

**SAP Ariba Supplier Solution Blueprint**

June 2020





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# Version History

This log is updated each time an update is made to this guide. The log identifies the version number, the date the version was completed, the author of the changes, and a brief description of the changes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Description** |
| 1.0 | June | Plamen Krastev | Initial Version of Document |

# SAP STATEMENT OF CONFIDENTIALITY AND EXCEPTIONS

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# PROJECT DYNAMICS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | **Contact** | **Role** | **Email** | **Phone** |
| SAP Ariba | Plamen Krastev | Seller Integrator | Plamen.krastev01@sap.com |  |
| SAP Ariba |  | Customer Engagement Executive |  |  |
| SAP Ariba | Barbora Proksova | Supplier Enablement Lead | Barbora.proksova@sap.com |  |
| SAP Ariba |  | Catalogue integrator |  |  |
| Buyer |  | Project Lead  (Supplier Enablement lead) |  |  |
| Buyer |  | Technical (Developer) |  |  |
| Buyer |  | Testing Contact |  |  |
| Supplier |  | Project Lead |  |  |
| Supplier |  | Technical (Developer) |  |  |
| Supplier |  | Testing Contact |  |  |

|  |  |
| --- | --- |
| **Catalog Integrator:** Support Setup and testing of Catalog with buyer and supplier  **Customer Engagement Executive**: | **Supplier enablement Lead:** Consolidate all supplier’s enablement status for reporting to customer. |
| **Customer Engagement Executive:** Primary customer contact. | **Technical (Developer) (Buyer):** Support of cXML/EDI Identified Supplier testing. Provide connection parameters to ERP systems. Assist in troubleshooting document errors from the application/ERP. |
| **Project Lead (Supplier)**: Main contact for project coordination. Provide commitment to project timeline. Understand buyer's transaction validation rules. Participate in status meetings. | **Technical (Developer) (Supplier):** Provide technical details for integration to back-end systems. Perform data mapping. Assist in troubleshooting document failures.  Coordinate go live with functional resource. |
| **Project Lead (Buyer):** Main contact for project coordination. Enforce compliance of project timelines. | **Testing Contact (Buyer):** Provide technical details for integration to back-end systems. Perform data mapping. Assist in troubleshooting document failures.  Coordinate go live with functional resource. |
| **Seller Integrator:** Manage end-to-end supplier integration. Troubleshoot failed/rejected documents. Ensure timely completion of project milestones. Escalate issues to appropriate person/team. | **Testing Contact (Supplier):** Define & Validate catalogue content with Supplier.  Generate Test Orders. Assist in other testing activities, coordinate go-live. Download & validate applicable test transactions; load & process through ERP. |

# TIME LINES AND SCHEDULES

## SAP Ariba Integration Methodology Time Line

* Planning and testing are the most critical and time-consuming steps
* Milestone dates to be determined at kick-off meeting
* If Order Confirmation are in scope, can the supplier support using the Ariba portal while integration testing is ongoing?
* If catalogs are in scope, activity should start at least two weeks prior to the Plan phase

**NB:** Time line below is to be used as a guide line and is subject to change based on level and/or complexity of scope. Supplier’s input and/or availability may also impact time lines.



|  |  |  |
| --- | --- | --- |
| **Plan**   * Kick-off meeting * Define project scope * Document business rules * Prepare project schedule, with milestones * Confirm resources are in place * Governance model in place * Commitment from all parties | **Design**   * Supplier’s technical solution defined * Development time lines defined * Relationship established on SAP Ariba * SAP Ariba network account configured * Test scenario’s defined | **Build**   * Supplier develops mapping requirements * Establish connectivity to the AN * Submit sample documents for validation * SIT testing |
| **Test**   * UAT testing with pre-defined test scripts * Validation solution meets requirements * Formal sign-off and acceptance | **Deploy**   * Migration to production * Supplier migrates maps to production * AN account is setup * Change management in place | **Go Live**   * Confirm transactions in production * SI post-production support (2 weeks) * Project close |

## Project Schedule

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **End Date** |
| **Plan** |  |  |
| **Design** |  |  |
| **Build** |  |  |
| **Test** |  |  |
| **Deploy** |  |  |
| **Go Live** |  |  |

## Contingency Plan

# ASSUMPTIONS & CONSTRAINTS

## Assumptions

* There will be a single primary point of contact with each Trading Partner for Project Management activities.
* It is assumed that assigned resources have the correct skills and knowledge to complete all responsibilities.
  + Knowledge of business operations with customer
  + Experienced Developers

## Constraints

Provide details of any challenges that would impact the scope and/or project time line.

