



# Electronic Integration on Ariba Network

## Supplier with RR Donnelley

Speaker's Name, SAP  
Month 00, 2022

INTERNAL

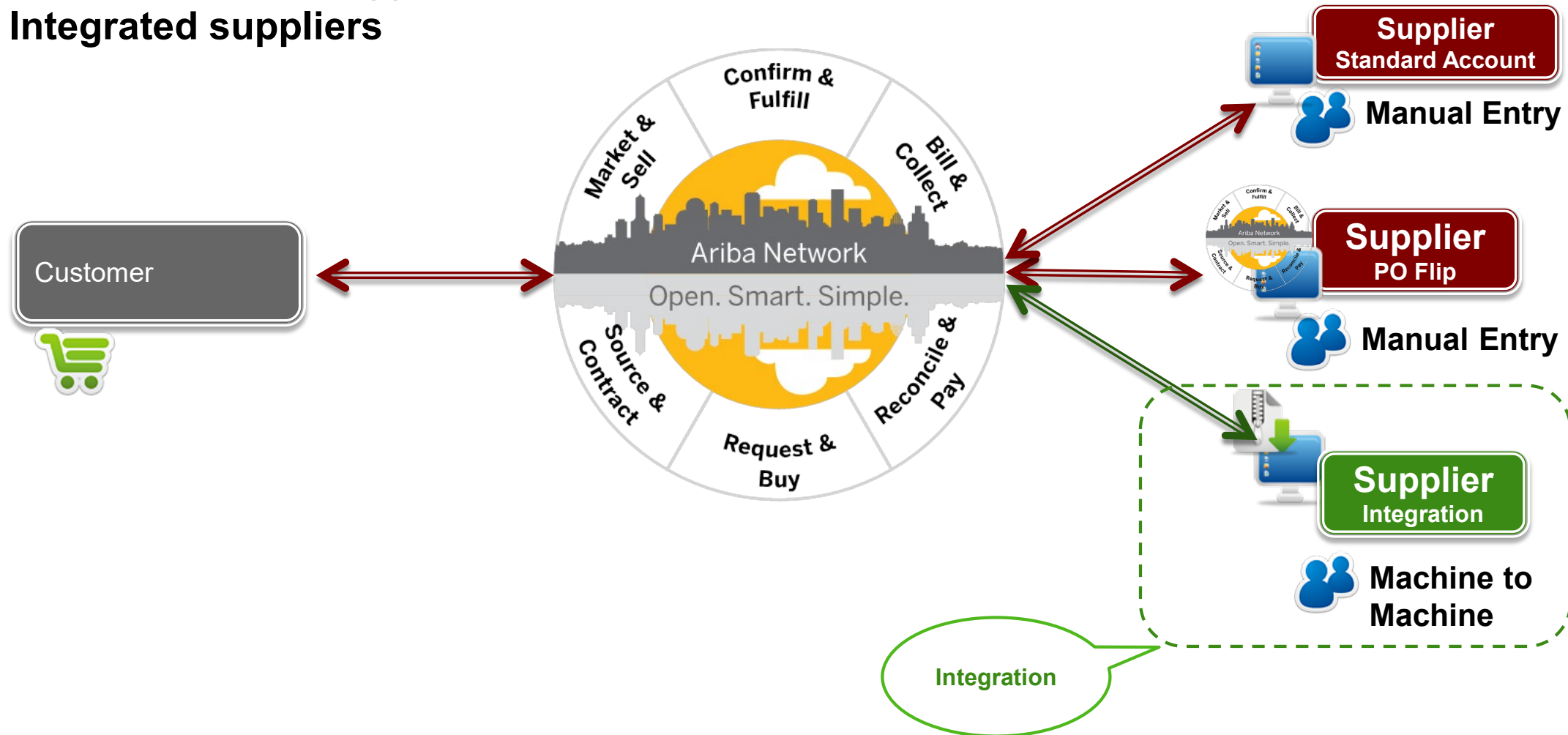


# Agenda

- What is Integration?
- Current Status
- Project Scope
- Project Scope Documents
- Supplier Integration Methodology
- Project Life Cycle
- Best Practices
- Timeline Milestones
- Roles & Responsibilities – Project Team
- Challenges: Impacting Timeline
- Project Governance
- Transition To Support

