before the collaboration starts.

Rule Name	Rule Type	Description
Supervisor Of Department Manager Exists (Pre-Collaboration)	Base	Adds the supervisor of the department manager IF the department manager is same as the requester. (Managers are defined in <code>ResponsibleManagers.csv</code> .) This rule is applicable only for collaborative requisitions and applies before the collaboration starts.
Department Manager Not Requester (Pre-Collaboration)	Base	Adds the manager of the charged department as approver to the approval flow IF the department has a manager, AND IF the manager is not the requester. (Managers are defined in <code>ResponsibleManagers.csv</code> .) This rule is applicable only for collaborative requisitions and applies before the collaboration starts.
Collaboration Team	Base	Adds the collaboration team (requester and the <b>Professional Buyer</b> group) as approvers to the approval flow.  You can edit the action for this rule, but you cannot edit the condition or rule title, or delete the rule. This rule is applied during the collaboration phase.
Preparer	Base	Adds the requester as an optional approver IF the preparer is not the same as the requester. For collaborative requisitions, this rule is applied after the collaboration has ended.
Post Collaboration Approver	Base	Adds the purchasing agent as an approver. For collaborative requisitions, this rule is applied after the collaboration has ended.
Item in requisition causes blanket purchase order limit to be exceeded	Base	Adds the <b>Contract Manager</b> group as an approver IF the requisition amount (because of any line item) exceeds the blanket purchase order limit. For collaborative requisitions, this rule is applied after the collaboration ended.
Items amount less or more than allowed in contract	Base	Adds contract approvers to the approval flow IF requisition line items breach the contract limits. For collaborative requisitions, this rule is applied after the collaboration ended.
Item in requisition causes contract limit to be exceeded	Base	Adds the <b>Contract Manager</b> group as an approver IF any item in the requisition exceeds the contract's maximum limit. For a collaborative requisition this rule applies after the end of collaboration.
Requisition exceeds contract's maximum limit	Base	Adds the contract approvers IF requisition exceeds contract's maximum limit. For a collaborative requisition this rule applies after the end of collaboration.
Requisition Cap Rule	Base	Adds approvers to the approval flow based on the total cost of the requisition, as specified in the approver lookup table ( <code>RequisitionLimit.csv</code> ). For a collaborative requisition this rule applies after the end of collaboration.
Commodity Approvers	Base	Adds approvers to the approval flow based on the commodity code of the items, as specified in the approver lookup table <code>CommodityApprovers.csv</code> . For a collaborative requisition, this rule applies after the end of collaboration.
Department Manager Exists	Base	Adds the <b>Finance</b> group as an approver IF any charged department does not have a manager AND the amount exceeds the supervisor's approval limit. (Managers are defined in <code>ResponsibleManagers.csv</code> .) For a collaborative requisition this rule applies after the end of collaboration.

Rule Name	Rule Type	Description
Department Manager Not Requester	Chain	<p>Base rule: Adds the managers of the charged departments (other than the requester's department) as approvers to the approval flow. (Managers are defined in <code>ResponsibleManagers.csv</code>.) The department manager is not added IF he/she is the requester.</p> <p>Chain rule: Depending on the approval limit of the supervisor, this rule is designed to automatically add the supervisor's supervisor to the approval flow, IF the amount has exceeded the initial supervisor's approval limit. Such additions of supervisors to the approval flow are done until a supervisor with the appropriate approval limit is found. IF no such supervisor is found, then the <b>Finance</b> group is added as the approver.</p>
Supervisor Of Department Manager Not Exists	Base	Adds the <b>Finance</b> group as an approver IF the requester is also the manager of the charged department, AND the requester does not have a supervisor. (Managers are defined in <code>ResponsibleManagers.csv</code> .) For collaborative requisitions, this rule is applied after the collaboration has ended.
Supervisor	Chain	<p>Base rule: Adds the supervisor of the requester as an approver to the approval flow.</p> <p>Chain rule: This rule is chained such that the supervisors of the approvers (supervisors) are added as long as a supervisor with the appropriate approval limit is added. The chaining applies only if the requester's department is charged.</p> <p>For a collaborative requisition, this rule applies after the end of collaboration.</p>
Ad Hoc	Base	Adds the <b>Purchasing Agent</b> group as an approver IF the requisition has a non-catalog item. For collaborative requisitions, this rule is applied after collaboration has ended.
launchCollaboration	Base	<p>This is a system-generated rule.</p> <p>IF there are pending collaborative items on the requisition, THEN this rule is inserted in the approval process by default (when the <b>Begin Collaboration</b> node is active).</p>
endCollaboration	Base	<p>This is a system-generated rule.</p> <p>When collaboration ends, the <b>End Collaboration</b> node approves automatically, and this rule moves the approval flow to the final approvals.</p>

## Filter and Edit Rules

Rule Name	Rule Type	Description	Enabled?
Filter approvers of a pure contract request	Filter	Remove approvers and auto-approve, UNLESS the <code>PreserveApproversField</code> field on the contract is set to <code>true</code> , if all items in the requisition are covered by a contract.	Yes
Filter approvers of a blanket purchase order request	Filter	Remove approvers and auto-approve (UNLESS the <code>PreserveApproversField</code> field on the blanket purchase order is set to <code>true</code> ), if requisition is released against a blanket purchase order.	Yes
Preparer	Edit	Do not allow preparer to edit the requisition.	Yes

Rule Name	Rule Type	Description	Enabled?
Collaborative Item	Edit	IF a collaborative item is added during edit, resubmit the requisition.	Yes
Purchasing Manager	Edit	Allow purchasing manager to edit the requisition without altering the approval flow.	Yes
Executive Approver	Edit	Allow an executive approver to edit the requisition without altering the approval flow.	Yes
Budget Approver	Edit	Allow a budget approver to edit the requisition without altering the approval flow.	No
Other	Edit	Allow requisition to be edited with re-approval.	Yes
Refire on Collaborate Flag Changed	Edit	IF the collaboration flag changes during edit then resubmit the requisition.	Yes

## Example

Following is an example of an approval diagram for a requisition:



In this example:

- User AAA appears on the approval flow as the requester's supervisor (Supervisor rule).
- The **Purchasing Agent** group appears on the approval flow because the requisition includes a non-catalog item (Ad Hoc rule).

## Default Approval Process for Customer Catalog Approval Requests

The following table describes the default base approval rules for customer catalog approval requests. Customer catalog approval requests are not editable.

Rule Name	Rule Type	Description
Catalog Approver	Base	Adds the <b>Catalog Approver</b> group as an approver to the approval flow.

# Default Approval Process for PCard Charge Approvals

The following table describes the default edit rule for PCard charge approval requests. This default approval process doesn't contain any filter or edit rules.

Rule Name	Rule Type	Description
All Allowed	Edit	Allow PCard charge to be edited without altering the approval flow.

# Default Approval Process for Charge Reconciliation Documents

The following table describes the default base approval rules for purchasing card charge reconciliation (PCCR) documents. This default approval process doesn't contain any filter or edit rules.

