



PUBLIC

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# Approvables Reference Guide

## SAP Ariba Procurement solutions

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# Approvables Reference Guide

This guide is for SAP Ariba buyer users and administrators seeking general information about each type of approvable in SAP Ariba Procurement solutions. In SAP Ariba Procurement solutions, an approvable is a document that can be subject to an approval process. Examples of approvable documents include requisitions, contracts, invoices, credit memos, and invoice reconciliation documents.

The specific set of approvables that are available in your SAP Ariba solution depends on which features are enabled. Each type of approvable has a prefix that's used in the ID for the approvable. For example, the default prefix for purchase orders is PO, and an example ID is PO123. Each type of approvable also has a set of status codes that indicate the phase at which the approvable is during the procurement process. SAP Ariba Customer Support can customize prefixes for approvables. The prefixes in your SAP Ariba solution might differ from the default prefixes listed in this document.

This guide applies to:

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

## Related Guides

[Approval Flows](#)

[Approval Process Management Guide](#)

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

# Types of Approvables in SAP Ariba Procurement solutions

- [Advance Payment \(APMT\) \[page 6\]](#)
- [Advanced Ship Notice \(ASN\) \[page 7\]](#)
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- [User Profile \(UP\) \[page 32\]](#)

## Advance Payment (APMT)

### Definition

An advance payment is used to make a payment for a purchase order to its supplier. Suppliers can use these advance payments to procure raw material or hire resources to process the orders. During invoice reconciliation, the advance payments made for a purchase order are adjusted against the invoices received for the purchase order.

In Oracle ERP, an advance payment is called a pre-payment invoice. In SAP ERP, it is called an F-47.

### Applicable SAP Ariba solutions

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

### Associated status codes

- **Composing**
- **Submitted**
- **Approved**
- **Paying**
- **Paid**
- **Canceled**
- **Canceling**

# Advanced Ship Notice (ASN)

## Definition

A supplier can send ship notices to inform buyers that they have shipped or plan to ship an order. SAP Ariba solutions create an advanced ship notice when a ship notice is received from SAP Business Network.

## Applicable SAP Ariba solutions

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## Associated status codes

- Added
- Updated
- Deleted

# Blanket Purchase Order (BPO)

## Definition

A blanket purchase order is a purchase order issued to one supplier for multiple purchases of specific goods or services for a specific time period and a not-to-exceed predetermined amount. The blanket order allows purchases, within the terms of the order, to be charged to that specific blanket order.

## Applicable SAP Ariba solutions

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## Associated status codes

- Created
- Processing
- Processed
- Open
- Inactive
- Received
- Invoiced
- Closed

## Related Information

[Purchase Order \(PO\) \[page 25\]](#)

# Cancel Invoice Request (CIR)

## Definition

A cancel invoice request is an approvable document that changes the status of corresponding invoice reconciliation documents, original invoices, and payment requests with the intent of canceling an invoice.

## Applicable SAP Ariba solutions

- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management

## Associated status codes

- Reconciling
- Reconciled
- Canceling
- Cancelled



# Collaboration Proposal or Proposal (P)

## Definition

The collaboration proposal is an approvable that allows you to analyze data related to all collaboration requests sent to suppliers and all proposals received from suppliers. This report provides the number of candidates proposed by each supplier per collaboration request.

After reading about the temporary job position and receiving answers to any questions, the supplier decides whether they have potential candidates available to propose. If the supplier decides that appropriate candidates are available, they submit a proposal.

## Applicable SAP Ariba solutions

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## Associated status codes

- Collaboration Accepted
- Collaboration End
- Proposal Partially Accepted by Buyer
- Proposal Accepted and Request Closed
- Response Needed
- Proposal Sent - Waiting for Response
- Awaiting Response from Buyer
- Request Cancelled by Buyer

# Collaboration Request (R)

## Definition

A collaboration request is an approvable that has a workflow with associated statuses and controls the collaborating process from a requisition. It is both a request from the buyer inviting the supplier to collaborate on a requisition and a bidding invitation used with collaborative requisitions, often for procuring service items and temporary labor.

