

# SAP Ariba Procurement Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

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- 1. Which of the following attributes is available on the Property tab when defining a widget?**
  - A. Field label**
  - B. Category type**
  - C. Price range**
  - D. Supplier name**
  
- 2. Which statements are true regarding contracts without release orders?**
  - A. Users can create a contract and immediately make purchases.**
  - B. Users can receive directly against the contract.**
  - C. The three-way match occurs only with release orders.**
  - D. Both A and B**
  
- 3. Which document in SAP Ariba collects all customer settings?**
  - A. Settings Overview Document**
  - B. Business Requirement Workbook**
  - C. Configuration Manual**
  - D. Customer Settings Guide**
  
- 4. What is a best practice for designing forms in SAP Ariba?**
  - A. Publish forms without testing them**
  - B. Skip the planning phase for efficiency**
  - C. Test the forms after publishing and activating them**
  - D. Limit user access to form designing**
  
- 5. Which of the following is NOT a type of task in Ariba Contract Management?**
  - A. Negotiation Task**
  - B. To Do Task**
  - C. Order Reconciliation Task**
  - D. Notification Task**

- 6. Withdrawing a requisition puts the request in which of the following statuses?**
- A. Composing**
  - B. Pending Approval**
  - C. Cancelled**
  - D. Submitted**
- 7. Which conditions prevent users from submitting forms without entering values in related fields?**
- A. Enable**
  - B. Invalidate**
  - C. Require**
  - D. Disable**
- 8. What service does Ariba Network offer suppliers that converts a PO into an invoice?**
- A. Invoice transformation**
  - B. PO flip**
  - C. Receipt conversion**
  - D. Payment adaptation**
- 9. Which of the following best describes the benefit of using Ariba Discovery for suppliers?**
- A. Direct connection to customers**
  - B. Overall availability of all products**
  - C. Improved supplier ratings**
  - D. No cost for listing services**
- 10. Which role in SAP Ariba is primarily responsible for managing invoice entry?**
- A. Invoice Auditor**
  - B. Invoice Manager**
  - C. Procurement Analyst**
  - D. Financial Controller**

## Answers

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1. A
2. B
3. B
4. C
5. C
6. A
7. C
8. B
9. A
10. B

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## **Explanations**

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**1. Which of the following attributes is available on the Property tab when defining a widget?**

- A. Field label**
- B. Category type**
- C. Price range**
- D. Supplier name**

When defining a widget in SAP Ariba, the Property tab includes various attributes that help in the configuration of the widget's appearance and function. The field label is one of the essential attributes available on this tab. This attribute allows you to specify a name for the field that will be displayed to users, making it crucial for user experience and clarity in what information is being requested. Proper labeling enhances the usability of the widget, ensuring that the end-users understand what data to input or view. Having a clear field label directly impacts the effectiveness of the widget, aligning with best practices in user interface design. Other attributes listed in the options, such as category type, price range, and supplier name, do not form part of the standard attributes provided on the Property tab for defining widgets. Instead, these attributes may pertain to different functionalities or configurations within the broader Ariba system, but they are not specific to the widget definition process.

**2. Which statements are true regarding contracts without release orders?**

- A. Users can create a contract and immediately make purchases.**
- B. Users can receive directly against the contract.**
- C. The three-way match occurs only with release orders.**
- D. Both A and B**

The correct answer highlights that users can receive directly against the contract. In the context of contracts without release orders, it is important to understand how procurement processes work within SAP Ariba. When a contract is created, it sets the terms and conditions for purchasing specific goods or services. This allows users the flexibility to receive items directly against the established contract, ensuring that procurement adheres to the previously negotiated terms without the need for additional purchase orders in certain scenarios. The first statement suggests that users can create a contract and immediately make purchases. While it may seem feasible to initiate a purchase after a contract is set up, the procurement process typically requires a more structured approach to ensure compliance and order management, which involves release orders or other purchasing mechanisms. The third statement about the three-way match is specific to ensuring that all three documents (the purchase order, the receipt, and the invoice) match accordingly to validate the transaction. This process does not inherently occur in situations without release orders, as the three-way match primarily applies to transactions that utilize release orders to capture the details tightly. Thus, the focus on the ability to receive directly against the contract captures the essential aspect of contracts without release orders, emphasizing a streamlined process while adhering to contract terms.