Rule Name	Rule Type	Description
Charge Exception Handler	Base	<p>IF a charge exception occurs during the validation phase, THEN adds the charge exception handlers, if any, as approvers to the approval flow.</p> <p>To determine the set of approvers in the exception handling phase, the approval rules look over the PCCR document, find all exceptions in that document, and identify all groups that correspond to the exceptions on that PCCR document.</p> <p>For example, members of the <b>PCard Manager</b> group must approve <b>PO Unmatched</b> exceptions.</p>

# Default Approval Process for Shopping Carts

The following table describes the default base approval rules for shopping carts. This default approval process doesn't contain any filter or edit rules.

Rule Name	Rule Type	Description
launchCollaboration	Base	<p>This is a system-generated rule.</p> <p>IF there are pending collaborative items on the requisition, THEN this rule is inserted in the approval process by default (when the <b>Begin Collaboration</b> node is active).</p>
endCollaboration	Base	<p>This is a system-generated rule.</p> <p>When collaboration ends, the <b>End Collaboration</b> node approves automatically, and this rule moves the approval flow to the final approvals.</p>

Rule Name	Rule Type	Description
CollaborationTeam	Base	Adds the requester and <b>Purchasing Agent</b> group as approvers to the approval flow. This rule is applied during the collaboration phase.

## Default Approval Process for Time Sheets

The following table describes the default base approval rules for time sheets. This default approval process doesn't contain any filter or edit rules.

Rule Name	Rule Type	Description
Supervisor	Base	Adds the supervisor of the requester as an approver to the approval flow, IF the requester has a supervisor.
Contract Verifier	Base	Adds the <b>Contract Manager</b> group as an approver to the approval flow, IF the time-sheet is associated with a contract.

## Default Approval Process for Expense Sheets

The following table describes the default base approval rules for expense sheets. This default approval process doesn't contain any filter or edit rules.

Rule Name	Rule Type	Description
Supervisor	Base	Adds the supervisor of the requester as an approver to the approval flow, IF the requester has a supervisor.
Contract Verifier	Base	Adds the <b>Contract Manager</b> group as an approver to the approval flow, IF the time-sheet is associated with a contract.

## Default Approval Process for Contractor Surveys

The following table describes the default base approval rules for contractor surveys. This default approval process doesn't contain any filter or edit rules.

Rule Name	Rule Type	Description
Requester	Base	Adds the contractor survey requester as an approver to the approval flow.
Manager	Base	Adds the <b>Contract Survey Manager</b> group as an approver to the approval flow.



# Default Approval Process for Customer Catalog Kits

The following table describes the default base approval rule for customer catalog kit approval requests. This default approval process doesn't contain any filter or edit rules.

Rule Name	Rule Type	Description
Kit Approver	Base	Adds the <b>Purchasing Agent</b> group as an approver to the approval flow.

## Approver Lookup Tables for Procurement Approval Processes

Some of the approval rules in the default procurement approval processes read data from approver lookup tables, which are comma-separated value (CSV) files.

Some lookup table CSV files are provided in the sample data, and others are preloaded. If a lookup table described in these topics is not included in the sample data, it is pre-loaded, and the example shows the default data.

[CommodityApprovers.csv Approver Lookup Table \[page 169\]](#)

[CommodityCentralReceiversForApprovalProcess.csv Approver Lookup Table \[page 171\]](#)

[CommodityReceiversForApprovalProcess.csv Approver Lookup Table \[page 171\]](#)

[RequisitionLimit.csv Approver Lookup Table \[page 172\]](#)

[ResponsibleManagers.csv Approver Lookup Table \[page 174\]](#)

[SupplierApprovers.csv Approver Lookup Table \[page 175\]](#)

[SpendCap.csv Approver Lookup Table \[page 176\]](#)

## CommodityApprovers.csv Approver Lookup Table

The file `CommodityApprovers.csv` lets you specify approvers based on commodity codes.

The following table describes the columns in `CommodityApprovers.csv`.

Column	Description	Type (And Length)	Required?	Allow Null?
Commodity	A system commodity code.	String (100)	Yes	No
Group	The unique internal identifier of a group. Members of this group are added to the approval flow.	String (50)	Yes	No
Tooltip	A tool tip that appears in the approval flow diagram when a user mouses over the approval node.	String (255)	Yes	No

Column	Description	Type (And Length)	Required?	Allow Null?
Required	A Boolean value that indicates whether members of the group are added as required approvers or watchers. When set to true, they are added as required approvers. When set to false, they are added as watchers.	Boolean	Yes	No

## Example

```

UTF8
Commodity,Group,Tooltip,Required
45111616,Facilities Manager,Facilities Manager must approve Video Projector
Equipment,TRUE
45111620,Facilities Manager,Facilities Manager must approve Video Projector
Equipment,TRUE
561017,Facilities Manager,Facilities Manager must approve Furniture purchases,TRUE
43211501,IS Manager,IS Manager must approve Computer Servers,TRUE
43211507,IS Manager,IS Manager must approve Computer Desktops,TRUE
43211503,IS Manager,IS Manager must approve Computer Laptops,TRUE
432116,IS Manager,IS Manager must approve Computer Accessories,TRUE
4322,IS Manager,IS Manager must approve Network Equipment,TRUE
PunchOut Error,Professional Buyer,Professional Buyer must approve PunchOut
Errors,TRUE
NONMAPPEDCOMMODITY,Purchasing Agent,Purchasing Agent must fix the unknown commodity
code.,TRUE
801116,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE
80111601,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE
80111602,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE
80111603,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE
80111604,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE
80111605,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE
80111606,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE
80111607,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE
80111608,HR Manager,HR Manager must approve Temporary Labor Requests,TRUE

```

## About Unmapped Commodity Codes

If you customize the `CommodityApprovers.csv` file, be sure to include an entry to handle unmapped commodity codes. An unmapped commodity code can occur when a commodity code is defined at a supplier, but is not defined in SAP Ariba Buying solutions.

For example, when a user chooses a PunchOut item, SAP Ariba Buying solutions attempts to map the incoming commodity code to a commodity code defined in SAP Ariba Buying solutions. If it cannot map the commodity code, SAP Ariba Buying solutions lets the user select the item anyway and maps the invalid code to a special commodity code called `NONMAPPEDCOMMODITY`.

The sample `CommodityApprovers.csv` file handles unmapped commodity codes by adding members of the **Purchasing Agent** group to the approval flow as follows:

```

NONMAPPEDCOMMODITY,Purchasing Agent,Purchasing Agent must fix the unknown commodity
code.,TRUE

```

A member of the **Purchasing Agent** group can change the commodity code to something appropriate for your site and add it to the mapping so the error does not occur again.

## CommodityCentralReceiversForApprovalProcess.csv Approver Lookup Table

The file `CommodityCentralReceiversForApprovalProcess.csv` lets you specify central receiving approvers based on commodity codes.

The following table describes the columns in the file.

