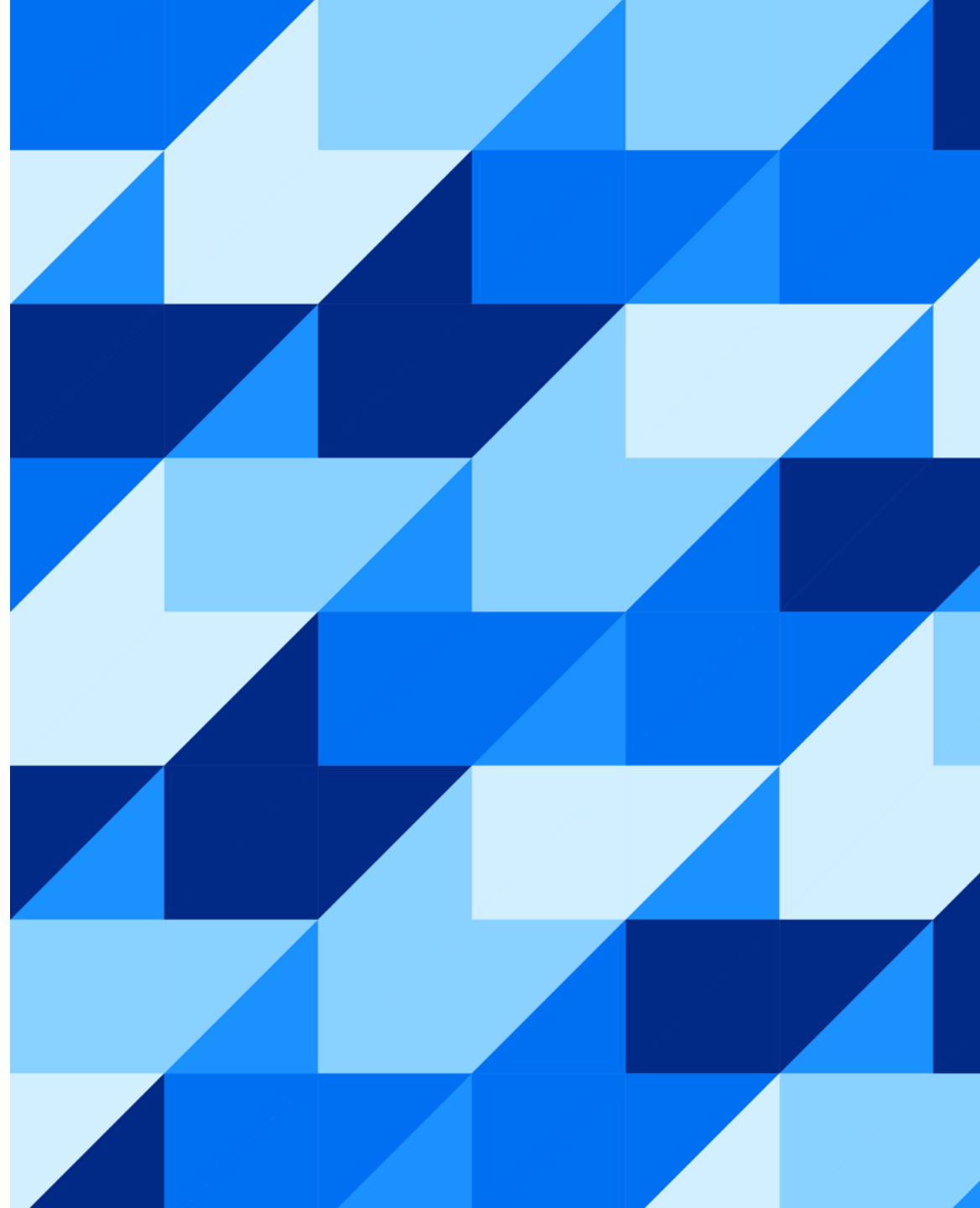


Extended Address and SAP Region Upload / Download

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Public



Agenda

- Introduction to Address and Extended address
- Capability and customization of extended address
- Behavior of State/Province/Region field in Buyer and Supplier View
- Demo on Address and Extended Address
- Introduction to SAP Region Upload/Download
- Common Issues Encountered with SAP Region Upload
- Demo on SAP Region Upload/Download

Address and Extended Address



Introduction to Address and Extended address

- Address questions include basic address fields such as street, city, State/Province/Region, country/Region and postal code . The mapping used for address question is **vendor.address**
- Extended Address questions include a larger set of fields such as house number, building, district and PO box that are useful for international and non-residential addresses.
- Extended address answer type is recommended in Ariba to integrate to the ERP /S4 Hana system.
- Mapping used for extended address is **vendor.addressExt.postalAddress**
- Template survey documents in supplier management projects include both Address and Extended Address question answer types which have special features that are designed specifically for collecting supplier address information.
- Extended Address is available by default for all the customers.