### 3. Which document in SAP Ariba collects all customer settings?

- A. Settings Overview Document
- B. Business Requirement Workbook**
- C. Configuration Manual
- D. Customer Settings Guide

The Business Requirement Workbook is the correct choice because it serves as a comprehensive document that collects all customer settings in SAP Ariba. This workbook plays a critical role during the implementation process as it details the specific business requirements, configurations, and settings that need to be addressed to tailor the SAP Ariba solutions to fit the customer's needs. It provides insights into the workflows, processes, and data that are unique to that particular customer, ensuring that the configurations align with their operational requirements. In contrast, other options such as the Settings Overview Document, Configuration Manual, and Customer Settings Guide, while they may contain useful information regarding settings and configurations, do not encapsulate the entirety of customer-specific requirements and configurations like the Business Requirement Workbook does. These other documents may serve specific purposes or focus on certain aspects but lack the comprehensive overview provided by the workbook.

### 4. What is a best practice for designing forms in SAP Ariba?

- A. Publish forms without testing them
- B. Skip the planning phase for efficiency
- C. Test the forms after publishing and activating them**
- D. Limit user access to form designing

Testing forms after publishing and activating them is a critical best practice in SAP Ariba as it ensures the forms function as intended and meet the requirements of users and stakeholders. By conducting thorough testing, organizations can identify any potential issues, errors, or usability concerns that may not have been apparent during the design phase. This practice not only helps in validating the accuracy and effectiveness of the forms but also enhances user experience by ensuring that the forms are intuitive and easy to navigate. Additionally, testing allows for feedback from users to be integrated into the final product, promoting a more efficient procurement process. Regular testing can lead to continuous improvement and opportunities for optimization as user needs evolve over time. Thus, it's essential to adopt this practice for delivering high-quality forms in SAP Ariba.

**5. Which of the following is NOT a type of task in Ariba Contract Management?**

- A. Negotiation Task**
- B. To Do Task**
- C. Order Reconciliation Task**
- D. Notification Task**

In the context of Ariba Contract Management, it is important to understand the various types of tasks that help streamline the contract lifecycle and improve collaboration among stakeholders. Among the options listed, an Order Reconciliation Task does not fit within the established types of tasks associated with contract management. Negotiation Tasks, To Do Tasks, and Notification Tasks are integral components of the contract process. Negotiation Tasks facilitate discussions around contract terms, allowing parties to propose changes and reach agreements. To Do Tasks are action items that need to be completed by users, helping them stay organized and focused on contract-related obligations. Notification Tasks are used to alert users about important events or changes in the contract status, ensuring that all relevant stakeholders are informed. In contrast, Order Reconciliation Tasks are more commonly associated with procurement and purchasing processes rather than contract management. These tasks typically involve verifying and adjusting orders based on delivery, invoicing discrepancies, or inventory checks, which are not central to the contract management functionality of Ariba. Therefore, recognizing that Order Reconciliation Tasks fall outside the realm of contract management tasks is essential for understanding the system's structure and processes.

**6. Withdrawing a requisition puts the request in which of the following statuses?**

- A. Composing**
- B. Pending Approval**
- C. Cancelled**
- D. Submitted**

Withdrawing a requisition typically results in the request being marked as "Cancelled." This status indicates that the requisition will no longer proceed through the procurement process and has effectively been invalidated. In the context of requisition statuses, "Composing" generally refers to a state where a user is still in the process of creating or editing the requisition, but it has not been submitted or finalized. Therefore, once a requisition is withdrawn, it would not revert to a state of being composed, as that implies active engagement with the requisition rather than the cessation of any further action on it. The other statuses also do not apply when a requisition is withdrawn. "Pending Approval" signifies that the requisition is awaiting approval from designated authorities, while "Submitted" means that the requisition has been sent for review and approval, neither of which aligns with the concept of a withdrawal, which actively terminates the requisition. Hence, the correct status resulting from withdrawing a requisition is "Cancelled," not "Composing."

