Supplier Integration Intro Letter

**IS/DS (supplier facing integration specialist):**

* Create an e-mail template/form in Outlook for each customer. You can opt to also add the customer in the To, Cc boxes if already familiar with the buyer resources.
* Make sur to attach Buyer Solution Blueprint to outlook template/form.
* Save Outlook template/form.
* Send email to supplier from template
  + Search and replace <Supplier> with Supplier company name and update Supplier ANID.
  + Chose section New suppliers or Integration ready/SDS suppliers based on supplier type and the delete the other. Do not send the gray descriptor in as part of the email.
    - If New Supplier, attach Supplier Integration Overview for Suppliers eBook.
  + SDS suppliers only – Please remove Supplier Integration Specialist intro, as supplier is already familiar with the SDS and their role.
  + Attach relevant Buyer Sample file based on supplier’s preferred integration format.
* Send e-mail.

# Version History

| **Version** | **Date** | **Description** |
| --- | --- | --- |
| 1 | 07.08.2023 | Initial Version of Intro Letter for Knorr-Bremse |

# Buyer Contacts

| **Name** | **Contact information** | **Role** |
| --- | --- | --- |
| Vaclav Kilian | [Vaclav.Kilian@knorr-bremse.com](mailto:Vaclav.Kilian@knorr-bremse.com) | Business contact/Project Lead |
|  |  |  |

# E-mail Subject

| **E-mail Subject/Title** |
| --- |
| Knorr-Bremse\_<Supplier> - SAP Business Network Integration |

# E-mail Body

-------------------------------------------------------Copy from Here--------------------------------------------------------------

Dear <Supplier> team,

As you might already be aware, Knorr-Bremse is undergoing an effort to transform their procurement processes by implementing SAP Business Network, a leader in cloud procurement applications.

Use this section for New Suppliers (remove this gray text descriptor).

**IS/DS:** Determine if supplier is a net new or experienced supplier with SAP Business Network and delete the section which does **not** apply.

Update the text if necessary for the appropriate section per discussion with the buyer. Delete the gray descriptor.

**REMOVE THIS YELLOW BOX**

You have been identified to have integration capabilities and I am reaching out to confirm your interest in pursuing an integration project with Knorr-Bremse.

I am the **SAP** **Business Network** **Supplier Integration Specialist** who will be providing Integration support for **<Supplier>** during the SAP Business Network Implementation with **Knorr-Bremse.** I will be tracking progress of this project to ensure on-time delivery and address any issues or concerns that may arise throughout this process.

To assist you with making this decision, please review the [Supplier Integration Overview for Suppliers](https://event.on24.com/wcc/r/3813534/13BB3171B1604CAA80C928FBB434D625) with attached supplemental eBook for an introduction to the Supplier Integration process with SAP.

Use this section for Integration Ready Suppliers / SDS Suppliers / Experienced Suppliers (remove this gray text descriptor)

As one of our strategic suppliers, <Supplier> has been identified as a priority supplier of Knorr-Bremse and based on your history of integrating with the SAP Business Network, you have been outreached to confirm your interest in pursuing an integration project.

**Project Scope**

**IS/DS:** Populate Supplier Name and ANID.

Below you will find essential information regarding the project, next steps, as well as a timeline to engage in a kick-off meeting and subsequent scoping activities.

| **Buyer Name** | **Buyer ANID** | **Supplier Name** | **Supplier ANID** |
| --- | --- | --- | --- |
| **Knorr-Bremse** | AN11072800469 | **<Supplier>** | <Supplier ANID> |

***Knorr-Bremse Transactions:***

• Purchase Order

* New POs
* Change/cancel POs
* **Catalog and Non-catalog** POs

• Order Confirmation *(Optional/Highly Recommended)*

• Advance Ship Notice *(Optional/Highly Recommended)*

**Please confirm your commitment to the project and ability to support active integration with Knorr-Bremse with these immediate next steps.**

**IS/DS:** Populate Supplier ANID. Confirm Supplier’s name has been updated correctly with search/replace. Update the reply to times according to buyer desire for scheduling kick off calls.

* Review the attached **Knorr-Bremse Solution Blueprint and cXML/EDI Sample Files** carefully prior to engaging with the Integration contact to settle a meeting.
  + \***DO NOT** skip this step, as the **Solution Blueprint** will be used as basis for the upcoming scoping activities with **Knorr-Bremse.** Preparedness is key to having a productive scoping discussion.
* Reply to this email within **5** business days with your team’s availability for a project kick off meeting in the upcoming **2** weeks.

Use the below bullet for SDS Suppliers (remove this gray text descriptor)

* I would like to propose the following dates and times where I am available for a scoping call with **Knorr-Bremse**: **<dates/times>**

Use the below bullet for other Suppliers (remove this gray text descriptor)

* Please provide **some dates and times** your team will be available for a scoping call with **Knorr-Bremse** and the **SAP Business Network Supplier Integration Specialist,** who will be scheduling the meeting upon your confirmation.

***Integration Prerequisites***

* Please accept **Knorr-Bremse TRR** (trading relationship request) in test and production for the scoped **ANID(s)**.
* If catalogs are in scope, please make sure catalogs are available in the test environment **no later** than the start of integration testing activities.
* Please make sure assigned resources have the required skillset, appropriate system accesses, and availability to fulfil all responsibilities: *Knowledge of business operations with customer, Experienced Developers are required.* 
  + ***\*For more information on roles and responsibilities, please watch the Integration Kick Off recording as per below specified steps.***

If you have any questions or need additional information, feel free to reach out to me.

Thank you and I am looking forward to working with you.

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