Capability of Extended address

- Field Customization is supported in Extended address with certain limitations.
- Can able to validate or configure the postal code format through feature **SM-19056**: Configurable postal code validation in address answers
- Can able to import the SAP region codes into Ariba through feature **SM-5303**: Custom SAP region codes for supplier extended addresses
- State/Province/Region field can be controlled through parameter **Application.SM.AddressExtRegionCodeMandatory**

Customization of extended address

SAP Ariba supports the following customizations for Extended Address:

1. Field labels and Help text which appears when users click the information icon next to the field.
2. Which fields are included in Extended Address questions.
3. Whether or not individual fields are required.
4. The order in which the fields appear from top to bottom.
5. Whether a field appears in the initial Show Less view, or only after the user clicks a Show More link.

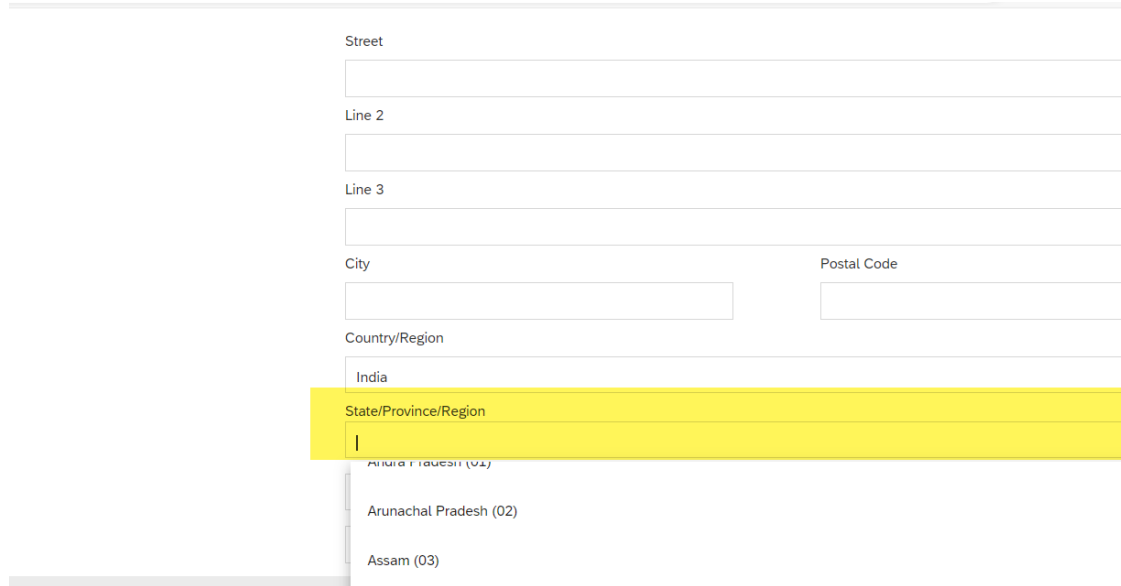
The following customizations are not supported for Extended Address:

1. Adding new fields to Extended Address questions. You can include or exclude the default fields, but you cannot add custom fields.
2. Field length or character limits.
3. Visibility, Editability and Validity conditions.
4. Country/Region is master data field and counties list cannot be removed or added.