## Applicable SAP Ariba solutions

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## Associated status codes

On the **Collaboration** tab:

- **Request Sent – Waiting for Response**
- **Proposal Received – Please Respond**
- **Proposal Accepted and Request Closed**
- **Request Closed by Buyer – Automatically cancelled**
- **Request Received - Supplier Response Required**

Collaboration Request-related statuses for a requisition:

- **Collaborating**
- **Collaboration Completed**

# Contract (C)

## Definition

A contract is a document that is created after a contract request has been fully approved. It is the externally viewable document to establish a commitment with a supplier to purchase goods or services for specific pre-negotiated pricing repeatedly over time for specific pricing terms. All activities such as creating invoices or receipts against the contract are tracked on a no-release contract document.

## Applicable SAP Ariba solutions

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

## Associated status codes

- Created
- Processing
- Processed
- Open
- Inactive
- Received
- Invoiced
- Closed

# Contract Request (CR)

## Definition

A contract request is a document that defines the properties of the contract. It must be approved in order for the contract to be created. When a contract request is created, a document with the CR prefix (for example, CR21) is generated. After the contract request is approved, a contract, identified by the prefix C (for example, C21), is created from the contract request.

## Applicable SAP Ariba solutions

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

## Associated status codes

- Composing
- Submitted
- Denied
- Approved
- Sourcing Confirming (for Integrated sites only)
- Processing
- Processed

# Contractor Survey (SV)

## Definition

Performance evaluations that allow contract managers to rate contractors on their job performance, skill accuracy, and professional demeanor.

## Applicable SAP Ariba solutions

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

## Associated status codes

- Composing
- Submitted
- Approved
- Denied
- Processing
- Processed

# Copy Receipt (CRC)

## Definition

Receipts created in the external ERP system are downloaded into SAP Business Network and routed to SAP Ariba Invoice Management as Copy Receipts (in cXML format). ERP receipt copies are also imported to allow 3-way matching during invoice reconciliation.

## Applicable SAP Ariba solutions

- SAP Ariba Invoice Management
- SAP Ariba Buying

- SAP Ariba Buying and Invoicing

### **Associated status codes**

- Approved
- Composing
- Denied
- Submitted

## **Counter Proposal (UR)**

### **Definition**

Together, revised and alternative requests comprise the counter proposal process. Counter proposals make collaboration into a true negotiation between trading partners. You can offer multiple counter proposals until you reach an agreement that is mutually beneficial to both parties.

### **Applicable SAP Ariba solutions**

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

### **Associated status codes**

- Collaboration Accepted
- Collaboration End
- Proposal Partially Accepted by Buyer
- Proposal Accepted and Request Closed
- Response Needed
- Request Received - Supplier Response Required
- Proposal Sent - Waiting for Response
- Awaiting Response from Buyer
- Request Cancelled by Buyer

# Custom Form (CF)

## Definition

Custom forms are customizable approvables, and are created and maintained by procurement managers in order to quickly and flexibly extend the SAP Ariba Procurement solutions processes you already subscribe to.

For more information, see [Building Forms in the Forms Builder](#).

## Applicable SAP Ariba solutions

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

## Associated status codes

- Composing
- Denied
- Submitted
- Approved

## Related Information

[eForm \[page 14\]](#)

# eForm

## Definition

A custom approvable object in SAP Ariba Procurement solutions. It is a data-entry page designed for a specific organization's business needs when there is no out-of-the-box approvable that fits for the purpose. An example of an eForm is an Education Authorization form. SAP Ariba assigns prefixes for each eForm based on your organization's specification.

## 📌 Note

eForms are only available as a customization option. SAP Ariba Customer Management Organization (CMO) designs them to allow customers to automate processes that previously required paper forms or separate applications.

### Applicable SAP Ariba solutions

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

### Associated status codes

- Composing
- Denied
- Submitted
- Processed

### Related Information

[Custom Form \(CF\) \[page 14\]](#)

## ERP Order (EP)

### Definition

A purchase order created in SAP Ariba Procurement solutions and exported to an external ERP system. When SAP Ariba Buying solutions get a response from the ERP system that the export was successful, the status of the order in the buying solution changes to **Ordered**.

### Applicable SAP Ariba solutions

- SAP Ariba Invoice Management

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

### **Associated status codes**

- Ordering
- Ordered
- Confirming
- Confirmed
- Shipping
- Shipped
- Receiving
- Received
- Canceling
- Cancelled

## **Expense Report (ER)**

### **Definition**

A report of all requests submitted for reimbursement from expenses incurred for business purposes.