Column	Description	Type (And Length)	Required?	Allow Null?
Commodity	A system commodity code.	String (100)	Yes	No
Group	The unique internal identifier of a group. Members of this group are added to the approval flow of receipts.	String (50)	Yes	No
ToolTip	A tool tip that appears in the approval flow diagram when a user mouses over the approval node.	String (255)	Yes	No
Required	A Boolean value that specifies whether members of the group are added as required approvers or watchers. When set to <code>true</code> , they are added as required approvers. When set to <code>false</code> , they are added as watchers.	Boolean	Yes	No

### Example

```
UTF8
Commodity,Group,ToolTip,Required
432115,Receiving Agent,Receiving Agent must receive Computer Servers,TRUE
432116,IS Manager,IS Manager must receive accessories,TRUE
432226,Facilities Manager,Facility Manager must receive network equipment,TRUE
```

## CommodityReceiversForApprovalProcess.csv Approver Lookup Table

The file `CommodityReceiversForApprovalProcess.csv` lets you specify receipt approvers based on commodity codes.

The following table describes the columns in the file.

Column	Description	Type (And Length)	Required?	Allow Null?
Commodity	A system commodity code.	String (100)	Yes	No
Group	The unique internal identifier of a group. Members of this group are added to the approval flow of receipts.	String (50)	Yes	No
ToolTip	A tool tip that appears in the approval flow diagram when a user mouses over the approval node.	String (255)	Yes	No
Required	A Boolean value that indicates whether members of the group are added as required approvers or watchers. When set to <code>true</code> , they are added as required approvers. When set to <code>false</code> , they are added as watchers.	Boolean	Yes	No

## Example

```
UTF8
Commodity,Group,ToolTip,Required
432324,IS Manager,IS Manager must receive software,TRUE
441021,Facilities Manager,Facilities Manager must receive mail machines,TRUE
441216,Facilities Manager,Facilities Manager must receive desk suppliers,TRUE
4512,IS Manager,IS Manager must receive video equipment,TRUE
```

## RequisitionLimit.csv Approver Lookup Table

The file `RequisitionLimit.csv` lets you associate groups and requisition limits with either purchasing units or two ERP-specific "rule units."

The following table describes the columns in `RequisitionLimit.csv`.

Column	Description	Type (And Length)	Required?	Allow Null?
PurchasingUnit	The unique internal identifier of a purchasing unit. You can use an asterisk (*) to specify all purchasing units.	String (50)	Yes	No

Column	Description	Type (And Length)	Required?	Allow Null?
Unit1	<p>This column corresponds to a field named RuleUnit1. If you do not use purchasing units, you can use this column to specify the unique internal identifier of an accounting entity relevant to your ERP variant.</p> <ul style="list-style-type: none"> <li>• PeopleSoft: Business unit, which looks for matches based on the business unit of the approvable</li> <li>• SAP: Company code, which looks for matches based on the company code of the approvable</li> <li>• Generic: Company, which looks for matches based on the company of the requester</li> </ul> <p>In PeopleSoft variants, you can use an asterisk (*) to specify all business units.</p>	String (50)	No	Yes
Unit2	<p>This column corresponds to a field named RuleUnit2. If you do not use purchasing units, you can use this column to specify the unique internal identifier of an accounting entity relevant to your ERP variant.</p> <ul style="list-style-type: none"> <li>• PeopleSoft: General ledger, which looks for matches based on the GLBusinessUnit field associated with the business unit of the approvable</li> <li>• SAP: Purchase organization, which looks for matches based on the purchase organization of the requester</li> <li>• Generic: Business unit, which looks for matches based on the business unit of the requester</li> </ul> <p>In PeopleSoft variants, you can use an asterisk (*) to specify all general ledgers.</p>	String (50)	No	Yes
Limit	<p>The monetary value of the limit. This column serves as a ceiling (maximum value) when a single amount is specified.</p> <div style="background-color: #e0e0e0; padding: 10px; margin-top: 10px;"> <p><b>i Note</b></p> <p>We recommend using the <code>Limit</code> column in the CSV file only when a range of values is specified. Also, for this validation to work, ensure that the <b>Perform Range Lookup on Numeric Fields</b> checkbox in the approval process editor is selected when a range is specified.</p> </div>	String (255)	Yes	No
Group	The unique internal identifier of a group. Members of this group are added to the approval flow.	String (50)	Yes	No
Tooltip	A tool tip that appears in the approval flow diagram when a user mouses over the approval node.	String (255)	Yes	No
Required	A Boolean value that indicates whether members of the group are added as required approvers or watchers. When set to <code>true</code> , they are added as required approvers. When set to <code>false</code> , they are added as watchers.	Boolean	Yes	No

## Example

```
UTF8
PurchasingUnit,Unit1,Unit2,Limit,Group,Tooltip,Required
*,*,*,2500-10000,Purchasing Manager,Purchasing Manager must approve Requisitions
above certain limits,TRUE
*,*,*,10000,Finance,Finance must approve approvable above certain limits,TRUE
```

## ResponsibleManagers.csv Approver Lookup Table

You specify responsible managers in the file `ResponsibleManagers.csv`. The following table describes the columns in `ResponsibleManagers.csv`.

Column	Description	Type (And Length)	Required?	Allow Null?
<code>CostCenter</code>	The unique internal identifier of a department (PeopleSoft) or cost center (SAP or Generic).	String (50)	Yes	No
<code>ResponsibleManager</code>	The unique internal identifier of an enterprise user. This is the user you want to specify as the responsible manager.	String (50)	Yes	No

## PeopleSoft Example

Following is an example of `ResponsibleManagers.csv` for an SAP Ariba solution integrated with PeopleSoft:

```
UTF8
CostCenter,ResponsibleManager
SHARE:10000,pbrown
SHARE:10200,ghalas
```

## Generic Example

Following is an example of `ResponsibleManagers.csv` for an SAP Ariba solution configured as a Generic variant (and integrated with Oracle, for example):

```
UTF8
CostCenter,ResponsibleManager
0000,prozelle
1000,bbell
```

## SAP Example

Following is an example of `ResponsibleManagers.csv` for an SAP Ariba solution integrated with SAP ERP:

```
UTF8
      CostCenter,ResponsibleManager
0000001000,prozelle
0000001110,bbell
```

## SupplierApprovers.csv Approver Lookup Table

The file `SupplierApprovers.csv` lets you associate groups with suppliers.

The following table describes the columns in the file.

### Note

`SupplierApprovers.csv` isn't used in the default configuration. The approval rule that reads it (Supplier Approvers) is disabled.

Column	Description	Type (And Length)	Required?	Allow Null?
Supplier	The unique internal identifier of a supplier.	String (50)	Yes	No
Group	The unique internal identifier of a group. Members of this group are added to the approval flow.	String (50)	No	Yes
ToolTip	A tool tip that appears in the approval flow diagram when a user mouses over the approval node.	String (255)	Yes	No
Required	A Boolean value that indicates whether members of the group are added as required approvers or watchers. When set to <code>true</code> , they are added as required approvers. When set to <code>false</code> , they are added as watchers.	Boolean	Yes	No

## Example

```
UTF8
Supplier,Group,ToolTip,Required
New Vendor (attach W-9),New Vendor Approver,New Vendors must be approved by the New Vendor Approver,TRUE
Ariba, Inc.,New Vendor Approver,New Vendors must be approved by the New Vendor Approver,TRUE
USinternetworking, Inc.,USi Owner,Orders for USinternetworking must be approved by USi Owner,TRUE
Telepress, Inc.,Purchasing Agent One,Orders for Telepress must be approved by Purchasing Agent One,TRUE
```

# SpendCap.csv Approver Lookup Table

The file `SpendCap.csv` lets you associate groups with spending caps for requisitions.