Behavior of State/Province/Region Field in Supplier and Buyer View

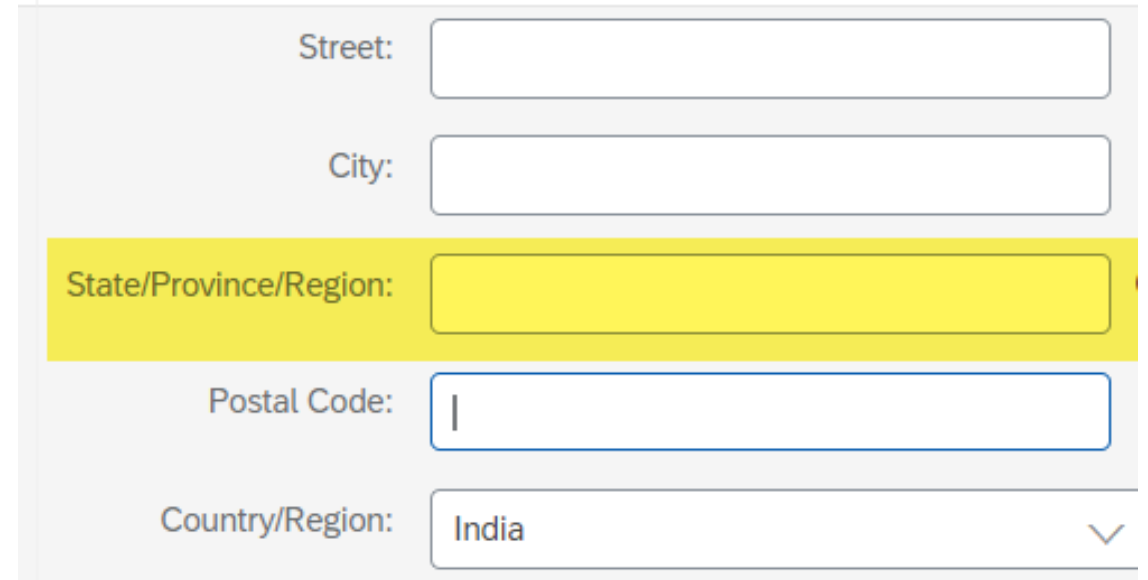
- In Address Question, State/Province/Region is always a **free text** field in Supplier view and **drop down** in Buyer View (Request Project or internal registration or Internal questionnaire) .
- While in extended address the State/Province/Region field is **drop down** in both supplier and buyer view
- In Buyer View the State/Province/Region is **always mandatory** and region field will appear based on the country selected. If the country selected does not have any regions then region field would be **hidden** in buyer view
- In Supplier View the State/Province/Region field for extended address can be set as mandatory or optional through the parameter **Application.SM.AddressExtRegionCodeMandatory**.
- When this parameter is enabled, makes the State/Province/Region field in Extended Address questions required when there is state/province/region data available for the selected country/region. When there isn't any state/province/region data available for the selected country/region, the field remains optional.
- This parameter is only applicable in sites that don't have a field customization to make the State/Province/Region field required.
- This parameter is only applicable for extended address answer type and only for external registration questionnaire in supplier view.

Behavior of State/Province/Region Field Supplier and Buyer View



This screenshot shows the address form in the Buyer View. It includes input fields for Street, Line 2, Line 3, City, and Postal Code. The Country/Region dropdown is set to India. The State/Province/Region dropdown is highlighted in yellow and shows a list of states including Arunachal Pradesh (02) and Assam (03).

Address answer type in Buyer View



This screenshot shows the address form in the Supplier View. It includes input fields for Street, City, Postal Code, and Country/Region. The State/Province/Region field is highlighted in yellow and is currently empty.

Address answer type in Supplier View

Behavior of State/Province/Region Field in Buyer View

2 Extended address *

+

Floor ?

Street ? House Number ?

Street 2 ?

Postal Code * ?

City * ?

Country/Region * ?

State/Province/Region is hidden in Extended address answer type when there is no region available for the respective Country/Region

Behavior of State/Province/Region Field in Buyer View

2 Extended address *

+ Floor ?

Street ? House Number ?

Street 2 ?

Postal Code * ?

City * ?

Country/Region * ? State/Province/Region * ?

Andra Pradesh (01)

Arunachal Pradesh ...

3 Other Name ?

By default State/Province/Region becomes mandatory filed in Buyer view whenever the region exists for the respective country/Region irrespective of the parameter (**Application.SM.AddressExtRegionCodeMandatory**) On or OFF

Behavior of State/Region Code Field in Supplier View when the Parameter is OFF

The screenshot displays a supplier address form with the following fields and values:

- Building: 1st
- Street: 4
- Street 2: (empty)
- Postal Code: 560100
- City/suburb: * BNG
- Country/Region: India (IN)
- State/Province/Region: (no value) (dropdown menu is open showing options: (no value), Andaman and Nico.In. (...), Andra Pradesh (01), Arunachal Pradesh (02))
- Transportation Zone: (empty)
- PO Box: (empty)

The form includes a "4 ext address" label on the left and a "*Show More" link at the top left. Information icons (i) are present next to several fields.