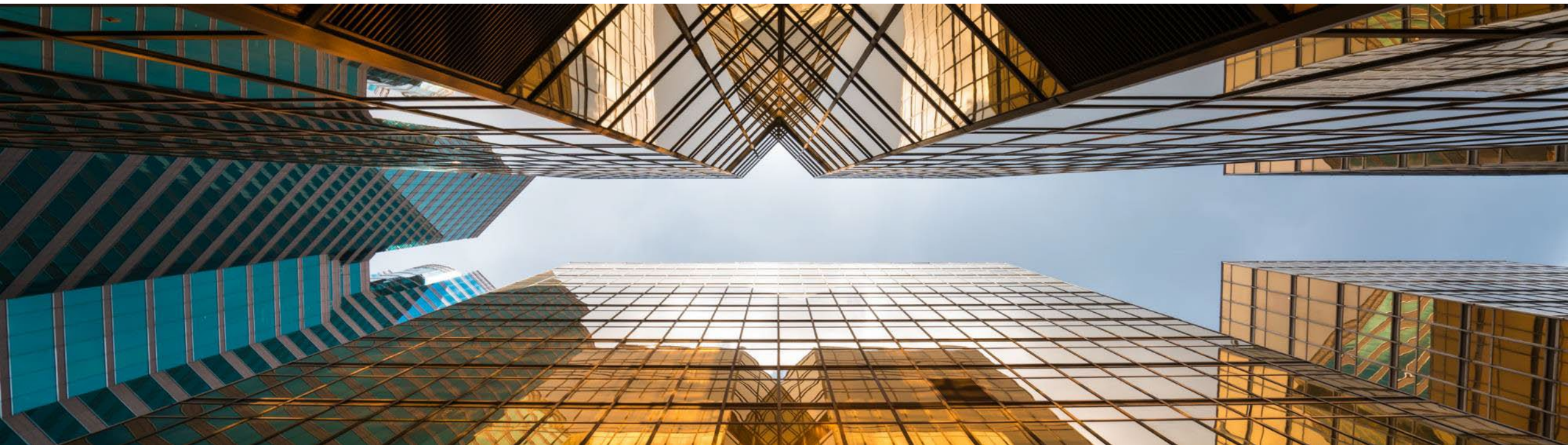
# What is integration?