* Competing Priorities
  + Are other integration/capital projects running at the same time?
  + Can this project start now or in the future?
* System Maintenance Schedule
  + Upgrades
  + System refresh
* Resource Constraints
  + Vacations
  + Holidays
  + Knowledge

# PROJECT SCOPE

|  |  |  |
| --- | --- | --- |
| **Documents In-Scope**   * Purchase Order * Change Order | **Optional Documents**   * Order Confirmation * Invoice * Order Confirmation | **Documents Out of Scope**   * Advanced Ship Notification * Receipt Notification * Service Entry Sheet |

## Document Details and Supplier Transmission

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Document** | **Document Detail** | | **Yes/No/Optional** | | |
| Orders | | Catalog | | **Yes** |
| Non-Catalog | | **Yes** |
| POs with attachments | | **Yes** |
| Attachments | | **Yes** |
| Change Order- catalog | | **Yes** |
| Change Order – non-catalog | | **Yes** |
| Cancel Order- catalog | | **Yes** |
| Cancel Order – non-catalog | | **Yes** |

# DOCUMENT REQUIREMENTS

The following tables outline the requirements unique to ALDI’s procurement environment, as detailed in the Excel Delta document.



## Orders

|  |  |  |
| --- | --- | --- |
| General | | |
| Order Number | 10 Digits; starts with 48 - “48xxxxxxxx” |
| Ship To | ALDI PO will contain Ship To address at line level |
| Payment Terms | Payment terms and payment terms explanation will be send on POs |
| Unit Price | 2 decimals |
| Supplier Part ID | To be Provided if available |
| Unit of Measure | ISO Standard  UNUOM |

## Order Confirmation

|  |  |  |
| --- | --- | --- |
| General | | |
| General Rules | | Suppliers are allowed to confirm an order multiple times |
| Rejection | | Suppliers are allowed to **partially** reject pos at item level |
| Changes | | Suppliers are allowed to change line item descriptions on order confirmations |
| Supplier Part ID | | Suppliers are allowed to edit the Supplier Part ID and the Auxiliary Part ID fields on order confirmations at line-item level. |
| Delivery Date | | Suppliers are not allowed to change the delivery date |
| Shipment Date | | Suppliers are allowed to send Shipment Date at line level on Order Confirmations |
| Unit Price | | Suppliers are allowed to change |
| Unit Price Currency | | Suppliers are allowed to change the currency for unit price on Order Confirmations |
| Item Description | | Suppliers are allowed to change line item description on Order Confirmations |

## Invoice

|  |  |  |
| --- | --- | --- |
| General | | |
| Attachments | | Suppliers are allowed to send attachments |
| Invoice Numbers | | Suppliers are allowed to reuse the INV numbers, only for rejected INV |
| Unit Price | | Tolerance is 10% |
| Line | | Suppliers are not allowed to add new lines to a PO INV |
| Special Handling Charges | | Suppliers are allowed to add |

## Supporting Documentation

Have the buyer provide documentation for the following, if in scope:

* Ship To addresses & ID
* Bill To addresses & ID
* UOM
* UNSPSC

## Where to Find Buyer Transaction Rules

Rules configured by the Buyer that define how transactions will e validated on the Ariba Network from a technical and business process perspective. These rules define the technical requirements presented in the Ariba Integration Guide and are unique to each Buyer.

To view a Buyers transaction rules:

1. Login at supplier.ariba.com
2. Select Company Settings in the blue menu at the top of the page
3. Select Customer Relationships
4. Select the Customer to view their unique rules

# CONNECTIVITY AND INFRASTRUCTURE

## ALDI GmbH & Co. OHG Profile:

|  |  |  |
| --- | --- | --- |
| **Identification** | **Test** | **Production** |
| ANID | AN01052282178-T | AN01052282178 |

## Supplier Profile

|  |  |  |
| --- | --- | --- |
| **Identification** | **Test** | **Production** |
| ANID |  |  |

## Supplier ERP Connection

|  |  |
| --- | --- |
| **Type** | **Description** |
| **Connection** | Cloud Integration Gateway (CIG) |
| **Authentication** | * Certificate by a Trusted Authority. No self-signed certificates, base64 encoding * Name & Password |
| **VAN** | Y/N |
| **Third Party Provider** | Provide company information |

# POST GO LIVE SUPPORT

Seller Integrators provide two weeks support post go live starting with the first transaction in Production. After the two-week period, a Service Request should be created for any assistance. See imbedded deck for details instructions.



# SUPPLEMENTAL DOCUMENTATION

This document contains <BUYER> specific information regarding transaction requirements. Information in this document does NOT cover the complete technical aspects of integrating with the Ariba Network. Below are three sections for supplemental documentation to be used with this document for cXML, EDI or PIDX transaction formats. Only refer to the section that pertains to the format your organization with be sending/receiving.

## cXML Section for Supplemental Documentation

New cXML supplier to Ariba Network must:

1. Support a DTD (document type definition) validation tool internally and download the document type definitions (DTD’s) for all supported transactions.
2. Support HTTPS protocol. Ariba supports HTTPS (not HTTP) only for cXML transactions.
3. Review the cXML Solutions Guide and cXML User Guides.