The following table describes the columns in `SpendCap.csv`.

## Note

`SpendCap.csv` isn't used in the default configuration. The approval rule that reads it (`SpendCap`) is disabled.

Column	Description	Type (And Length)	Required?	Allow Null?
<code>Limit</code>	The monetary value of the spending cap.	String (255)	Yes	No
<code>Group</code>	The unique internal identifier of a group. Members of this group are added to the approval flow.	String (50)	No	Yes
<code>User</code>	The unique internal identifier of a user.	String (50)	No	Yes
<code>PasswordAdapter</code>	The password adapter for the user specified in the <code>User</code> column.	String (50)	No	Yes
<code>Required</code>	A Boolean value that indicates whether members of the group are added as required approvers or watchers. When set to <code>true</code> , they are added as required approvers. When set to <code>false</code> , they are added as watchers.	Boolean	Yes	No
<code>Tooltip</code>	A tool tip that appears in the approval flow diagram when a user mouses over the approval node.	String (255)	Yes	No

## Example

```
UTF8
Limit,Group,User,PasswordAdapter,Required,Tooltip
$10,000,Finance,,,true,"Audit"
```



# Site Configuration Parameters Related to Approval Flows

Some aspects of approval flow behavior are configurable through site configuration parameters. Self-service parameters can be changed by your site's customer administrator.

Parameters that are not shown as self-service are set or modified by SAP Ariba.

## **Application.Base.EmailApprovalMailToLinkEncoding (set by SAP Ariba Support)**

A string value that specifies the character encoding for body paragraph text in HTML approval emails sent by users. Specifically, this value pertains to parameters on the `mailto` link, which is the link users follow to generate a return mail from an email notification. This parameter is applicable when the parameter `Application.Base.EmailApprovalEnabled` is set to Yes.

By default, SAP Ariba encodes body paragraph text in HTML return emails in `Cp125`. Many email clients attempt to decode that text in `UTF-8`, rendering the comments as garbage text in languages such as Russian and Chinese that use non-ASCII characters. To render non-ASCII text properly in email notifications, set the `Application.Base.EmailApprovalMailToLinkEncoding` parameter to `UTF-8` for the site.

The default value for this parameter is an empty string.

## **Application.Approvable.ClassesForOneStepEditAndApprove (set by SAP Ariba Support)**

For specified document classes, this parameter simplifies the flow for approvers who edit documents when approving. If a document class is listed here, as soon as an approver saves their edits, their approval is recorded. They don't have to approve in a separate step. The default value is `ariba.invoicing.core.Invoice`. The following document class values are supported: `ariba.invoicing.core.Invoice`.

## **Application.Base.PreferredEmailFormat (set by SAP Ariba Support)**

Specifies the preferred format for email notifications sent by the application. Valid values are HTML and TEXT. When this parameter is set to HTML, the application sends email notifications in which the body includes both text-formatted and HTML-formatted versions of the content. By default, users receive these notifications in HTML format, but they can set a preference to receive the notifications in plain text or compact text format instead.

When set to TEXT, the application sends only text-formatted email notifications.

The default value is HTML.

# Self-Service Site Configuration Parameters Related to Approval Flows

Customer administrators set self-service parameters in the **Intelligent Configuration Manager**.

[Include accounting in HTML approval emails \[page 178\]](#)

[Allow HTML tags in email approval comments \[page 179\]](#)

[Enable email approval \[page 180\]](#)

[Audit email approvals \[page 181\]](#)

[Reject email approvals based on sender address \[page 182\]](#)

[Audit automatic rejection of email approvals \[page 182\]](#)

[Notify users of email approval rejection \[page 183\]](#)

[Prevent notifications on weekends and holidays \[page 184\]](#)

[Buyer organization holiday dates \[page 185\]](#)

[Escalation period for approval requests \[page 185\]](#)

[Escalation warning period for approval requests \[page 186\]](#)

[Allow parallel approval of denied approvables \[page 187\]](#)

## Related Information

[Intelligent Configuration Manager administration](#)

[Intelligent Configuration Manager parameters reference](#)

## Include accounting in HTML approval emails

Determines whether information from the accounting fields of an approvable is included in HTML email approval notifications. If set to **Yes**, users who receive emails in HTML format can view the accounting information directly in the email approval notification.

ID	<code>Application.Approvable.IncludeAccountingInHTMLEmails</code>
Name	<b>Include accounting split lines in HTML emails</b>
Default value	<b>No</b>

Possible values for this parameter are **Yes** and **No**.

- If this parameter is set to **Yes**, users who receive emails in HTML format can view the accounting information directly in the email approval notification. Users who receive emails in plain text format still must open the approvable in the SAP Ariba solution to see accounting information. The maximum number of lines to display in HTML emails is 100. To keep the count lower, you can opt to exclude accounting split lines when counting the number of lines in an approvable. The parameter for that is **Exclude accounting split lines in line count for email**, `Application.Approvable.ExcludeAccountingInTotalItemCountForHTMLEmails`.
- If this parameter is set to **No**, all users who receive email approval notifications must open the SAP Ariba application to see accounting details. The details aren't included in the email.

This parameter is applicable when the parameter **Enable email approval**, `Application.Base.EmailApprovalEnabled`, is set to **Yes**.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Enable email approval \[page 180\]](#)

[Exclude accounting split lines in line count for email](#)

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Allow HTML tags in email approval comments

Determines whether HTML tags can appear in email approval comments. This parameter is for rare circumstances in which an email client puts bits of text-encoded HTML into email approval responses and your site displays the HTML as plain text.

ID	<code>Application.Approvable.AllowEmailHTMLComments</code>
Name	<b>Allow HTML tags in email approval comments</b>
Default value	<b>Yes</b>

Some email clients put bits of text-encoded HTML into email approval responses, and the application displays the HTML as plain text. Text-encoded HTML is HTML that uses character entity references such as `&lt;` in place of `<`.

Use this parameter to prevent HTML tags from appearing in comments.

- If this parameter is set to **Yes**, any text-encoded HTML in the comments section of an email approval is converted to non-encoded HTML. Then, the application determines whether the HTML is valid. Valid HTML is processed as HTML, and invalid HTML is displayed as plain text.
- If this parameter is set to **No**, in the comments section of email approval responses, anything that looks like HTML is removed. This includes anything surrounded by the characters `<` and `>`, along with the `<` and `>` characters themselves. The conversion occurs only if both characters are present and the less than character (`<`) is placed before the greater than character (`>`).

This parameter is applicable on sites that allow email approval. Email approval is controlled by the parameter **Enable email approval**, `Application.Base.EmailApprovalEnabled`.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Enable email approval \[page 180\]](#)

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Enable email approval

Determines whether users can approve or deny approval requests via email using the approval request notification rather than logging in to the site. When email approval is enabled, email notifications for approval requests include a way to approve or deny requests and add comments.

ID	<code>Application.Base.EmailApprovalEnabled</code>
Name	<b>Enable email approval</b>
Default value	<b>No</b>

Possible values for this parameter are **Yes** and **No**.