- PO Flip suppliers
- Standard Account supplier
- **Integrated suppliers**



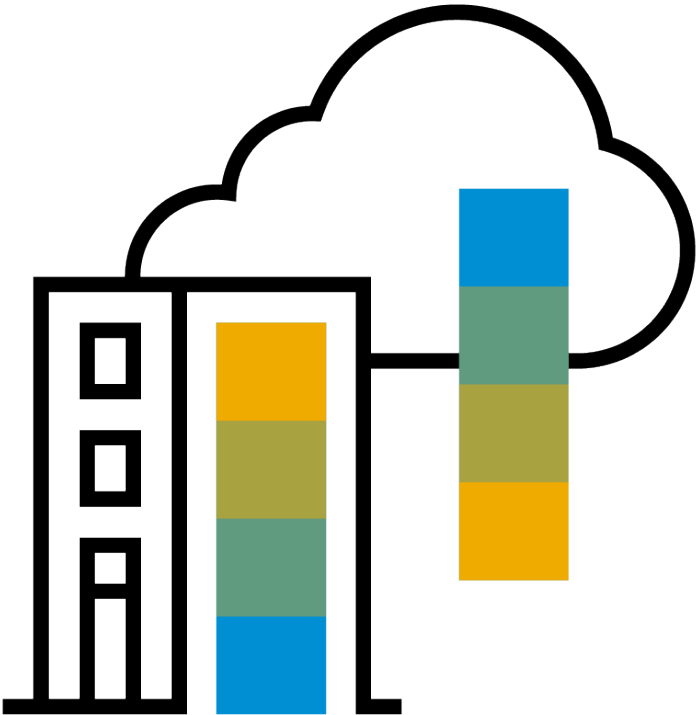


# Current **Status / Scope**



# Current Status

Tasks completed to date	<ul style="list-style-type: none"><li>Requirement delivered and reviewed by Supplier</li></ul>
Catalog	<ul style="list-style-type: none"><li>CIF/Punchout</li></ul>
Relationship accepted	<ul style="list-style-type: none"><li>Y/N</li></ul>
Location	<ul style="list-style-type: none"><li>Country: USA</li></ul>
ANIDs	<ul style="list-style-type: none"><li>RR Donnelley- &lt;AN01494374958&gt;</li><li>Supplier - &lt;AN000000000000&gt;</li></ul>
Ariba Network Accounts Configured	<ul style="list-style-type: none"><li>Y/N</li></ul>



# Project Scope

How are items currently purchased?

- Email/Legacy integration

Procurement Solution

- P2X/POIA

Type of Items in Scope

- Catalog
- Non-catalog

Test Plan:

  
Worksheet

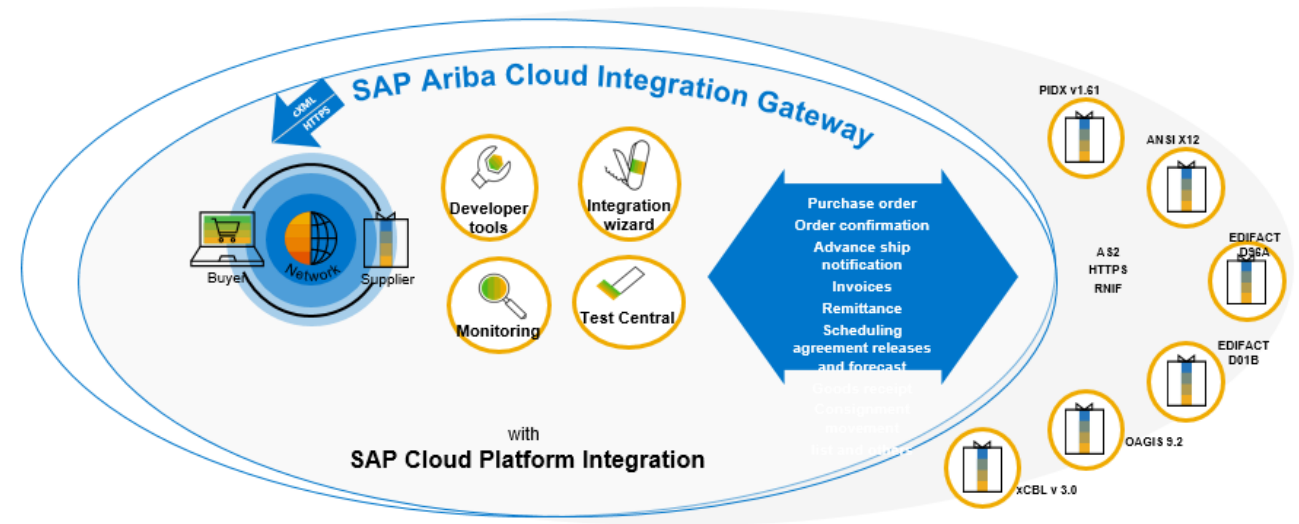
Purchase Orders	OC - Order Confirmation	ASN - Advance Ship Notice	Invoices	Credit Memo
<ul style="list-style-type: none"><li>• Catalog / non-catalog PO</li><li>• Change Order</li><li>• Cancel Order</li></ul>	<ul style="list-style-type: none"><li>• Optional</li></ul>	<ul style="list-style-type: none"><li>• Optional</li></ul>	<ul style="list-style-type: none"><li>• Mandatory</li></ul>	<ul style="list-style-type: none"><li>• Mandatory</li></ul>

