SAP Education

Top Introductory Training Courses for SAP® Ariba® Solutions: For Customers

THE BEST RUN **SAP**

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Learn How to Take Optimal Advantage of Your SAP® Ariba® Solutions

Training the right teams at the right time can improve configuration decisions and facilitate administration

As part of the Intelligent Spend Management program at SAP, SAP® Ariba® solutions are designed to **enable your procurement department to work more efficiently and effectively**. The more familiar your team is with the capabilities of SAP Ariba solutions, the more effectively you can deploy – and then make the most of – the solutions to meet your needs.

SAP offers a range of training programs to help your personnel master the SAP Ariba solutions they will use. Some are taught by an SAP instructor in a traditional or virtual classroom setting; others are offered as online e-learning courses. Some are offered both ways.

Timing is important. Project team members should complete their training during the **prepare** or **explore** phases of the SAP Activate methodology. This facilitates effective participation in the configuration decisions that will ensue. System administrators should complete the administration courses prior to system go-live.

SAP Learning Hub provides subscription-based online access to a wealth of Learning Journey guides, self-paced e-learning, instructor-led sessions, and expert-led social learning forums.

Overview

INTELLIGENT END-TO-END (E2E) PROCESS

Review the Learning Journey		Customer Project Team	Customer Administrator
Intelligent E2E Process: Source to Pay (IES2PE)	**Learn how SAP Ariba solutions support tactical sourcing and the source-to-pay process.** This course looks at the new challenges facing spend management professionals and the way integrations between solutions in the SAP Cloud portfolio support the source-to-pay process. It also looks at the benefits of enhanced sourcing, touchless transactions, payment automation, and cash management. This course is available only on SAP Learning Hub.	✓	✓
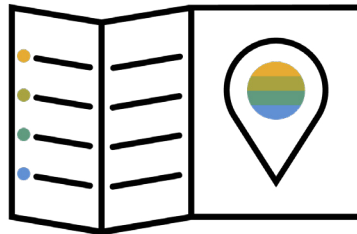
Source and Contract

SAP ARIBA CONTRACTS

Review the [Learning Journey](#)		Customer Project Team	Customer Administrator
SAP Ariba Contracts: Creating Contracts with Enhanced Contract Authoring (AR211)	**Learn how to use the SAP Ariba Contracts solution to create and manage contract agreements.** This two-day course combines lecture, demonstration, and exercises to train contract authors to prepare the workspace for SAP Ariba Contracts, author the main contract agreement, review and negotiate contracts, and approve and finalize the contract workspace. Authors learn to amend and manage the contract workspace, incorporate contract requests, and run prepackaged reports.	✓	✓
SAP Ariba Contracts: Preparing Main Agreement Templates with Enhanced Contract Authoring (AR231)	**Discover how to prepare master agreement templates in SAP Ariba Contracts with enhanced contract authoring.** In this one-day course, complete with exercises, students learn best practices for creating, using, and managing the clause library in SAP Ariba Contracts.	✓	✓

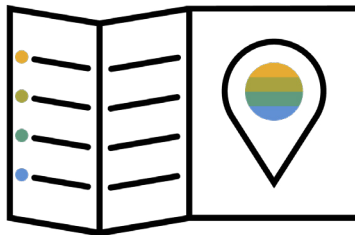| Review the <u>Learning Journey</u>		Customer Project Team	Customer Administrator
<u>SAP Ariba Strategic Sourcing: System Administration (AR710)</u>	**Administrators and consultants learn general user management, including groups, organizations, roles, and permissions.** This one-day course introduces students to the different roles within the SAP Ariba Strategic Sourcing portfolio: administrator, user manager, supplier/ customer manager, site manager, customization manager, and project manager. The course also explores roles and permissions management.		✔
<u>SAP Ariba Strategic Sourcing: Workspace Template Administration (AR711)</u>	**Administrators and consultants learn how to create and maintain contract workspace templates.** This one-day course covers all processes required to create, edit, copy, export, and import workspace templates for SAP Ariba Strategic Sourcing solutions. Students also learn how to configure contract agreements to meet particular requirements by adding conditions and questions.		✔

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SAP ARIBA SOURCING

Review the Learning Journey		Customer Project Team	Customer Administrator
SAP Ariba Sourcing: Creating Events & Managing Projects (AR111)	**Students learn to create, publish, monitor, and award an event in SAP Ariba Sourcing.** This two-day course combines lecture, demonstration, and exercises to introduce users to events and activities in the SAP Ariba Sourcing solution, including creating and modifying sourcing projects and teams, using best-practice templates and automated task reminders, awarding events, and more.	✔	✔
SAP Ariba Sourcing: Advanced Features – Part 1 (AR120)	**Students learn about the advanced functionality of SAP Ariba Sourcing.** In this one-day course, students learn how to mask content until suppliers have met certain conditions; how to use scoring to evaluate suppliers' responses; how to use multiple currencies, exchange rates, and languages; how to allow suppliers to provide additional bid information (including discounts, alternatives, and so on); and more.	✔	✔
SAP Ariba Sourcing: Creating Auctions (AR130)	**Students learn about the auction functionality in SAP Ariba Sourcing.** In this one-day course, complete with exercises, students learn about all the auction types supported by SAP Ariba Sourcing. They learn best practices for auctions, including how to create and manage auctions, how to build and run reverse auctions, and how to create multiline events using parallel or serial bidding.	✔	✔

