Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

Deployment Description

This document describes the Setup assistance service for SAP Business Network Commerce Automation, foundation option ("Deployment Services") for the following SAP Cloud Services

Cloud Service:	SAP Business Network Commerce Automation, foundation option
Connection Type:	SAP S/4HANA native integration with 42K scope item; SAP Integration Suite, managed gateway for spend management and SAP Business Network, add-on for SAP ERP
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Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

I. DEFINITION

Capitalized terms used in this document that are not defined herein are defined in the SAP Subscription Agreement, GTC, applicable master agreement or Order Form between SAP and Customer or represent the name of Cloud Service features or SAP internal teams.

"Cloud Service"	If not otherwise defined in a governing master agreement, means any distinct, subscription-based, hosted, supported, and operated on-demand solution provided by SAP under an Order Form. As used in this document, "Solution" and/or "Cloud Service" refers specifically to the SAP Business Network Commerce Automation, foundation option (formerly SAP digital supplier network membership).
"Connection Type"	The mechanism by which the Customer is connecting to the SAP Business Network for Procurement (formerly known as the Ariba Network). As used in this Deployment Description, Connection Type refers to **SAP Connection Types** listed under section **IV.A Scope Assumptions / Connection, Business Process, Custom Configuration, Installation** a**nd Configuration**
"Deployment Description"	This document, which describes the Deployment Service for the Cloud Service.
"Deployment Service"	Means the Setup assistance service for SAP Business Network Commerce Automation, foundation option' services to be provided by SAP as described in this SAP Business Network Commerce Automation, foundation option Deployment Description document.
"ERP"	Enterprise resource planning system. In this Deployment Service refers to any ERP supported by the connection types listed under section **IV.A Scope Assumptions / Connection, Business Process, Custom Configuration, Installation** a**nd Configuration** as per SAP solution documentation for this Cloud Service.
"Go Live"	The date on which live transactions are entered into one single production system.
"Identified Suppliers"	Supplier targeted for enablement on the SAP Business Network.
"Prime Contractor"	An SAP Partner Edge Partner, who has completed the prerequisite certifications required by SAP, responsible for the deployment of the Cloud Service for use by the Customer.
"Production System"	Means a live SAP system used for running Customer's internal business operations and where Customer's data is processed.
"SAP Ariba" or "Ariba" or "SAP"	Means the SAP entity identified in the applicable Order Form.
"SAP Business Network"	Means the SAP B2B collaboration platform where companies connect, transact, and partner on shared processes and information. In the context of this Deployment Service, SAP Business Network refers to SAP Business Network for Procurement.
"Supplier Enablement"	The process of connecting and onboarding chosen suppliers to this Cloud Service.
"Test System"	Means an SAP system is used for configuration or testing content prior to moving it to the Production System. In the context of this Deployment Service, Test System is limited to either quality or user acceptance test system. Customer can opt for 1 of these 2. Dev system is not in scope of this Deployment Service.
"Transactions"	Refers to the ERP transactions in scope with this Deployment Service. ERP Transactions in scope are detailed in section **III.A. Connection, Business Process, Custom Configuration, Installation** and **Configuration** under row starting with "Business Process for SAP Business Network".

Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

II. INTRODUCTION

The Deployment Description provides a high-level overview of the Deployment Service for this Cloud Service.

The Deployment Service described in this document are advisory Services to assist Prime Contractor with the deployment of the Cloud Service.

The Deployment Service may not be provided in certain countries, including those where support is not available. Restrictions apply to certain features described within this document regarding the ERP system and middleware in use, as well as required prerequisites, these restrictions are described in detail in the in the SAP Ariba Cloud Solutions Description Guide for the Cloud Service.

III. SCOPE OF DEPLOYMENT SERVICE

A. CONNECTION SERVICES FOR ERP

SAP assists Prime Contractor with advisory Services on connection of SAP Business Network to ERP. Customer defined option needs to be scoped by Prime Contractor with Customer as detailed in section IV. B. Scope Assumptions / Connection, Business Process, Custom Configuration, Installation and Configuration.

The selected SAP Business Network processes and Transactions in scope must be defined and mutually agreed prior to commencement of the project.

Thereafter, any changes to these SAP Business Network processes and Transactions in scope must be mutually agreed upon by the parties in writing and may be subject to additional scoping, time, and fees.