## Format

- cXML
- D96A
- X12 - (NAMER)

## Transmission

- cXML - HTTPS
- D96A - AS2
- X12 - AS2



SAP Ariba Cloud Integration Gateway is the preferred integration solution for suppliers transacting on Ariba Network.

- Main Goal: To simplify integration and shorten the integration timeline
- Covering more industry and regional standards
- Providing self testing capabilities
- Support for various formats in addition to cXML

**Please note that the legal binding document is the one on Ariba Network!**

# Project Scope - Documents

Purchase Order Types <u>Supported</u>	Purchase Order Types <u>Not Supported</u>
New POs	Service POs
Change/cancel POs	
Non-catalog POs	
POs with attachments	
Blanket POs (BPO's)	
Invoice Types <u>Supported</u>	Invoice Types <u>Not Supported</u>
Individual Detail Invoice: applies against single PO referencing line items; line items may be material items.	Non-PO Invoice: invoice against PO not transacted via the Ariba Network
Partial invoice: Invoice against a portion of the items on a PO.	Invoice against PCard
Invoice against material PO	Line level credit supported by negative quantity at item level and positive unit price
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Header Invoice: single invoice applying to single PO without item details
Duplicate Invoice: invoice numbers may be reuse in case of reject/fail of original invoice	Cancel Invoice
Non-PO invoice against contract or master agreement	
Invoice against Blanket PO	
Header Credit Memo	
Debit Memo	





# Supplier Integration Methodology

– Six stage integration according to our best practice

- ⚠ Planning and Testing are the most critical and time consuming steps
- Milestone dates to be determined at kick-off meeting
- If Invoice/OC in scope, can supplier start with using Ariba portal whilst integration is ongoing?



Week1	Week2	Week3	Week4	Week5	Week6	Week7	Week8	Week9	Week10	Week11	Week12
Plan											
⚠	Design										
			Build		Iteration - Testing Build & Corrections						
					Testing						
										Deploy	
											Go Live

# Supplier Integration Methodology

– Six stage integration according to our best practice

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Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
		CIF Testing				Prod					
		Punchout Testing				Prod					
⚠	Plan										
	Design										
		Build	Iteration - Testing Build & Corrections								
							⚠	Testing			
										Deploy	
											Go Live