### **Applicable SAP Ariba solutions**

- SAP Ariba Buying and Invoicing

### **Associated status codes**

- Approved
- Denied
- Composing
- Submitted
- Processing
- Processed



# Invoice (INV)

## Definition

A request for payment, typically sent by a supplier for goods or services provided to a buyer. Invoices usually reflect an amount due for a purchase order or a contract. In the most typical case, invoices are sent to your company as cXML documents over SAP Business Network and loaded into SAP Ariba Buying and Invoicing or SAP Ariba Invoice Management using a scheduled task.

## Applicable SAP Ariba solutions

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

## Associated status codes

- Composing
- Loaded
- Submitted
- Submitted with Errors
- Approved
- Awaiting Receipts
- Reconciliation Delayed
- Canceling
- Cancelled
- CC Invoice to AN
- Denied
- Reconciling
- Reconciled
- Awaiting Service Sheet Approval
- Rejected

# Invoice Reconciliation (IR)

## Definition

An approvable document created from an invoice. Invoice reconciliation allows invoice exception handlers to resolve any discrepancies between the invoice, associated orders or contracts, and receipts, and to validate accounting and other information before an invoice can be approved for payment.

## Applicable SAP Ariba solutions

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

## Associated status codes

- Approving
- Approved
- Awaiting External Reconciliation
- Awaiting Tax Engine Confirmation
- Cancelled
- Canceling
- Paid
- Paying
- Paying Failed
- Push Failed
- Reconciling
- Rejected
- Rejecting
- Rejecting Failed

# Kit Data Update (KIT)

## Definition

Customer catalog kits are a collection of related customer catalog items from the same or different suppliers that are bundled together into one unit. When ordering from the product customer catalog, you order the customer

catalog kits as one item, but you can also view and delete non-required individual items from a customer catalog kit before ordering. Each customer catalog kit is assigned its own ID, description, and supplier part number because the kit itself is an individual item in the product customer catalog.

### **Applicable SAP Ariba solutions**

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

### **Associated status codes**

- **Approved**
- **Denied**
- **Submitted**

## **Milestone Tracker (MT)**

### **Definition**

Milestone trackers are used to keep track of each milestone item on a contract. Every milestone item has its own milestone tracker, which is manually created when the contract is created. Prior to a contract milestone date, an email notification is sent to the verifier of the milestone tracker. Milestone trackers are always created for milestone items, regardless of whether receiving is enabled for the contract, or whether the contract has release orders.

### **Applicable SAP Ariba solutions**

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

## **Associated status codes**

- Composing
- Submitted
- Approved
- Denied

# **Order (CC)**

## **Definition**

This approvable, also referred to as an ERP copy order, is created in the external ERP system and downloaded into SAP Business Network. SAP Business Network sends it to SAP Ariba Invoice Management as an order (in cXML format).

## **Applicable SAP Ariba solutions**

- SAP Ariba Invoice Management

## **Associated status codes**

- Canceling
- Cancelled
- Confirming
- Confirmed
- Ordering
- Ordered
- Receiving
- Received
- Shipping
- Shipped

# Order Confirmation (OC)

## Definition

Order confirmations tell you that the supplier has received and understood the purchase order, and is taking action on the order. Suppliers are encouraged to send an order confirmation for each purchase order that they receive.

## Applicable SAP Ariba solutions

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

## Associated status codes

- Ordered
- Confirming
- Confirmed
- Shipping
- Shipped
- Receiving
- Invoicing

# Payment (PAY)

## Definition

A payment, or payment request, defines how a buyer makes a payment to a supplier. Typical payments include paper check, purchasing cards (PCard), and electronic fund transfer (EFT), such as Automatic Clearing House (ACH), SWIFT, or Wire. Each payment method has associated bank information; for example, ACH requires an American Banking Association (ABA) routing number.

## **Applicable SAP Ariba solutions**

- SAP Ariba Buying and Invoicing
- SAP Ariba Invoice Management

## **Associated status codes**

- Canceling
- Canceled
- On Hold
- Paying
- Paid
- Processing
- Rejected
- Scheduling
- Scheduled
- Sending

# **Payment Transaction (PMT)**

## **Definition**

A payment transaction is an event or condition under the contract between a buyer and a seller to exchange an asset for payment.