Table below describes SAP key responsibilities and Prime Contractor key responsibilities.

SAP Responsibilities	Prime Contractor Responsibilities
- Assist Prime Contractor regarding issue tracking and resolution for any SAP owned activity during integration and user acceptance testing. For clarity, Prime Contractor is responsible for user acceptance testing. - For any of the Cloud Service settings accessible to SAP only, perform SAP Business Network account configuration in Test System and Production System as applicable to Customer's intended use case(s). - Assist with SAP Business Network customization as defined in section IV. B. Scope Assumptions / Connection, Business Process, Custom Configuration, Installation and Configuration - Assist in issue resolution in the Production System for a period of 2 weeks post Go Live. - Provide standardized materials for Prime Contractor's project team with respect to use and maintenance of this Cloud Service.	- Document and validate Customer requirements. - Plan and configure hardware platforms for applicable development, Test, and Production Systems per supported Customer's SAP ERP system(s) and middleware(s) in scope. - Configure SAP Business Network transaction rules and applicable supplier groups. - Download, install, and configure SAP Integration Suite, managed gateway for spend management and SAP Business Network in applicable environment(s). - Create any custom mappings, implement user exists or BAdI extensions which require ABAP development, or configurations in each ERP environment that Customer requires. - Assist Customer with all self-service configurations and customizations on this Cloud Service. - Provide test scenarios and execute all integration and user acceptance testing activities, including validation of SAP Business Network transaction set for the processes in scope. - Test and validate the SAP Business Network transactions in scope for the project. - Create and execute a Go Live plan with Customer to specify and track the activities required to move the configuration in ERP, SAP Integration Suite, managed gateway for spend management and SAP Business network, and SAP Business Network from test to production. - Provide end user training to the Customer.

Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

B.   SUPPLIER ONBOARDING ADVISORY SERVICES

SAP will provide SAP Business Network supplier onboarding advisory services to Prime Contractor as part of the Cloud Service, subject to the assumptions and Prime Contractor 's fulfillment of its responsibilities:

1)   Prepare – SAP provides self-service content to Customer; SAP can advise on selection of suppliers to onboard on SAP Business Network.
2)   Explore – Upon request, once Customer has consumed self-service content on SAP Business Network, SAP will reactively address Customer inquiries on supplier onboarding related topics.
3)   Realize – SAP provides pre-recorded generic supplier webinars in the following languages: English, French, German, Spanish, Italian, Brazilian Portuguese, Chinese, Japanese and Thai. Customer can use these webinars to onboard suppliers on SAP Business Network.
4)   Deploy – Upon request, SAP provides guidance on activation of suppliers with SAP Business Network, Go Live communication to suppliers.
5)   Run – Support Customer with 3 question and answer sessions after Go Live related to account management and supplier management.

IV. SCOPE ASSUMPTIONS

A.   PROJECT APPROACH

Prime Contractor is responsible for the deployment of the Cloud Service on behalf of Customer and SAP will provide support to the Prime Contractor based on details provided under section III. Scope Of Services.

Prime Contractor's failure to fulfill its obligations and responsibilities may result in a program delay or unsatisfactory results and shall relieve SAP of the portion of its performance obligations hereunder to the extent such failure negatively impacts SAP's ability to perform.

B.   CONNECTION, CUSTOM CONFIGURATION, INSTALLATION AND CONFIGURATION

Scope Item / Business Process	Scope Details	Customer Defined Options
SAP Connection Types	One of the following Connection Types will be enabled. • Option (1): SAP assists Prime Contractor with inquiries to configure 42K scope item integration between SAP S/4HANA system and SAP Business Network. • Option (2): SAP assists Prime Contractor with inquiries to install and configure SAP Integration Suite, managed gateway for spend management and SAP Business Network (relevant add-on depending on ERP in scope). For option (1) and (2), SAP also validates connection between: • SAP ERP or SAP S/4HANA (depending on scope), • SAP Integration Suite, managed gateway for spend management and SAP Business Network, • SAP Business Network.	Prime Contractor will select between option (1) or option (2) to enable with Customer. Note: this Deployment Service only support SAP ERP or SAP S/4HANA.
Business Process for SAP Business Network	Business processes in scope/out of scope: • Material purchase order In scope: purchase order new | blanket orders | change order | cancel order | return order. Out of scope: schedule agreements | consignment orders. • Services purchase order / service sheets In scope: service purchase order | service order change | service order cancel | service entry sheet | service entry sheet status update.	Prime Contractor will select the business processes to enable with Customer.

Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

Scope Item / Business Process	Scope Details	Customer Defined Options
	Out of scope: if *option (1) of SAP Connection Types* is selected, any services orders that are not SAP S/4 HANA lean services procurement scenarios | if *option (2) of SAP Connection Types* is selected, any services orders that are SAP S/4 HANA lean services procurement scenarios. • Fulfillment *In scope*: order confirmation at header level | order confirmation at line level | advance ship notice (incl. deactivation of advance ship notice inbound delivery record) | goods receipt. *Out of scope*: not applicable. • Invoice *In scope*: invoice (incl. non purchase order invoice) | carbon copy invoices | ERS invoices credit and debit memo | invoice status update. *Out of scope*: transfer to any 3rd party application for invoice management | If *option (1) of SAP Connection Types* is selected, carbon copy invoices and ERS invoices. • Payment remittance *In scope*: schedule payment | payment run F110 | remittance advice | remittance cancellation. *Out of scope*: any payment outside of F110 | advance payment. • Automated RFQ *In scope*: not applicable, excluded from scope of this Deployment Service. *Out of scope*: quote request*, quote bid*. *Indicates a transaction type that will be enabled as part of the SAP Business Network account creation but will not be supported as part of the scope of work set forth herein.	
Custom Configuration for SAP Business Network User Interface (UI)	On specific fields of SAP Business Network user interface, following configuration can be made: • Hide a field • Default a field value • Change a field label (this does not impact the cXML syntax; cXML tag name remains unchanged; this does impact the PDF printout of the document) • Display field selection values as a customer-defined value list • Change optional entry field to be mandatory • Set required length of a field • Change defaulted user input fields to be read only • Warning • Note • Page hint • Section heading	Prime Contractor can choose with Customer up to 5 custom configurations. Multiple custom configurations on same UI field count as multiple: for example if customer requires on UI field A, a default value of "default value" and a required length of 6, this will count as 2 customizations. Note: All configurations are subject to feasibility analysis and approval based on feature availability.
Installation and Configuration	Prime Contractor is responsible for installing, configuring, deploying any hardware, software, infrastructure, relevant for the Cloud Service.	Not applicable

Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

C. PROGRAM SPONSORS AND BUSINESS STAKEHOLDER RESPONSIBILITIES

Prime Contractor must provide following committed resources to support deployment of this Cloud Service.

Prime Contractor can agree with Customer to staff some of the roles listed from Customer's organization.

Role	Responsibilities
Program Sponsor	Responsible for establishing and communicating program vision and targets.
	Mandate internal change management program across leadership and all affected departments; Procurement, IT, accounts payables (AP), help desk, corporate training.
	• Enforce compliance to overall program messaging and goals via internal campaign.
	• Document business process changes for ERP processes.
Cloud Service Program Manager	Owner of overall Customer Cloud Service.
	Assign all resources prior to program initiation and ensure their availability.
	Single point of contact for overall Cloud Service and deployment process.
	Manage Cloud Service timeline and ensure schedule adherence.
	Provide business and technical guidance.
	Facilitate rapid completion of scoping and requirements gathering.
	Provide timely resolution of any Cloud Service issues.
	Manage communication plan development and Cloud Service-wide communications to key stakeholders.
	Ensure Customer resource training needs are addressed and consult with SAP for guidance on addressing any issues or gaps.
	Support the internal change management program.
Supplier Enablement Lead	Serve as primary contact for the Cloud Service.
	Coordinating Identified Supplier data collection and upload to the SAP Business Network.
	Ensure accurate data from Identified Supplier data collection.
	Create and approve Identified Supplier communications.
	Reinforce Cloud Service compliance with Identified Suppliers and internal department stakeholders as part of change management program.
	Participate in user acceptance testing.
	Conduct enablement related cutover activities.
	Execute internal change management program coordinating training across all internal departments.
	Create communication channels to receive and address business questions from Identified Suppliers (example: generic email box and/ help desk phone line).
	Act as primary point of contact to monitor the communication channels used to receive and reply to program related questions.
	Coordinate with functional lead(s) if testing of B2B Integration suppliers is too slow to support optimal project timelines or if functional questions need resolution to move forward.
	Coordinate with technical team lead(s) if technical issues from B2B Integration supplier testing require troubleshooting.
Functional Lead