- If set to **Yes**, email notifications for approval requests include a way to approve or deny requests and add comments. Users can act on approval requests using email on a personal computer or a smartphone or personal digital assistant (PDA) device. The way users respond to a notification depends on the format of the notification: HTML, plain text, or compact text.
- If set to **No**, email approval is disabled. When users receive an approval request notification, they can view information about the request, but they can't approve or deny the request without logging in to the SAP Ariba solution.

Using email approval to approve **invoices** created in guided buying bypasses guided buying validation policies for invoices. The invoice proceeds to the next approver even if there are policy messages that require action. You can avoid this issue by turning off email approval; but doing so affects **all** types of documents, not just invoices created in guided buying.

For details about email approval and notification formats, see the following product documentation:

- [Approval Notification Format Preferences](#)
- [About Completing Tasks Using Email scope="external"/>](#)

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Specify the file size limit for attachments to approval emails](#)

[Audit email approvals \[page 181\]](#)

[Reject email approvals based on sender address \[page 182\]](#)

[Audit automatic rejection of email approvals \[page 182\]](#)

[Notify users of email approval rejection \[page 183\]](#)

[Intelligent Configuration Manager Administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Audit email approvals

Determines whether the application keeps a record of each incoming email approval.

ID	<code>Application.Base.EmailApprovalAudit</code>
Name	<b>Audit email approvals</b>
Default value	<b>No</b>

This parameter is applicable if the following parameter is set to **Yes**:

- **Enable email approval**, `Application.Base.EmailApprovalEnabled`

Possible values for this parameter are **Yes** and **No**.

- If set to **Yes**, when the SAP Ariba solution receives an email approval, the email is recorded in a log. The log includes the email address from which the approval was sent, the name of the approver, the approvable involved, and the content of the message. SAP Ariba representatives have access to email approval audit information.
- If set to **No**, there's no record of the email that contained the approval.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Enable email approval \[page 180\]](#)

[Audit automatic rejection of email approvals \[page 182\]](#)

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Reject email approvals based on sender address

Specifies whether to reject email approvals from users who received the request via a forwarded notification. The application compares the From address of the approval with the To address of the request, rejecting the approval if the addresses differ.

ID	<code>Application.Base.EmailApprovalAutoReject</code>
Name	<b>Reject email approvals based on sender address</b>
Default value	<b>No</b>

This parameter is applicable if the following parameter is set to **Yes**:

- **Enable email approval**, `Application.Base.EmailApprovalEnabled`

Possible values for this parameter are **Yes** and **No**.

- If set to **Yes**, users can only send approvals from their primary email address set in the SAP Ariba solution. If an approver forwards the notification to a different email address, and someone tries to approve from the forwarded email, the approval is rejected.
- If set to **No**, the SAP Ariba solution doesn't check whether an email approval is from the same email address as the one used to send the approval notification. Users can approve from forwarded approval notifications.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Audit automatic rejection of email approvals \[page 182\]](#)

[Notify users of email approval rejection \[page 183\]](#)

[Enable email approval \[page 180\]](#)

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Audit automatic rejection of email approvals

Determines whether your site logs email approvals that were rejected automatically based on a check of the sender's email address.

ID	<code>Application.Base.EmailApprovalAutoRejectAudit</code>
Name	<b>Audit automatic rejection of email approvals</b>
Default value	<b>No</b>

This parameter is applicable if the following parameters are set to **Yes**:

- **Enable email approval**, `Application.Base.EmailApprovalEnabled`
- **Reject email approvals based on sender address**, `Application.Base.EmailApprovalAutoReject`

Possible values for this parameter are **Yes** and **No**.

- If set to **Yes**, when an email approval is automatically rejected, the rejected email is recorded in a log. The log includes the email address from which the approval was sent, the name of the approver, the approvable involved, and the content of the message. SAP Ariba representatives have access to email approval audit information.
- If set to **No**, there's no record of the rejected email.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Reject email approvals based on sender address \[page 182\]](#)

[Enable email approval \[page 180\]](#)

[Notify users of email approval rejection \[page 183\]](#)

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Notify users of email approval rejection

Determines whether approvers are notified if email approvals are rejected based on verification of the sender's email address. Notifying approvers of email approval rejections helps approvers take the appropriate action, making the approval process flow more smoothly.

ID	<code>Application.Base.EmailApprovalAutoRejectNotification</code>
Name	<b>Notify users of email approval rejection</b>
Default value	<b>No</b>

This parameter is applicable if the following parameters are set to **Yes**:

- **Enable email approval**, `Application.Base.EmailApprovalEnabled`
- **Reject email approvals based on sender address**, `Application.Base.EmailApprovalAutoReject`

Possible values for this parameter are **Yes** and **No**.

- If set to **Yes**, whenever an email approval is automatically rejected, the application sends a notification to the approver using the email address on the original email approval notification. The notification informs the approver of the rejection.
- If set to **No**, the approver doesn't receive a notification of the rejected email approval. The only way the approver knows of the rejection is by logging in to their SAP Ariba site, where the approval request remains in their **To Do** list.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Enable email approval \[page 180\]](#)

[Reject email approvals based on sender address \[page 182\]](#)

[Audit automatic rejection of email approvals \[page 182\]](#)

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Prevent notifications on weekends and holidays

Determines whether the user notifications triggered by internal scheduled tasks skip weekends and holidays when counting days.

ID	<code>Application.Base.SkipWeekendsAndHolidays</code>
Name	<b>Prevent notifications on weekends and holidays</b>
Default value	<b>Yes</b>

To avoid sending too many notifications or sending them too soon, you can configure your site to recognize (and ignore) weekends and holidays when sending email notifications. To prevent the application from sending notifications to users on weekends and holidays, set this parameter to **Yes**.

The parameter **Buyer organization holiday dates**, `Application.Base.CompanyHolidays`, specifies the holiday dates for your organization.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Buyer organization holiday dates \[page 185\]](#)

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)



# Buyer organization holiday dates

Specifies dates of holidays for your organization. Holiday dates determine which days to skip when sending batch reminders on sites that skip weekends and holidays when sending batch notifications. Enter dates separated by colons, for example, Jan-2-2020:May-1-2020:Dec-26-2020.

ID	<code>Application.Base.CompanyHolidays</code>
Name	<b>Buyer organization holiday dates</b>
Default value	<code>Jan-1-2006:Jul-4-2006:Dec-25-2006</code>

To define no holidays, set this parameter to an empty string.

This parameter is applicable if the parameter **Prevent notifications on weekends and holidays**, `Application.Base.SkipWeekendsAndHolidays`, is set to **Yes**.

Because company holidays typically don't occur on the same day each year, and the date format used by this parameter includes the year, you must update this parameter annually.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

- [Prevent notifications on weekends and holidays \[page 184\]](#)
- [Intelligent Configuration Manager administration](#)
- [Parameter Management in Intelligent Configuration Manager](#)

# Escalation period for approval requests

Determines the default escalation period for all types of approvables. The escalation period is the number of days an approver has to act on a request before the request is escalated to the supervisor of the approver.