# Project Life Cycle – Integration

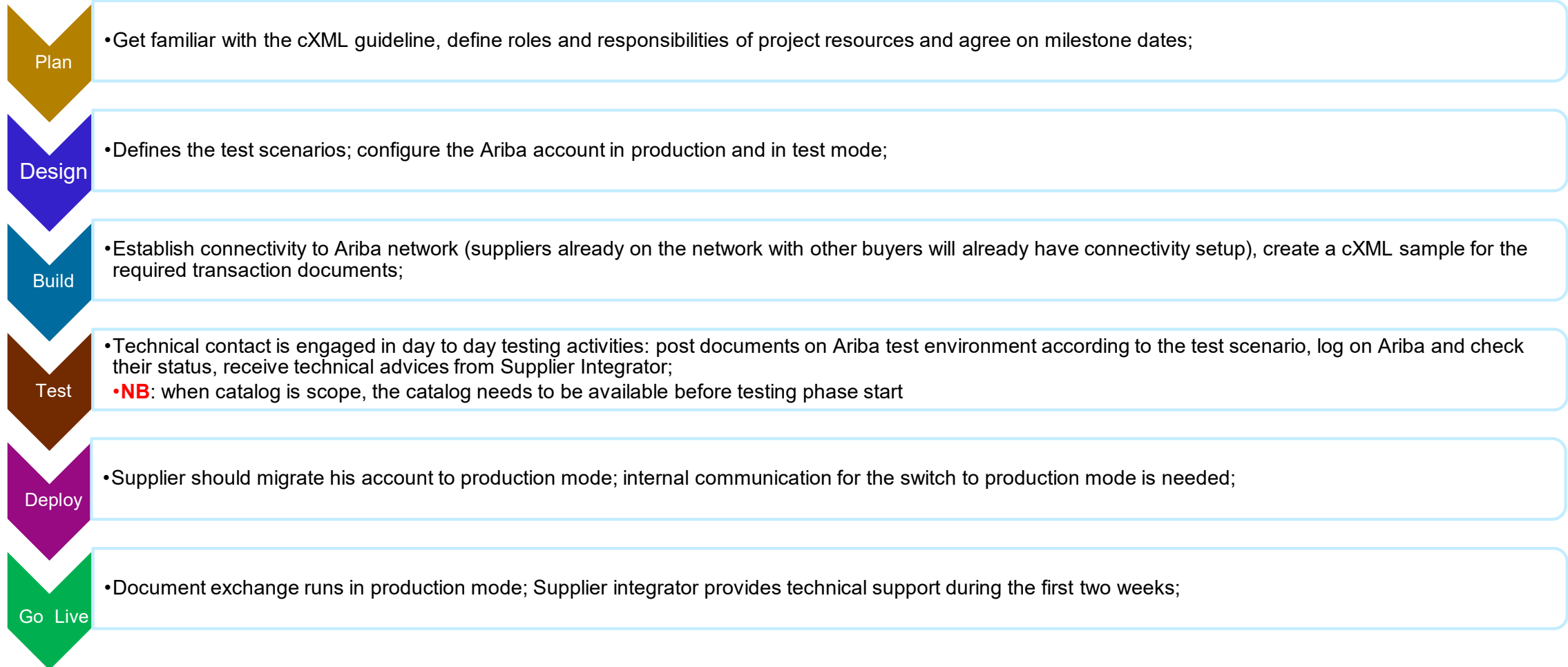


Kick Off Meeting Define Project Scope Documents, business rules, format	Configurations Confirm AN Account (ANID) set up Test account configured Routing configured.	Supplier Development Performs Dev and QA testing of maps	UAT Testing Conduct UAT testing with Customer Pre-defined test scenarios	Migration to Production supplier migrates maps to Production	Production Transactions Confirm successful transactions in Prod
Define Project Plan Agree on milestone dates.	Confirm Relationship established in Test. Define test plan, identify test scenarios	Establish connectivity to the AN	Validate that solution meets requirements	Confirm AN Accounts configured in Production Confirm relationship established in Production	Support SI Post-production support
Commit to target Go Live date Define Project Team and Resources Contacts list and governance model.	Supplier's technical solution defined.	Submit sample cXML/EDI invoices to SI for validation	Formal sign-off and acceptance	Buyer/Supplier change management steps Communications, internal set ups	Ongoing technical support Project close

# Best practices for the supplier

Participate on weekly project follow up meetings (30 Minutes) with Supplier Integrator during the whole integration process;

- **NB:** When catalog in scope, the supplier must agree on a way to monitor the implementation with their CKE (mail, weekly meeting)



