Supplier Integration Intro Letter

INTERNAL | SAP AND PARTNER USE ONLY

**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 | January 2024 | Initial Version of the Document |

# Buyer Contacts

|  |  |  |
| --- | --- | --- |
| Name | Contact information | Role |
| Omurbek Zhyldyzbek | omurbek.zhyldyzbek\_uulu@novartis.com | Business contact/Project Lead |
|  |  |  |

# E-mail Subject

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

# E-mail Body

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

Dear <Supplier> team,

As you might already be aware, NOVARTIS 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 NOVARTIS.

I am the **SAP** **Business Network** **Supplier Integration Specialist** who will be providing Integration support for **<Supplier>** during the SAP Business Network Implementation with **NOVARTIS.** 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 NOVARTIS 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 |
| **NOVARTIS** | AN01003603018 | **<Supplier>** | <Supplier ANID> |

***NOVARTIS Transactions:***

• Purchase Order

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

• Invoice

* Credit Notes

**Please confirm your commitment to the project and ability to support active integration with NOVARTIS 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 **NOVARTIS 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 **NOVARTIS.** 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 **NOVARTIS**: **<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 **NOVARTIS** and the **SAP Business Network Supplier Integration Specialist,** who will be scheduling the meeting upon your confirmation.

***Integration Prerequisites***

* Please accept **NOVARTIS 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.

**<Insert Email Signature>**

**DS/IS:** This is the GDPR disclaimer and should not be removed from the intro letter. Be sure that this text follows your signature in the initial outreach email

**REMOVE THIS TEXT BOX**

We have been advised that you are the correct business contact for your company. Your contact details including your name, phone number, and email address have been stored in our system. Your information is stored in accordance with applicable privacy laws and will only be used for the purpose of enablement. If you are not the right contact, or you have questions or objections regarding this change, please reply to this email to opt out.

For information on how SAP Ariba process your personal information, you can find the SAP Ariba Privacy Statement at ariba.com/legal/privacy-policy or [privacy.ariba@sap.com](mailto:privacy.ariba@sap.com).  Please reference PET14,527 in your email.

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