ID	<code>Application.Approvable.ApprovalRequestEscalationPeriod</code>
Name	<b>Escalation period for approval requests</b>
Default value	0 (sets the period to 14 days)

You can specify non-whole numbers, for example 5.5. The value must be greater than the value of the parameter `Application.Approvable.ApprovalRequestEscalateWarningPeriod`.

### i Note

Escalations apply only to approvers who are specific users, not to approver groups.

You can override this default escalation period for individual types of approvable documents. To do so, set escalation periods in the file `EscallationsByApprovableType.csv` and run the **Import Escalation and Withdrawal Periods By Approvable Type** data import task.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Escalation warning period for approval requests \[page 186\]](#)

[Approval escalations](#)

[Data import task for importing escalation and withdrawal periods by approvable type](#)

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Escalation warning period for approval requests

Determines the default escalation warning period for all types of approvables. The escalation warning period is the number of days an approver has to act on a request before your site sends a notification of impending escalation.

ID	<code>Application.Approvable.ApprovalRequestEscalateWarningPeriod</code>
Name	<b>Escalation warning period for approval requests</b>
Default value	0 (sets the period to 7 days)

You can specify non-whole numbers, for example 5.5. The value must be less than the value of the parameter `Application.Approvable.ApprovalRequestEscalationPeriod`.

### i Note

Escalations apply only to approvers who are specific users, not to approver groups.

You can override this default escalation warning period for individual types of approvable documents. To do so, set warning periods in the file `EscallationsByApprovableType.csv` and run the **Import Escalation and Withdrawal Periods By Approvable Type** data import task.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

## Related Information

[Escalation period for approval requests \[page 185\]](#)

[Intelligent Configuration Manager administration](#)

[Approval escalations](#)

[Data import task for importing escalation and withdrawal periods by approvable type](#)

[Parameter Management in Intelligent Configuration Manager](#)

## Allow parallel approval of denied approvables

Determines whether parallel approvers can approve requests that were denied by another parallel approver.

ID	<code>Application.Approvable.AllowApprovalOfDeniedApprovable</code>
Name	<b>Allow parallel approval of denied approvables</b>
Default value	<b>No</b>

If this parameter is set to **No**, no one can act on an approvable that's been denied.

If this parameter is set to **Yes**, parallel approvers can approve requests that were denied by another parallel approver. Also, the parallel approver who denied the request can later approve it.

A member of the **Customer Administrator** group sets this parameter in the **Intelligent Configuration Manager** workspace.

### Related Information

[Intelligent Configuration Manager administration](#)

[Parameter Management in Intelligent Configuration Manager](#)

# Manual Selection of Qualified Approvers

The manual selection of qualified approvers feature lets users select an approver from a list (a chooser) of qualified approvers.

The list of qualified approvers is created dynamically based on information in the approvable and conditions defined by the administrator.

For example, suppose a requisition has a field called Expense Type, and qualified approvers are determined based on a combination of expense type and amount. In this case, when a user adds line items to the requisition, the Ariba solution evaluates the expense types and amounts, and then populates an approver chooser with only the users qualified to approve that requisition. The user can select one of those approvers before submitting the requisition.

Once this feature is configured, users can either manually select an approver or set a default qualified approver for the approvable. Then, the approval flow is updated based on the value the user selected in the lookup chooser field.

## Enabling This Feature

This feature is disabled by default. To enable this feature, please have your Designated Support Contact log a service request and an Ariba Customer Support representative will follow up to complete the request.

## Requirements

This feature is available only if SAP Ariba sets the parameter `Application.Customization.EnableLookupChooserConfig` to Yes.

Before users can manually select approvers, a user with permission to configure this feature must define the lookup criteria that determines the list of qualified approvers.

## Limitations

Replication of site configuration from test to production is currently not supported. If customers want to test the feature on their test systems first, they should perform the configuration steps on the test site and repeat the same steps on the production site.

## Workflow Overview

The following example describes the high-level workflow when the feature is configured for requisitions:

1. The customer administrator and Ariba Customer Support representative work together to configure this feature for any type of approvable, adding a custom field with a chooser that allows users to select from a list of qualified approvers.
2. The user (the requisition preparer) creates a requisition. The requisition includes a field for selecting approvers.
3. The preparer adds items to the requisition and enters information in the requisition fields.
4. In the background, the Ariba solution evaluates the information in the requisition and populates the approver chooser with the approvers who are qualified to approve the requisition.
5. The preparer uses the chooser to select an approver or selects the option to specify the default approver.
6. The Ariba solution adds the selected approver to a predefined approver node within the approval flow.
7. The preparer submits the requisition.
8. The requisition proceeds through the approval flow.
9. Whenever anyone edits the requisition and changes the values in the fields used to populate the chooser, the Ariba solution re-evaluates the information and modifies the list of qualified approvers as necessary.

## Helpful Hints

The following rules and hints apply to manual selection of approvers:


- When this feature is enabled and configured for a type of approvable, the user interface for approvables of that type includes a field for choosing an approver. The chooser includes qualified approvers based on the criteria configured by the administrator.
- There is also an option to use the default approver. The default approver is the qualified approver who is closest to the requester in the supervisory chain of command. For example, if the list of qualified approvers includes User1 and User2, and User1 is the requester's supervisor, then User1 is the default approver.
- The user can submit the approvable only if a valid approver has been selected for an approvable.
- If a user selects an approver and makes subsequent changes to the approvable, upon submitting the approvable, the Ariba solution validates the last selected approver. Based on the new changes, if the selected approver cannot approve the approvable, a validation error is displayed.
- When an approvable is submitted and the selected approver is in a locked state (locked out of the Ariba solution), the user cannot submit the approvable, and a validation error is displayed.
- When a user is selected a qualified approver, if the Ariba system encounters unexpected behavior—for example, if the action calls for adding a manager but there is no manager, or a default approver is not identified, or the chooser includes no approvers, or a chooser lookup table is corrupt—the user must report the problem to their customer administrator. The customer administrators can upload a corrected chooser `lookuptable.csv` file or contact their Designated Support Contact for assistance.

## Related Information

[Lookup Table for Populating a Chooser with Approvers \[page 191\]](#)

# Overview for Configuring Manual Selection of Approvers

Configuring manual selection of approvers involves several steps, some of which must be done by an SAP representative. The following table lists the basic steps for configuring the feature.

Step	Description	Person Responsible
1	Enable the chooser lookup feature by setting the Enable Lookup Chooser Config parameter. For more information about the parameter, see <a href="#">Site Configuration Options for Manual Selection of Approvers [page 196]</a>	SAP Ariba Customer Support
2	Define the criteria for populating a chooser lookup table. For information about creating a chooser lookup table, see <a href="#">Creating a lookup table for populating a chooser with approvers [page 191]</a>	Customer administrator or other user with the necessary group membership
3	Create a custom field for selecting approvers, and map it to the chooser lookup table.	SAP Services team For more information, visit the <a href="#">SAP Store</a> . 
4	Edit the approval process to include an approval rule for adding manually selected approvers to the approval flow. For more information on creating an approval rule for adding manually selected qualified approvers, see <a href="#">How to create an approval rule for adding manually selected qualified approvers to the approval flow [page 194]</a>	Customer administrator or other user with the necessary group membership

# Lookup Table for Populating a Chooser with Approvers

Members of certain administrator and manager groups can manage and define the criteria for populating a chooser lookup table.