Review the Learning Journey		Customer Project Team	Customer Administrator
SAP Ariba Strategic Sourcing: System Administration (AR710)	**Administrators and consultants learn general user management including groups, organizations, roles, and permissions.** This one-day course introduces students to the different roles within the SAP Ariba Strategic Sourcing portfolio: administrator, user manager, supplier/customer manager, site manager, customization manager, and project manager. The course also explores roles and permissions management.		✓

Plan and Forecast

SAP ARIBA SUPPLY CHAIN COLLABORATION FOR BUYERS

Review the Learning Journey		Customer Project Team	Customer Administrator
SAP Ariba Supply Chain: Supply Chain Collaboration (AR930E)	**Gain an overview of the business case and features for the SAP Ariba Supply Chain Collaboration for Buyers solution.** This four-hour e-learning course provides an overview of SAP Ariba Supply Chain Collaboration for Buyers, including an overview of features supporting collaborative planning, execution, finance (invoicing), supplier enablement, and more.	✔	✔
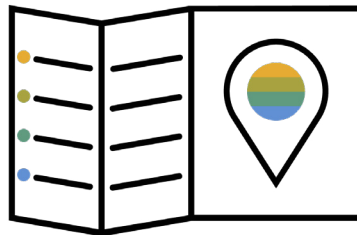
Buy and Deliver

SAP ARIBA BUYING

Review the [Learning Journey](#)		Customer Project Team	Customer Administrator
[SAP Ariba Procurement: Buying (AR510)](#)	**Students learn to navigate the SAP Ariba Procurement portfolio, create and approve requisitions, and complete the receiving process.** In this two-day course, students learn the functionality of the SAP Ariba Buying solution as it relates to the creation of requisitions, the issuing of purchase orders, and the receiving of items against purchase orders. Functionality related to searching and reporting and the SAP Ariba Procurement mobile app is also covered.	✓	✓
[SAP Ariba Procurement: Contract Compliance (AR520)](#)	**Students learn the basic functionality of SAP Ariba Buying as it relates to contract compliance.** This one-day course focuses on contracts in a purchasing scenario. Students learn the business processes automated by SAP Ariba Buying and how to use each feature to foster contract compliance. A mix of lecture, demonstrations, and lab exercises facilitates the learning process.	✓	✓
[SAP Ariba Procurement: Administration (AR720)](#)	**System administrators and consultants learn how to maintain a system using SAP Ariba Procurement solutions.** This two-day course combines lecture, demonstration, and exercises to introduce students to cloud infrastructure basics, master and transactional data, catalog maintenance and administration, approval rules, Ariba Network, and more.		✓

# Invoice and Pay

SAP ARIBA INVOICE MANAGEMENT

Review the Learning Journey		Customer Project Team	Customer Administrator
SAP Ariba Procurement: Invoicing (AR530)	**This course introduces the features and functions of the SAP Ariba Invoice Management solution.** In this one-day course, complete with exercises, students learn how to enter and reconcile invoices (including paper-based, PO- and non-PO-based electronic, and contract-based invoices). Credit memos, the approval process, and other features are also covered.	✓	✓
SAP Ariba Procurement: Administration (AR720)	**System administrators and consultants learn how to maintain a system using SAP Ariba Procurement solutions.** This two-day course combines lecture, demonstration, and exercises to introduce students to cloud infrastructure basics, master and transactional data, catalog maintenance and administration, approval rules, Ariba Network, and more.		✓

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Supplier and Risk Management

SAP ARIBA SUPPLIER LIFECYCLE AND PERFORMANCE

Review the Learning Journey		Customer Project Team	Customer Administrator
SAP Ariba Supplier Management: Supplier Lifecycle Management (AR330)	**Students learn how to use the SAP Ariba Supplier Lifecycle and Performance solution to enhance supplier management.** In this one-day course, complete with exercises, students learn how to create and manage supplier projects, assign buyer categories, create and approve supplier requests and registrations, set preferred suppliers, manage business contacts, and more.	✓	✓
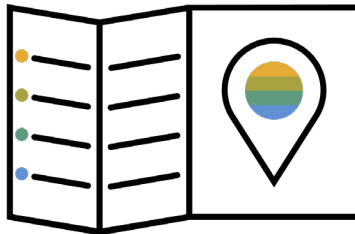
Trading Partner Collaboration

CATALOGS IN SAP ARIBA SOLUTIONS

Review the Learning Journey		Customer Project Team	Customer Administrator
SAP Ariba Procurement: Managing and Maintaining Catalogs (AR540)	**Students learn the skills required to load and update catalogs in SAP Ariba solutions.** This two-day course combines lecture, demonstration, and exercises to introduce students to catalog management in SAP Ariba solutions. Students learn key catalog concepts and how to load and validate catalogs, manage catalog subscriptions, customize catalog hierarchy, troubleshoot problems, and more.		✔
SAP Ariba Procurement: Stand-Alone Catalogs (AR610)	**Gain the skills required for using, implementing, and maintaining stand-alone catalogs in SAP Ariba solutions.** This two-day course combines lecture, demonstration, and exercises focusing on catalog architecture, infrastructure, search engine, search functionality, catalog kits, and the administration of stand-alone catalogs in SAP Ariba Procurement solutions.		✔

FOR MORE INFORMATION

To purchase any of the top SAP Ariba courses, please click on the Learning Journey course catalog title above, which takes you directly to the Web course description landing page, where you can select the course and check out.

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