State/Province/Region becomes non mandatory field even though the region exists for country/Region when the parameter (**Application.SM.AddressExtRegionCodeMandatory**) is OFF

Behavior of State/Region Code Field in Supplier View when the Parameter is ON

4 ext address

*Show More

Building: ⓘ

Street: ⓘ

Street 2: ⓘ

Postal Code: ⓘ City/suburb: * ⓘ

Country/Region: ⓘ State/Province/Region: * ⓘ

Transportation Zone: ⓘ

PO Box: ⓘ

Region is required for selected country

State/Province/Region becomes mandatory field in supplier view whenever the region exists for the respective country/region When the parameter (**Application.SM.AddressExtRegionCodeMandatory**) is ON

DEMO

SAP Region Upload/Download



Introduction to SAP Region Upload/Download

- There was a challenge where Ariba provided out of the box region codes does not match with region codes present in ERP system which had an integration failure.
- Feature (**SM-5303 - SAP region upload**) introduced where customers can load the custom ERP region codes into Ariba. Customer can log a case with SAP to get the feature enabled.
- Earlier the feature was supported only for SAP ERP systems since the region codes have to be extracted from T005S and T005U files from ERP and import into Ariba
- Since customers were using non-SAP ERP systems, there was no provision to import the region codes and to overcome this challenge, we have introduced a new feature (**SM-35659 - Ability to Download SAP Region Code Data**)
- This feature adds the ability to download current SAP region code data in T005U and T005S files from your SAP Ariba site, and adds default data in new sites deployed after the SAP Ariba 2312 release. This feature is automatically ON and the prerequisite is SM-5303 should be enabled.
- Customers integrated with non-SAP ERP systems can download and customize these files to create and upload their own region code data with the correct formatting.

Note :The Extended Address Region menu only shows the region codes you import. It doesn't add them to your site's existing region master data. Therefore, make sure that you import the full set of region codes you want to use

Prerequisites for Importing Custom Region Codes

- The SAP region code feature must be enabled in your site. It's disabled by default, and must be enabled by SAP Ariba support
- To download the current SAP region code data in T005U and T005S files from your SAP Ariba site, and to upload SAP region code data, you must be a member of the **Customer Administrator** group.
- By default, SAP region codes aren't available in Address questions in buyer-facing questionnaires. To make them available, an administrator must enable the self-service configuration parameter `Application.SM.UI.EnableERPRegionDisplayInSimpleAddress` in **SM Administration > Configuration Parameters**.
- If you use custom SAP region codes, you must also map those codes to the country codes used for supplier addresses on SAP Business Network. For more information, see [Country/Region-Specific ERP Region Code Mapping Data Import](#).

How to Import Custom Region codes

1. Perform one of the following actions:

- In the integrated SAP system, export the T005S and T005U tables to separate Microsoft Excel XLSX files.
- Download the T005S and T005U files as a ZIP file from your SAP Ariba site. Unzip the files and edit them as needed

2. Add both XLSX files to a ZIP file

3. On the dashboard of your SAP Ariba site, choose **Manage > Administration**.

4. Choose **SM Manager > SAP Region Upload or Download**

5. On the **Sap Region Upload or Download tab**, choose **Choose File**

6. Navigate to the ZIP file containing your SAP region codes and choose Open.

7. Choose **Upload**.

Note : After downloading and editing the files, if you zip them on a machine using Mac OS, the system adds a hidden `__MACOSX` folder. The presence of this folder causes upload of the SAP region code ZIP file to fail. To remove this folder, in Terminal, enter the following command from the ZIP file directory:

```
zip -d regioncodefilename.zip "__MACOSX*"
```

Common Issues Encountered

Question : Why does the Regions field in Address or Extended Address only show Region Code and not the Region Name when SAP Regions are uploaded?

Answer : The language code used for translation in **T005U.XLSX** is incorrect. Either the language code format is not correct or there could be white spaces along with the actual value in the cell. When the language code is set incorrect, the Region Name will not appear. In **T005U.XLSX** file, the Language Code should be a single character value as accepted by the SAP Ariba application.

Question : While loading SAP Regions file in **SM Manager**, why there is an `Error: FileNotFoundException` ?

Answer : Expected file extension and format by the system is T005S.XLSX and T005U.XLSX. The file extension .XLSX should be in uppercase as validation is case sensitive.

Question : Why there is an error "Incorrect header - expected 6 column got 5" While loading SAP Regions file in SM Manager

Answer : The file **T005S.XLSX** or **T005U.XLSX** is missing the required number of header columns. The file **T005S.XLSX** is expected to have 6 header columns and file **T005U.XLSX** is expected to have 5 header columns

DEMO

References

1. Documentation on How to Import Custom Region Codes [Importing Custom Region Codes for Supplier Addresses | SAP Help Portal](#)
2. Documentation on feature SM-35659 [SM-35659: Ability to Download SAP Region Code Data | SAP Help Portal](#)
3. Common issues and Questions on Extended Address [Content Index: Supplier Lifecycle & Performance - Extended Address \(ariba.com\)](#)
4. Common issues and Questions on SAP Region Upload or Download [Content Index: Common Issues with Import of Custom SAP Region codes \(ariba.com\)](#)

Q&A

Thank You!

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