Your site must be configured to support manual selection of approvers. The group membership requirements for configuring this feature are the same as the requirements for managing approval processes. For information about which groups can manage approval processes, see [Requirements for accessing approval processes \[page 29\]](#).

## Process for Creating a Chooser Lookup Table

The process for creating a chooser lookup table is similar to the process for creating and uploading regular approver lookup tables:

1. Define the field columns and the processing options for the chooser lookup CSV file
2. Create the CSV file, defining the field conditions and mapping the conditions to users who are qualified to approve
3. Upload the CSV file into the Ariba solution and setting the lookup table options that determine how the file is processed

The example chooser lookup table later in this section and the use cases that follow provide guidance on how to define criteria for populating a chooser with qualified approvers.

## Chooser Lookup Table Configuration Options

When you upload a chooser lookup table (through **Manage > Chooser Lookup**), you set the following options on the **Manage Chooser Lookup** page.

Field	Description
<b>Chooser Lookup Table</b>	The name of the chooser lookup table.
<b>Approvable Type</b>	The type of approvable for which you are configuring this chooser lookup table.
<b>Result Column</b>	Displays the default result column name. The result column displays the approvers who satisfy the condition based on the Chooser Results field.

Field	Description
<b>Chooser Results</b>	<p>Determines whether the list of chooser results (qualified approvers) is the intersection or union of the matching approvers found when the chooser lookup table CSV file is processed.</p> <ul style="list-style-type: none"> <li>• <b>All are true:</b> Filters the list to show approvers who can approve all line items. This is the intersection of the approvers across line items.</li> <li>• <b>Any are true:</b> Filters the list to show approvers who can approve any of the line items. This is the union of approvers for all line items. Any match from the CSV file is considered as the result.</li> </ul>
<b>Field Name</b>	<p>The fields to use for defining the conditions. This column displays the internal field names of the fields you select. You can select out-of-the-box or custom fields.</p>
<b>Column Header Name</b>	<p>The name of the column header for this field in the chooser lookup CSV file.</p>
<b>Operation</b>	<p>Determines how to match the field values in the CSV file. For example, if the field is an amount field, and you want to consider values that are less than the amount, select the operation <b>is less than</b>.</p>



Field	Description
<b>Matching Rule</b>	<p data-bbox="820 273 1380 304">Determines how wild cards are treated in the lookup table.</p> <ul style="list-style-type: none"> <li data-bbox="820 315 1438 504"> <p>• <b>Match any:</b> This is the least strict matching rule with respect to wild cards. Finds any user who matches the conditions defined by the row, including wild-card matches. Wild card matches for a particular field (such as <code>ExpenseType</code>) qualify as a match regardless of whether other rows include a specific value for that field.</p> </li> <li data-bbox="820 514 1438 1050"> <p>• <b>Explicit by user:</b> For all specific field values listed in the lookup table for a given user, the values are strictly adhered to <b>for that user</b>. Wild cards in those fields <b>for that user</b> are ignored.</p> <p data-bbox="860 630 1438 871">For example, suppose the <code>ExpenseType</code> field is configured as <b>Explicit by user</b>, and Chad is listed with a line item approval limit of \$500 for the AAA expense type and a limit of \$1000 for any expense type (wild card). If the line item is for expense type AAA, Chad is qualified to approve the line only if the amount is within the limit specified for him for expense type AAA. The wild card is ignored. However, if the line item is for an <code>ExpenseType</code> for which Chad is <b>not</b> explicitly listed, the wild card is used, and Chad is qualified to approve the line as long as the line amount is within the limit specified for the wild-card expense type.</p> </li> <li data-bbox="820 1060 1438 1446"> <p>• <b>Explicit by value:</b> This is the strictest matching rule with respect to wild cards. For all specific field values listed anywhere in the lookup table, wild cards in those fields are ignored. (That is, users with a wild card in that field are not qualified to approve the line.)</p> <p data-bbox="860 1207 1438 1312">For example, if <code>ExpenseType</code> AAA is listed in any row of the table for any user, wild cards in the <code>ExpenseType</code> field are always ignored for AAA line items.</p> <p data-bbox="860 1323 1438 1446">For field values that are <b>not</b> listed anywhere in the table, wild cards are used in the matching. Users with wild cards specified are qualified to approve as long as all other conditions for that user are met.</p> </li> </ul>

# Creating an Approval Rule for Adding Manually Selected Qualified Approvers to the Approval Flow

If you create an approval rule for manually selected qualified approvers, the rule provides an approver node for the approver that the user selects from the chooser.

## Prerequisites

Before you can perform this procedure, the logic for identifying an approver from a list of qualified approvers must be configured in your Ariba solution:

- Your site must be configured to support manual selection of approvers.
- You must have created a chooser lookup table that populated a chooser field.
- Your SAP Ariba Customer Support representative has configured a lookup chooser field on the approvable and mapped it to the chooser lookup table.

## Context

The group membership requirements for configuring this feature are the same as the requirements for managing approval processes. For information about which groups can manage approval processes, see [Requirements for accessing approval processes \[page 29\]](#).

## Procedure

1. Select **Manage > Approval Processes** from the command bar. The **Manage Approval Processes** page opens.
2. Find and open the approval process you want to edit.
3. Click **Edit** on the **Approval Rules** tab to make changes to the approval process.
4. Add an approval rule to the approval process.
5. Select **Add Approvers Based on Field In Approvable** in the **Actions** dropdown menu.
6. For the **Field path** parameter, click the **select field** link, and find and select the custom field that displays the approver chooser.
7. If you are ready to activate the approval process, click the **Check-in and Activate** button.  
Now, when a user manually selects an approver from the lookup chooser, that approver appears in the approver node that was added by the new approval rule.

## Related Information

[Site Configuration Options for Manual Selection of Approvers \[page 196\]](#)

[Manual Selection of Qualified Approvers \[page 188\]](#)

# Site Configuration Options for Manual Selection of Approvers

Some of the functionality for manual selection of approvers is controlled by the following configuration options, which Ariba sets for you.

## **Application.Customization.EnableLookupChooserConfig**

This parameter determines whether the option for creating chooser lookup tables is available. The parameter takes a boolean value. When set to `yes`, the **Manage** menu includes the **Chooser Lookup** command, allowing approval process managers to create and upload chooser lookup tables.

## **Custom Field for Manual Selection of Approvers**

After the customer creates and uploads a chooser lookup table, Ariba must add a custom field to the approvable. The field is configured to provide a chooser that is generated based on the uploaded chooser lookup table.

# Importing a Batch of Chooser Lookup Table CSV Files

You can import a batch of chooser lookup tables for configuring manual selection of qualified approvers. The chooser lookup table CSV file is also part of the data updated automatically through the Ariba Integration Toolkit.

## Procedure

1. Using a ZIP program, such as WinZip, add the lookup chooser CSV files to the archive ZIP file.
2. Save the ZIP file to your local file system. You must name the ZIP file `ChooserHelperFiles.zip`.
3. In Ariba Administrator, choose ► **Site Manager** ► **Data Import/Export** ▾.
4. On the **Import** tab, find the `Import Batch Data` data import task and click **Import**.
5. Select the data import operation you want to perform.

