

PROCUREMENT AND EXPENSE

Ariba eForms™



In order to reduce enterprise spend and make more efficient use of resources, organizations need a better way of tracking and managing their unique spend processes and activities. The Ariba eForms application enables organizations to further leverage the flexibility and configurability within Ariba Spend Management solutions by streamlining complex company-specific processes through automated workflow, alerts, and integration with other asset systems such as human resource management, advanced materials planning, data analysis, and design collaboration applications.

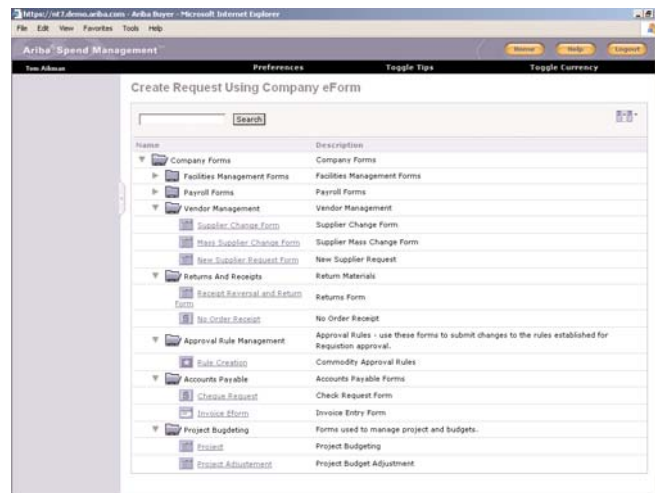
Ariba eForms leverages the powerful and configurable Ariba workflow and approval flow engine for routing and managing authorizations for virtually any business process necessary. Ariba eForms helps organizations maximize compliance with corporate mandates, reduce manual errors, and minimize the time required to manage processes such as requesting time off, managing user / supplier information, managing materials maintenance, and requesting checks.

Available in multiple languages and built on a configurable, open, end-to-end interoperable infrastructure, Ariba eForms is scalable and is designed to allow businesses to reduce paper-based processes for significant cost savings.

HOW DOES IT WORK?

Easy-to-Use interface - Companies can create custom user interfaces for specific eForms. Ariba eForm architecture is optimized for end user ease of use in searching, finding and accessing appropriate eForms.

- eForms Categorization and Enhanced Search - eForms can be categorized into multiple categories for easy classification and improved UI layout.
- Only users can have access to the eForms appropriate to their roles, thus eliminating unnecessary clutter.
- Users have the ability to search eForms by title and/or description to quickly filter to the appropriate eForm.



SOLUTION BENEFITS

Ariba eForms is a powerful, easy-to-use solution that enables the following benefits:

- Encourages user adoption and compliance through intuitive user interface, streamlined processes and automated workflow approvals and alerts
- Extends management visibility to status and updates of all spend management processes and activities
- Minimizes resource time and material cost of paper-based approval processes through the workflow capabilities and infrastructure of Ariba Spend Management solutions
- Reduces total approval cycle time and improves manual and operational control and efficiency
- Enables rapid deployment and customization of spend management policies, leveraging creation and configuration of new business processes with a simple-to-use text editor

Support for Enterprise Business Rules and Systems -

Businesses can develop custom business rules and processes with any text editor, reducing resource time and cost for creating complex metadata XML extension files.

- Seamlessly integrates existing systems and information with Ariba Spend Management solutions
- Reduces data entry and processing time by leveraging existing user, account, and organization information
- Uses a common text editor to customize and create fields

Reduced Cycle Time with Dynamic Workflows -

Businesses can use rule-based workflows and role-based proactive alerts to configure dynamic processes specific to their needs and approval requirements.

- Supports complex activities by facilitating collaboration and interactions among people, groups, and organizations
- Simplifies complex processing by streamlining review and automating processing steps and approval cycles
- Enhances efficiency of complex business processes with automated approval and alert notification

Simple and Scalable Enterprise Deployment - Ariba eForms provides scalability and extensibility for fast deployment, ease of use, and high levels of user adoption. Users customize Ariba eForms to meet their requirements.

- Enables rapid deployment with intuitive and consistent user interface that requires minimal user training
- Minimizes the time and resources required for deployment of new business processes through scalable architecture

HOW IS IT BETTER?

Effectively extending and streamlining complex company-specific processes through automated workflow, alerts can bring significant savings to a company through speed, sustainability, coverage, and flexibility.

SPEED:

- Drive quick user adoption with ease of use and minimal training
- Solution scalability and performance result in fast rollout capability
- Tight integration to Ariba Spend Management solutions for seamless process flows

SUSTAINABILITY:

- Ability to model and manage custom business processes
- Single point of deployment and ongoing administration
- Integrated to reporting, searches, and notifications for better control and administration

COVERAGE:

- Access to best practice library of business processes
- Solution that grows with specific business and process needs
- Support global users with language, currency, and specific built-in capability

FLEXIBILITY:

- Extensible and interoperable architecture to meet diverse business requirements
- Real-time control and visibility to manage changes in policies and rules
- Integration and support for other enterprise-level processes

HOW CAN IT BE DELIVERED?

In addition to offering a comprehensive spend management solution, Ariba also provides complete professional resources to help companies realize bottom line results and ensure the success of their spend management strategy.

Depending on how the company chooses to deploy their solution as OnDemand or OnSite, Ariba provides resources to customize company-specific eForms for a specific company and/or provides resources to configure eForms that may be more common to a wider set of users.

Ariba eForms has seamless integration to the rest of the Ariba Spend Management solutions and is based on the same robust infrastructure platform to support ongoing administration, maintenance, and upgrade needs.

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A R I B A®
This is Spend Management™