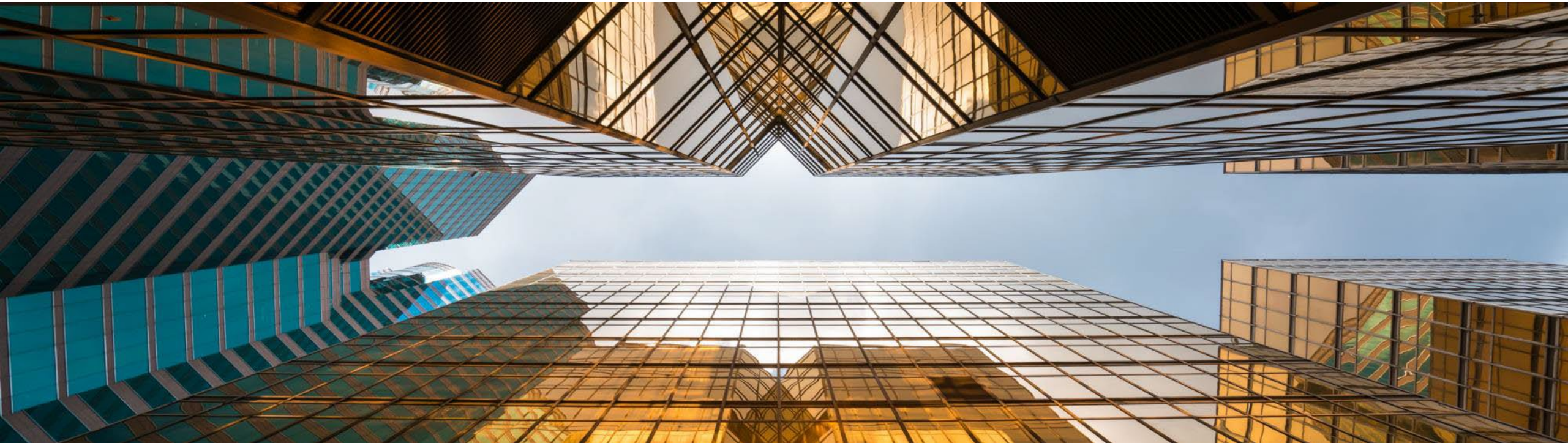


# Timeline Milestones – will be reviewed and feedback on <Date>

If integration is not completed on time, are you able to do POflip in the meantime?

Phase	Milestone	Owner	Duration	Date Due
Plan	Signoff on Project Plan & Timelines	Supplier	2 weeks	
Design	Buyer specs reviewed	Supplier	3 weeks	
Build	Data mapping completed	Supplier	4 weeks	
Catalog deployed	Catalog is deployed in test an available to send POs	All		
Test	Testing completed/Sign off on Test Cases	All	4 weeks	
Deploy	Confirm Cutover activities completed	All	1 week	
Go Live	Confirm Go Live (week 12)	All		

# Roles & Responsibilities – Project Team Challenges and Governance



# Roles & Responsibilities – Project Team

Contact Name	Supplier Role	Responsibility
	Project Lead (Operational Lead)	Main contact for project coordination Provide commitment to project timeline Understand buyer's transaction validation rules Participate in status meetings
	Technical (Developer)	Provide technical details for integration to back-end systems Perform data mapping Assist in troubleshooting document failures Coordinate go live with functional resource
	Testing Contact	Define & Validate catalogue content with buyer Analyze incoming Orders Generate Test Invoice Assist in other testing activities, coordinate go-live Download & validate applicable test transactions; load & process through ERP
Contact Name	Buyer Role	Responsibility
	Project Lead (Supplier Enablement lead)	Main contact for project coordination Enforce compliance of project timelines
	Technical (Developer)	Support of cXML/EDI Identified Supplier testing Provide connection parameters to ERP systems Assist in troubleshooting document errors from the application/ERP
	Testing Contact	Define & Validate catalogue content with Supplier Generate Test Orders Reconcile and approve invoices Assist in other testing activities, coordinate go-live Download & validate applicable test transactions; load & process through ERP
Contact Name	Ariba Role	Responsibility
	Supplier Integrator	Manage end-to-end supplier integration Troubleshoot failed/rejected documents Ensure timely completion of project milestones Escalate issues to appropriate person/team
	Supplier Enablement Lead	Consolidate all suppliers enablement status for reporting to RR Donnelley
	Catalog Expert	Support Setup and testing of Catalogue with buyer and supplier

# Challenges: Impacting Timeline

## 3<sup>rd</sup> Party Involvement

Y/N

- In case of Y – specify relationship and details

## System Maintenance

Dates/ Occurrences

- Ex. every Sunday..