**7. Which conditions prevent users from submitting forms without entering values in related fields?**

- A. Enable**
- B. Invalidate**
- C. Require**
- D. Disable**

Selecting the option that pertains to preventing users from submitting forms without entering values in related fields is largely tied to the principle of form validation. The term "Require" means that certain fields must be filled out before the form can be submitted. This is a common feature in various data entry scenarios, ensuring that users provide essential information. By marking a field as required, the system checks for input before allowing form submission. This mechanism is crucial for maintaining data integrity and ensuring that critical information is collected. If a field is marked as required and left blank, the system will typically generate a prompt or error message, guiding the user to complete the necessary fields prior to submission. In contrast, other terms such as "Enable," "Invalidate," and "Disable" do not directly control the ability to submit forms based on input. "Enable" generally refers to making fields editable, "Invalidate" might pertain to marking data as incorrect, and "Disable" would typically prevent interaction with the field altogether, but none enforce the completion of related fields before submission in the same way that "Require" does.

**8. What service does Ariba Network offer suppliers that converts a PO into an invoice?**

- A. Invoice transformation**
- B. PO flip**
- C. Receipt conversion**
- D. Payment adaptation**

The service which allows suppliers to convert a purchase order (PO) into an invoice is referred to as PO flip. This feature on Ariba Network streamlines the procurement process by enabling suppliers to create invoices directly from received purchase orders. Once a supplier receives a PO, they can easily flip it to generate an invoice with pre-populated information, reducing manual entry and the potential for errors. This efficiency fosters stronger collaboration between buyers and suppliers, allowing for quicker transaction processing and improved order management. The other choices, while they may refer to various functions related to invoicing or payments, do not specifically describe the process of converting a PO into an invoice in the context of Ariba Network. Therefore, understanding the specific terminology and functionality of PO flip is essential for effectively managing procurement tasks in SAP Ariba.

**9. Which of the following best describes the benefit of using Ariba Discovery for suppliers?**

- A. Direct connection to customers**
- B. Overall availability of all products**
- C. Improved supplier ratings**
- D. No cost for listing services**

Using Ariba Discovery provides suppliers with a direct connection to customers, which is a significant advantage in the procurement process. This platform allows suppliers to showcase their offerings to potential buyers actively looking for specific products or services, leading to enlarged market opportunities. The direct connection fosters communication, enabling suppliers to understand customer needs better and respond swiftly to inquiries, enhancing their chances of securing business. This option underscores the fundamental advantage of the discovery platform as a marketplace that bridges the gap between suppliers and buyers. The ability to directly access customer demands facilitates a more efficient procurement cycle and helps suppliers target their efforts effectively, ultimately driving business growth. Other options highlight different aspects, such as product availability, supplier ratings, or listing costs, but they do not capture the primary benefit that Ariba Discovery offers to suppliers— the ability to connect directly with buyers in a dynamic market environment. Therefore, the option focusing on the direct customer connection is key to understanding how the Ariba Discovery platform enhances supplier opportunities.

**10. Which role in SAP Ariba is primarily responsible for managing invoice entry?**

- A. Invoice Auditor**
- B. Invoice Manager**
- C. Procurement Analyst**
- D. Financial Controller**

The role primarily responsible for managing invoice entry in SAP Ariba is the Invoice Manager. This position encompasses a range of responsibilities, including overseeing the invoice processing workflow, ensuring that invoices are accurately entered into the system, and reconciling discrepancies. Invoice Managers are tasked with maintaining data integrity throughout the invoicing process, which includes verifying the accuracy of invoice information against purchase orders and receipts. The Invoice Manager also plays a key role in facilitating communication among various stakeholders involved in the invoicing process, including vendors, procurement teams, and finance departments. This ensures that invoices are processed efficiently, payments are made promptly, and any issues are resolved swiftly, thus contributing to a streamlined procurement cycle. The responsibilities align closely with the functionality of SAP Ariba, which is designed to automate and enhance the efficiency of procurement activities, including invoice management.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://saparibaprourement.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

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