Procurement
Accounts payable
Finance
Information
   Technology | Each functional lead serves as the champion for the program within their respective business unit. |
	Participate in requirements gathering and configuration.
	Provide process documentation for "as is" state and support to create the "to be" process.
	Maintenance of vendor master data information.
	Plan, manage, and conduct user acceptance testing.
	Support of B2B Integration supplier testing with suppliers who chose to integrate.
	Identify power users within each business unit to act as "expert" aiding peers and input to overall process.
	Execute internal change management program coordinating training across their respective department.
	Act as point of escalation for issues related to processes or Identified Supplier – both during program and ongoing.

Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

Role	Responsibilities
Procurement Team	Complete data collection for missing or inaccurate supplier data records that are required for the supplier onboarding.
	Approve supplier profiles for new and existing SAP Business Network Supplier accounts.
	Approves Identified Supplier communications.
	Development and execution of functional change management plan for Procurement processes, roles, and responsibilities.
	When e-invoice is in scope, support e-invoice leading practices, compliance and enforce mandate with Identified Suppliers. This may include making SAP Business Network a prerequisite in new contracts with Identified Suppliers.
	Conduct integration testing with all B2B Integration suppliers.
Account Payable Team	Mandate Identified Supplier participation in the Supplier Enablement process and implement business process changes to reject paper invoices once Identified Supplier are technically ready to transact electronically.
	Monitor Identified Supplier compliance with the program to ensure paper (non-electronic) invoices are not accepted after an Identified Supplier has been classified as e-invoice ready by the program team.
	Development and execution of functional change management plan for accounts payable processes, roles, and responsibilities.
	Conduct integration testing with all B2B Integration suppliers.
Subject Matter Experts (representing impacted business functions)	Provide input to configuration.
	Provide input to test case development.
	Participate in user acceptance testing.
	Support Identified Supplier Enablement activities.
	Support/conduct cutover activities.
	Act as knowledge expert on SAP Business Network and Cloud Service ongoing.
Technical Team Lead (Required during technical setup)	Single technical point of contact for all interaction and coordination.
	Plan, manage, and conduct system testing.
	Oversee interface/integration development.
	Oversee unit testing, integration testing and issue resolution.
	Coordinate user acceptance testing with program manager, knowledge, and power users.
	Manage technical workstream timeline in conjunction with other work streams.
	Coordinate communication with Identified Supplier integration team.
	Interface with ERP team ensuring capture of all requirements.
	Extract and format master data from ERP systems to load into Cloud Service.
	Load master data.
	Issue investigation and resolution.
	Define scheduling scripts for automatic upload/download of data.
	Setup email notifications.
	Secure additional technical resources as necessary.
	Conduct cutover activities.
Integration Implementation Expert	Provide the resources to plan, size, and configure the hardware platforms for development, quality assurance, and production environments.
	Provide the connection parameters to the ERP systems.
	Provide the technical resources to develop and test the data mappings and configuration.
	Manage all move-to-production activities related to the Cloud Service.
	Participation in the development of integration requirements for Identified Suppliers who desire to transact through B2B integration with Customer.
	Support of B2B Integration supplier testing of ERP routing, ERP functionalities related to inbound and outbound acquisition to SAP Business Network, connectivity to SAP Business Network, and master data.
	Update master data in all relevant Customer systems to allow transactions with Identified Suppliers through SAP Business Network.
Internal Training Lead	Overall responsibility for all training activity for end-users on the SAP Business Network, the program and Customer internal systems.

Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

Role	Responsibilities
	Ensure training needs are addressed/issues escalated appropriately.
	Ensure training plan is in sync with overall program goals and timeline.
Administrator	Customer technical expert on SAP Business Network and any system relevant to the program.
	Administer users, groups, approval rules, invoice exception types.
	Submit and track technical issues.
	Main contact to SAP customer support after deployment.

V. DEPLOYMENT SERVICE TIMELINE

- For each services detailed under section III. Scope Of Services, duration is:
    - <u>Advisory Services on connection of ERP to SAP Business Network</u> as defined under section III.A Connection Services for ERP shall not exceed 15 consecutive calendar weeks from staffing of SAP team.
    - <u>Advisory on SAP Business Network supplier onboarding</u> to Customer as defined under section III.B Onboarding Advisory Services shall not exceed 15 consecutive calendar weeks from staffing of SAP team.