## Vacation and Holiday Planning

- <Supplier-Name of resource: list of holiday dates>  
<Buyer-Name of resource: list of holiday dates>  
<Ariba-Name of resource: list of holiday dates>

# Project Governance

## Status Call Cadence

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- Cadence: Weekly
- Day/Time:<Day and time>
- Required attendees: <Person who have to be present from supplier on the call>

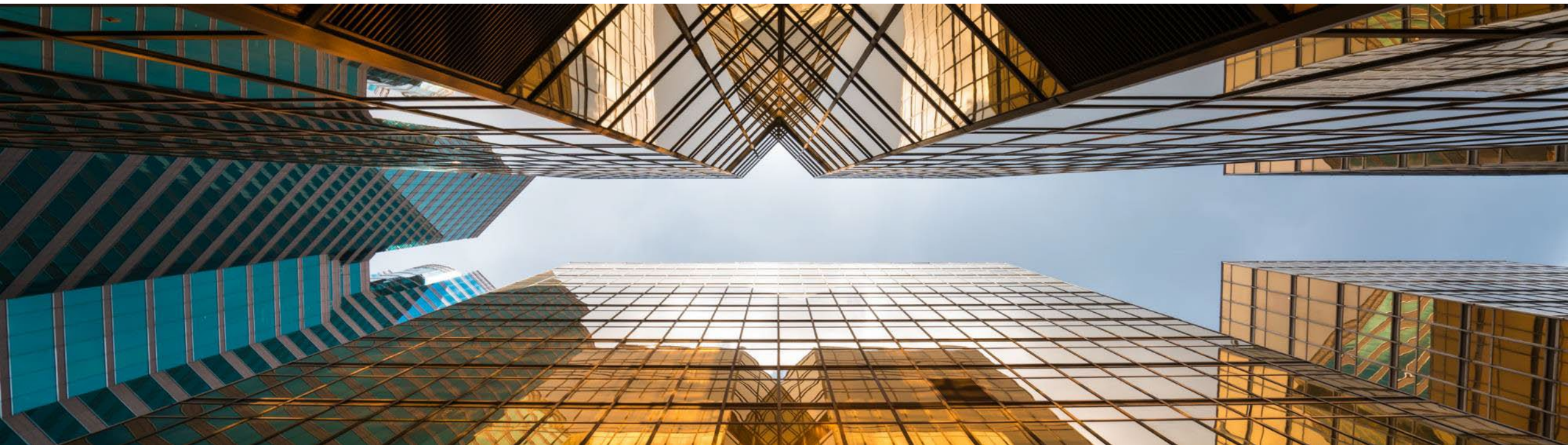
## Resources

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- Ariba Implementation Guides - Go to: <http://supplier.ariba.com/help>
- Supplier Information Portal (spec guides, project doc) – Log into your production account and go to Customer Relationships.
- Search Knowledgebase/Tech Notes – [connect.ariba.com](http://connect.ariba.com)
- Ariba Cloud Statistics – <http://trust.ariba.com> - Detailed information and latest notifications about product issues and planned downtime, if any, during a given day
- Ariba Network Notifications – <http://netstat.ariba.com> - Information about downtime, new releases, and new features



# Transition to **Support**



# Transition To Support

## Post Go-Live Support

- Supplier Integrators provide 2 weeks support post Go-Live during Live transactions starting with the first transaction in Production.
- After the two week period - a Service Request should be created for any request. (Steps detailed in the file attached)



Presentation

# Thank you.

Contact information:

**F name L name**

Title

Address

Phone number

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