## **Applicable SAP Ariba solutions**

- SAP Ariba Invoice Management
- SAP Ariba Buying and Invoicing

## **Associated status codes**

- Cleared
- Canceling
- Cancelled

- Failed
- Paid
- Paying

## PCard Charge (PCC)

### Definition

A corporate purchasing card (PCard) charge is a statement of charges from a PCard used to purchase goods through a PCard order. A PCard can either be assigned to an individual or can act as a ghosted card, where only the card number is provided.

SAP Ariba Procurement solutions handle orders from the following types of PCard:

- Procurement
- Expense
- Combination

### Applicable SAP Ariba solutions

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

### Associated status codes

- Loaded
- Reconciling
- Reconciled

## PCard Order (PCO)

### Definition

PCard order is an order generated using a purchasing card (PCard). It is a document from a buyer to a supplier asking the supplier to make a shipment. It's created after the purchase requisition has been fully approved.

## **Applicable SAP Ariba solutions**

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

## **Associated status codes**

- **Ordering**
- **Ordered**
- **Confirming**
- **Confirmed**
- **Shipping**
- **Shipped**
- **Receiving**
- **Received**
- **Canceling**
- **Cancelled**

# **Purchasing Card Charge Reconciliation (PCCR)**

## **Definition**

An approvable document created when discrepancies are detected during charge reconciliation. Purchasing card charge reconciliation is a process of verifying a bank's charge data against the numbers for the corresponding charges in SAP Ariba Procurement solutions. The purpose of the reconciliation process is to review the bank's listed charges and make sure they are correct.

## **Applicable SAP Ariba solutions**

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



## Associated status codes

- Approving
- Approved
- Paying
- Reconciling
- Rejected

# Purchase Order (PO)

## Definition

A purchase order is a document from a buyer to a supplier asking the supplier to make a shipment for the ordered items. It is created after a purchase requisition has been fully approved. Purchase orders can include service items. Such purchase orders are also called service purchase orders or service orders. Service orders provide a basic process to procure services that can have a planned or unplanned nature of work.

## Applicable SAP Ariba solutions

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## Associated status codes

- Ordering
- Ordered
- Ordered with Errors
- Canceling
- Canceled
- Confirming
- Confirmed
- Partially Rejected
- Serviced
- Partially Serviced
- Permanently Failed
- Receiving
- Received

- Rejected
- Shipping
- Shipped

## Purchase Requisition or Requisition (PR)

### Definition

A purchase requisition (PR) is the approvable document created when you submit a request to purchase goods or service items. Each purchase requisition is assigned a unique ID (such as PR2394) to identify and track it as it moves through the requisition process. A requisition can include customer catalog items from a supplier and non-catalog items.

In SAP Ariba Buying and SAP Ariba Buying and Invoicing:

- Default requisitions are composed of customer catalog and non-catalog items.
- Aggregated requisitions are created by aggregating the items held for consolidation that are displayed in the **Purchasing Workbench**.

In addition, amendments can be created for purchase requisitions to manage changes for ordered items.

Amendments appear similar to requisitions. By default, an amendment retains the same ID as the main requisition and includes the suffix "-A" followed by a numeral. For example, let there be a requisition with ID as PR123. The ID of the first amendment created for this requisition is PR123-A1. In this example, "A" indicates an amendment and "1" refers to the first amendment for the requisition. Similarly, the next amendment for the requisition will have its ID as PR123-A2.

### Applicable SAP Ariba solutions

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

### Associated status codes for requisitions

- Approved
- Canceled
- Canceling
- Composing
- Denied
- Invalid
- Ordering

- Ordered
- Receiving
- Received
- Submitted
- Sourcing Request Sent
- Pricing Terms Received
- Collaborating
- Collaboration Completed
- Pending Update from External System (applicable to some integrations with SAP Fieldglass)

### **Associated status codes for amendments**

- Approved
- Composing
- Merged
- Submitted

## **Receipt (RC)**

### **Definition**

A receipt is a document that is created to receive ordered goods. They can be created manually or automatically by configuring in SAP Ariba Buying solutions.