- Changes to a delivery phase will be mutually agreed between the parties by means of a Change Request. A request to reschedule shall be made at least 3 weeks before the planned start date of the respective phase. Any requests to reschedule made on shorter notice will result in increase of the fees. If Customer requests re-scheduling of a delivery phase, SAP requires a minimum lead-time of 3 weeks.

VI. KEY ASSUMPTIONS

- This Deployment Service
    - Is provided to Prime Contractor one-time only during the initial subscription term,
    - Is provided for the time-period specified in section V. Service timeline,
    - Does not apply to any subsequent renewal term or replacement subscription term.
- This Deployment Service is provided in English only.
- Delivery teams:
    - SAP resource may not be staffed until Prime Contractor deploying the Cloud Service is identified.
    - SAP resources are available during normal business hours Monday to Friday excluding SAP recognized holidays, unless otherwise specified. All services will be delivered remotely.
    - SAP will spend a maximum of 4 hours a week on this Deployment Service due to limited engagement.
    - SAP assumes that appropriate staging/socializing of the project timeline will be delivered by Prime Contractor to Customer to ensure resources are engaged and ready to begin work.
    - Prime Contractor is responsible to ensure all resource coordination (including Customer resources relevant for this Deployment Service).
    - SAP is responsible for advising Prime Contractor, though occasionally may contact Customer directly, as deemed necessary at SAP's discretion.
- Connection Services for ERP:
    - This Deployment Service is for a maximum of 1 connection in Test System and 1 in Production System between 1 ERP system and SAP Business Network.
    - ERP can be either 1 SAP S/4HANA Cloud Public Edition <u>or</u> 1 SAP S/4HANA Cloud Private Edition. SAP S/4HANA <u>or</u> 1 SAP ERP.
    - ERP version shall support Connection Type listed in section IV.A Connection, Business Process, Custom Configuration, Installation and Configuration.
    - ERP shall be identical for both Test System and Production System.
    - Support to connect third party reconciliation providers for invoice management is out of scope.
    - Any services in support of quote automation are out of scope.
    - Custom Configuration for SAP Business Network User Interface (UI) as defined in section IV.B Connection, Business Process, Custom Configuration, Installation and Configuration is limited to the 2 SAP Business Network accounts (test and production).
    - Prime Contractor with the support of Customer is responsible for all hardware, software, and infrastructure (and related technical resources) associated with installing, configuring, and deploying the Cloud Service (excluding configuration accessible to SAP only which are SAP responsibility).
- Onboarding Advisory Services:
    - Prime Contractor is expected to support supplier onboarding.

Setup assistance service for SAP Business Network Commerce Automation, foundation option
SAP Business Network Commerce Automation, foundation option Deployment Description
Revision Date: February 2025

- o Prime Contractor is responsible to apply the Supplier Enablement methodology and use of self-service Supplier Enablement tools that are included as part of the Cloud Service. SAP will advise on the tool usage as necessary.
  - o Customer is responsible for using commercially reasonable efforts to drive supplier compliance to participate on the SAP Business Network.
- Customer is responsible for the adoption of features and functionality available in SAP Business Network Commerce Automation, foundation option.

VII. GENERAL ASSUMPTIONS

- For clarity, any version of this or any other Deployment Description attached to the Order Form represents the version of such Deployment Description that is current as of the Order Form effective date, and, for purposes of the Consulting Service warranty applicable to the Deployment Service, the then-current version of the Deployment Description shall apply unless explicitly stated otherwise in the Order Form.
- Prior to commencement of the project, Prime Contractor supported by Customer will have prepared and installed all prerequisite database software, personal computer hardware and software, server hardware and software, communications equipment, operating systems, and intranet proxy infrastructure.
- Prime Contractor will be responsible for establishing and maintaining telecommunications links (if deemed necessary) as well as local area networks, and the security of its network and related systems. SAP assumes the hardware and third-party software not licensed from SAP will function according to our expectations and will not present quality, capacity, timing, or performance problems that would adversely impact the project's overall progress. SAP will not be responsible for the performance, reliability, availability or security of the Internet or any third-party system or hardware which is not within the scope of the SAP responsibilities or the control of SAP.
- No license of, or grant to the use of, SAP Confidential Information and/or Cloud Materials to create derivative works thereof is provided hereunder.