**cXML Document Type Definitions (DTD’s):**

* <http://cxml.org> Download cXML.DTD for the OrderRequest
* [http://cxml.org](https://integration.ariba.com/) Download Fulfill.dtd for ConfirmationRequest/ShipNoticeRequest

EDI Supplemental Documentation via SAP Ariba Cloud Integration Gateway   
New Cloud Integration Gateway supplier to the Ariba Network

* [Cloud Integration Portal Guide](https://integration.ariba.com/#/resources) (aka. CIG “How to Guide”)

[All EDI Supplier Guides](https://integration.ariba.com/#/resources)

* SAP Ariba PO850 4010 Purchase Order
* SAP Ariba PC860 4010 Purchase Order Change
* SAP Ariba PR855 4010 PO Acknowledgment (Order Confirmation)
* SAP Ariba FA997 4010 Functional Acknowledgment (inbound)
* SAP Ariba FA997 4010 Functional Acknowledgment (outbound)

PIDX Supplemental Documentation via SAP Ariba Cloud Integration Gateway   
New Cloud Integration Gateway supplier to the Ariba Network

* [Cloud Integration Portal Guide](http://cxml.org#/resources) (aka. CIG “How to Guide”)

If you do not yet have user access to CIG, the SAP Ariba Seller Integrator will forward these documents. Once user access is obtained, the current CIG documentation may be viewed in or downloaded from the CIG Resources section.

# SAP ARIBA CUSTOMER SUPPORT FOR SUPPLIERS

**How to utilize Help Center and access Customer Support**

At SAP Ariba, our goal is to empower Suppliers with the information and tools they need to seamlessly navigate through Ariba Solutions. You can find the answers you need about Ariba products in the SAP Ariba Help Center. You can also contact SAP Ariba Support directly through the Help Center, when necessary.

**Access the Help Center**

[Sign in to your account](https://service.ariba.com/Supplier.aw/128579057/aw?awh=r&awssk=hHBjg49w&dard=1) (supplier.ariba.com) and look to the right-hand side of your screen to view the Help Center panel. If the panel is collapsed and you can’t see any articles, click Help Center >> to expand.

**Using the Help Center**

The Help Center is the first place to start if you have questions about any Ariba Solution. You can search for answers to functional and navigational questions in our FAQs and Tutorials.

The following tutorials are helpful when you’re getting started:

* + [Help Center](https://connectsupport.ariba.com/sites#Home-show)

**Still need more help? Contact Customer Support**

If you don’t find your answer after searching, you can request direct support via email, chat, or phone (depending on the type of account you have).

**To Request Support:**

* 1. Click the  icon in the bottom-right corner of the expanded Help Center. After clicking, you will see a new window titled **Ariba Exchange User Community**.
  2. You will see the words **I need help with** next to a search bar. If you don’t see this, click **Support** in the upper-right corner of your screen.
  3. Search for your issue in the **I need help with** search bar.

Based on your search, you may see Guided Assistance. Guided Assistance features a series **Yes** or **No** questions that will guide you either to support options or to relevant content to resolve your issue. If the guided content does not resolve the issue, the following direct support options are presented:

*Email SAP Ariba Customer Support*

* Send a written online request to SAP Ariba Customer Support via a short webform.
* Provide a Short Description, Details, and Attachment to ensure a fast and accurate response.

*Get help by live chat*

* Start a live chat with an SAP Ariba Customer Support specialist.

*Click to call*

* Avoid waiting on the phone. Fill in a short form to request a callback from the next available specialist.

APPENDIX

## Advanced Pricing / Price Basis Quantity (PBQ)

Check if the Buyer rules allow for changes to advanced pricing detail. You can find how to do this in “[Buyer Transaction Rules](#Rules)” section.

If there is Advanced Pricing/PBQ, the detail section of Pricing details will be sent in the cXML

**Usually**, Subtotal = Unit Price \* Quantity, which in this case will not be true, 60 ≠ 48 \* 7.50. (48\*7.50 = 360)

**However**, for PBQ, the formula used is

**Subtotal = Quantity \* (Unit Conversion/Price Unit Quantity) \* Unit Price**

**60 = 48 \* (1/6) \* 7.50**

Easier way to remember is  buyer is selling “item” in pack of 6. So, price 7.50 is price of 6.

Quantity is 48 (6\*8). Even though quantity says 48, actually it is 8 packs of 6. So the subtotal price is 8 \*7.50 = 60.





**EDI Suppliers must ad CTP segment as is from the PO for Advanced pricing.**

PO1\*00010\*48\*EA\*7.5\*\*VP\*80-41015\*\*\*\*\*C3\*Generic~

CUR\*BY\*USD~

CTP\*WS\*\*\*6\*EA\*CSD\*1~