### **Applicable SAP Ariba solutions**

- SAP Ariba Buying and Invoicing
- SAP Ariba Buying (when Receiving is enabled)

### **Associated status codes**

- Composing
- Submitted
- Approved
- Denied

# Service Purchase Order (PO)

## Definition

A service purchase order or a service order is a formal document from a buyer organization to a supplier to procure services provided by the supplier. Service orders provide a basic process to procure services that can have a planned or unplanned nature of work. In a service procurement workflow, a service order is created after a service requisition is fully approved.

## Applicable SAP Ariba solutions

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## Associated status codes

- Canceling
- Cancelled
- Confirming
- Confirmed
- Ordering
- Ordered
- Partially Serviced
- Serviced

# Service Requisition (PR)

## Definition

A service requisition or service purchase requisition is the approvable document created when you submit a request to procure service items. Each service requisition is assigned a unique ID (for example, PR3428) to identify and track it as it moves through the requisition process. An outline or a parent item on a service requisition can contain a nested level of child items that can include both customer catalog items and non-catalog items.

## **Applicable SAP Ariba solutions**

- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## **Associated status codes**

- Approved
- Cancelled
- Composing
- Confirming
- Confirmed
- Invoicing
- Ordered
- Partially Serviced
- Serviced
- Submitted
- Collaborating
- Collaboration Completed

# **Service Sheet (SS)**

## **Definition**

A service sheet is a document that describes the goods and services that a supplier has delivered while fulfilling a service order. Service sheets are either created in an external system and sent through SAP Business Network or created directly in SAP Business Network and are transmitted from SAP Business Network as cXML documents. Service sheets can also be created in SAP Ariba Buying solutions with reference to a service order.

## **Applicable SAP Ariba solutions**

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

## Associated status codes

- Approved
- Awaiting External Approval
- Composing
- Canceled
- Failed in External System
- Invoiced
- Partially Invoiced
- Processed
- Rejected
- Sending to External System
- Submitted

# Service Sheet Cart (SSC)

## Definition

A service sheet cart is a type of approvable that serves as a container to hold all of the items a supplier adds to a service sheet during punchin to SAP Ariba Invoice Management or SAP Ariba Contract Invoicing. It is a concept similar to a shopping cart in a store. Suppliers put contract or customer catalog and non-catalog items in the cart. Cart contents then become part of the service sheet sent from SAP Business Network. Customer administrators cannot create an approval process for service sheet cart approvables; however, in SAP Ariba Invoice Management, they do have default accounting.

## Applicable SAP Ariba solutions

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

## Associated status codes

Service sheet cart approvables do not have associated status codes.

# Shopping Cart (SH)

## Definition

A shopping cart is a type of approvable used in SAP Ariba Catalog. It is a concept similar to a shopping cart in a store. You can put customer catalog and non-catalog items in the cart. Cart contents then become part of a requisition (in SAP Ariba Buying and Invoicing, SAP Ariba Buying) or shopping cart (SAP Ariba Catalog).

## Applicable SAP Ariba solutions

- SAP Ariba Catalog
- SAP Ariba Buying
- SAP Ariba Buying and Invoicing

## Associated status codes

- Composing
- Collaborating
- Collaboration Completed
- Transient

# Supplier Data Update (SDU) or Catalog Approvable

## Definition

A supplier data update is also called a catalog approvable. The customer catalog approval request begins with "SDU" (Supplier Data Update). Clicking on the customer catalog approval request ID displays the new customer catalog items line by line.

## Applicable SAP Ariba solutions

- SAP Ariba Invoice Management

## Associated status codes

- Approved
- Denied
- Submitted

# User Profile (UP)

## Definition

Each user has a personal profile that contains information such as the user name and email address. A user profile can indicate a user's shipping and accounting information, or identify a user to approve requests on your behalf while you are on vacation.

A submission to change your user profile is subject to an approval process. Your request is not approved until all required approvers review and approve your request.

## Applicable SAP Ariba solutions

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

## Associated status codes

- Approved
- Denied
- Processed
- Submitted





# Important Disclaimers and Legal Information

## Hyperlinks

Some links are classified by an icon and/or a mouseover text. These links provide additional information.

About the icons:

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