### i Note

Incremental Load is not supported for chooser lookup CSV files.

6. Enter the location of the ZIP file you prepared, or click **Browse** to browse to and select the ZIP file.
7. Click **OK** to import the data.

## Related Information

[Creating a Chooser Lookup Table That Populates a Chooser Field with Qualified Approvers \[page 198\]](#)

# Creating a Chooser Lookup Table That Populates a Chooser Field with Qualified Approvers

Members of certain administrator and manager groups can create a chooser lookup table that populates a chooser field with qualified approvers.

## Prerequisites

The group membership requirements for configuring this feature are the same as the requirements for managing approval processes.

For information about which groups can manage approval processes, see [Requirements for accessing approval processes \[page 29\]](#).

## Procedure

1. Select **Manage > Chooser Lookup** from the command bar. The **Manage Chooser Lookup** page opens.
2. Click **Create New** to create a chooser lookup table.
3. Provide values for the fields on the **Manage Chooser Lookup** page.
4. Click **Export Column Headers** to export the column headers and create a CSV file.
5. Open the CSV file in the application you want to use for editing it, then enter the field values and the approvers.
6. On the **Manage Chooser Lookup** page, click **Upload File** to upload the CSV file.

## Results

A new chooser lookup table with conditions to dynamically populate an approver chooser is created.

## Results

After you create and upload the chooser lookup table:

- First, Ariba Customer Support must create a custom field that provides an approver chooser on the approvable.
- After Ariba Customer Support creates the custom field, you add an approval rule for adding manually selected qualified approvers to the approval flow.

## Related Information

[Use Cases for Chooser Lookup Tables for Manual Selection of Approvers \[page 200\]](#)

# Use Cases for Chooser Lookup Tables for Manual Selection of Approvers

The use cases in this section use the preceding example lookup table.

In these example use cases, assume that the buyer organization has the following requirements:

- Only users who can approve **all** line items can be listed as qualified approvers.
- The wild card match is considered in exceptional cases wherein both of the following conditions are met:
  - A condition for a specific expense type has not been explicitly listed for a user
  - The expense type on the requisition is not listed in the chooser lookup table

The lookup table is uploaded with the following processing options.

- The **Chooser Results** option for the lookup table: **All are true**, which filters the list to show only the approvers who are qualified to approve **all** line items.
- Fields, operations, and matching rules as defined in the following table:

Field	Operation	Matching Rule
Total Amount	is less than	Match any (Matches any row in the lookup table and finds approvers who are qualified to approve when the total requisition amount is less than the amount specified for that user in the chooser lookup table. Includes wild card search. Allows rows to override other rows in the table.)
Line Amount	is less than	Match any (Matches any row in the lookup table and finds approvers who are qualified to approve when the line item amount is less than the amount specified for that user in the chooser lookup table. Includes users who match via wild card search.)
Expense Type	is equal to	Explicit by user (Finds approvers who are explicitly associated with the expense type in the lookup table. Ignores wild card matching for users associated with a specific expense type, but includes wild card matches for users who are not associated with that expense type.)

## Requisition 1

Requisition 1 includes the following expense types, amounts, and total amount:

Expense Type	Line Amount
AAA	100000



ExpenseType	Line Amount
CCC	60000
<b>Total Amount</b>	160000

The following table lists the users qualified to approve for the total amount and the expense type line item amounts on Requisition 1.

Based on the Example Values for These Amounts	These Users Can Approve
Requisition Total	User1, User2, User3, User4, User5
Expense type AAA	User1, User3, User2, User4, User5
Expense type CCC	User5

Result: Because the table is configured to come up with the intersection of qualified approvers (based on the **All are true** setting), User5 is the only qualified approver and therefore is the only user included in the lookup chooser on the requisition.

- User5 is the only user with the exclusive qualification to approve ExpenseType CCC.
- Although User5 does not have explicit approval for Expense type AAA, they have implicit approval through the wild card that allows them to approve any expense type for lines up to \$30000.
- Only User5 meets all qualifications (satisfying the **All are true** setting).

## Requisition 2

Requisition 2 includes the following expense types, amounts, and total amount:

ExpenseType	Line Amount
AAA	120000
BBB	60000
ZZZ	150000
<b>Total Amount</b>	330000

The following table lists the users qualified to approve for the total amount and the expense type line item amounts on Requisition 2:

Based on the Example Values for These Amounts	These Users Can Approve
Requisition Total	User1, User2, User3, User4, User5
AAA	User1, User3, User4, User2, User5
BBB	User1, User4, User3, User5
ZZZ	User2, User4, User5

For Requisition 2, only User4 and User5 appear in the lookup chooser. The qualified approvers are determined based on the following conclusions:

- User1 qualifies as an approver for expense type AAA for \$120000 and BBB. However, this fails for ZZZ because the \*(wild card) approval limit is less than \$150000.

- The approval limit of \$200000 applies to User2 for all expense types except BBB, which has a limit of \$5000. Therefore, User2 is not a qualified approver.
- User3 qualifies as an approver for expense type AAA because the approval limit for expense type AAA is \$800000, which is greater than the required amount of \$1200000. However, User3 fails to qualify as an approver because the expense type ZZZ is \$150000, which is greater than the \*(wild card) approval limit of \$100000.
- User4 qualifies as an approver for expense type AAA and BBB because the approval limit is \$800000 for each expense type. Expense type ZZZ applies because it matches the \*(wild card) expense type and the approval limit is \$150000.
- User5 qualifies as an approver because the \*(wild card) approval limit is \$300000.

### Requisition 3

Requisition 3 includes the following expense types, amounts, and total amount:

ExpenseType	Line Amount
AAA	120000
BBB	50000
DDD	100000
EEE	100000
FFF	100000
GGG	100000
HHH	100000
III	100000
ZZZ	100000
Total Amount	870000

All users except User4 can approve Requisition 3. This is because the total amount approval limit for User4 is less than \$870000.

### Example Chooser Lookup Table for Manual Selection of Approvers

The example lookup table determines qualified approvers based on the following conditions:

- Total Amount, which is the total value of the requisition
- Line Amount, which is the value of a line item
- Expense Type, which is a custom field defined at requisition line level

If an approvable has multiple line items for the same expense type, the amounts of the line items are added together to determine the total amount per expense type.

The asterick in the example table is a wild card representing any value.

## Sample Code

### TotalAmount, LiAmount, ExpenseType, User, PasswordAdapter



```
1000000, 800000, AAA, User1,  
1000000, 50000, BBB, User2,  
1000000, 800000, AAA, User3,  
800000, 800000, AAA, User4,  
1000000, 800000, BBB, User1,  
800000, 800000, BBB, User4  
1000000, 0, CCC, User1,  
1000000, 0, CCC, User2,  
1000000, 0, CCC, User3,  
800000, 0, CCC, User4,  
1000000, 70000, CCC, User5,  
1000000, 100000, *, User1,  
1000000, 200000, *, User2,  
1000000, 100000, *, User3,  
800000, 150000, *, User4,  
1000000, 300000, *, User5,
```

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