

INTERNAL | SAP AND PARTNER USE ONLY

SAP Business Network Integration Solution Blueprint

|  |
| --- |
| Givaudan |

**IS/DS – Make a Copy of this Blueprint for Each Trading Partner**

**Purpose**

1. IR suppliers can start with the *Solution Blueprint*, no need for PowerPoint KO Deck as they should already be familiar with integration process
2. IQ suppliers will still use the PowerPoint KO Deck for information sharing only. All project requirements are to be captured in the *Supplier Solution Blueprint*
3. IL will create the *Solution Blueprint* template based on the Givaudan’s requirements (scope, business rules, mapping requirements, outcome of scoping session, transaction specifics, known limitations etc.)
4. IS/DS to use a copy of this template for all supplier projects. All project requirements between Givaudan & Supplier are to be captured in the copy of this document.

Document includes multiple “talking points” that should be discussed with both parties, and results documented in the Solution Blueprint.

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Table **of Contents**

[1 Document Purpose and Uses 3](#_Toc177659883)

[2 Business overview 3](#_Toc177659884)

[3 Technical Landscape 4](#_Toc177659885)

[4 Project Scope 5](#_Toc177659886)

[4.1 Orders 6](#_Toc177659887)

[4.2 Order Confirmation 8](#_Toc177659888)

[4.3 Advanced Shipping Notification (ASN) 10](#_Toc177659889)

[6 Cutover 10](#_Toc177659890)

[7 Error handling 12](#_Toc177659891)

[8 Testing 13](#_Toc177659892)

[9 Project Tracking 13](#_Toc177659893)

[9.1 Project Teams 13](#_Toc177659894)

[9.2 Project Schedule 15](#_Toc177659895)

[9.3 Sign Off 16](#_Toc177659896)

[10 Risks 16](#_Toc177659897)

[11 Supplemental Documentation 18](#_Toc177659898)

[11.1 SAP Help Portal 18](#_Toc177659899)

[11.2 cXML Supplemental Documentation 18](#_Toc177659900)

[11.3 EDI Supplemental Documentation 18](#_Toc177659901)

[EDI D96A/X12 Supplemental Documentation 18](#_Toc177659902)

[11.4 PIDX Supplemental Documentation via SAP Cloud Integration Gateway 19](#_Toc177659903)

[PIDX Supplemental Documentation 19](#_Toc177659904)

[11.5 Guided Integration for Trading Partners 19](#_Toc177659905)

[12 SAP Business Network customer support for Suppliers 20](#_Toc177659906)

[12.1 Post Go Live Support 20](#_Toc177659907)

[12.2 How to utilize Help Center and request assistance 20](#_Toc177659908)

[12.3 Access the Help Center 20](#_Toc177659909)

[12.4 Using SAP Business Network Help Center 20](#_Toc177659910)

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 | Description |
| 1.0 | July 2024 | Initial Version of Document |

# Document Purpose and Uses

This document defines the scope of the project and documents various business and technical aspects that relate to trading integration.

The aim is to identify all possible integration requirements from both parties to facilitate a smooth and swift implementation.

Any exceptions and areas of concern are analyzed and documented prior to the beginning of the design phase.

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 required skillset, appropriate system accesses, and availability to fulfil all responsibilities:

* Knowledge of business operations with customer
* Experienced Developers

The success rate of the project highly depends on proper and timely identification of all business/transaction scenarios to be covered during testing. It is imperative for trading partners to work with their Givaudan and SAP Business Network integration resources to proactively identify any such cases and make sure they are documented and validated through testing.

# Business overview

The purpose of undertaking this initiative is to increase efficiency and effectiveness of the organization with targeted business benefits such as:

* Simpler and more efficient E2E process experience
* Reduced data maintenance & improved data quality
* Enhanced user catalog experience
* Catalog and supplier enablement services
* Improved insight from shared real time data
* Functional gaps closure, process automation
* Improved enforcement of legal compliance
* Step-change in vendor self-service
* Step change in “touchless” payment
* Tail end management in user self-service

Integrated contingent and industrial workforce management

# Technical Landscape

|  |  |
| --- | --- |
| Description  Environment Infrastructure | Givaudan Specific Details |
| ERP | SAP S/4 HANA |
| Middleware | \*\* |
| Solutions Purchased | SAP Business Network for Procurement   * SAP Ariba Buying |

# Project Scope

The following tables outline the requirements unique to this Givaudan procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented below, as this is meant to only highlight information that is important to your Givaudan.

|  |  |  |  |
| --- | --- | --- | --- |
| Description  Documents in Scope Summary | Mandatory | Optional | Out of Scope |
| Purchase Order | x |  |  |
| Change Order | x |  |  |
| Order Confirmation | x |  |  |
| Advance Ship Notification |  | x |  |
| Receipt Notification |  |  | x |
| Service Entry Sheet |  |  | x |
| Invoice |  |  | X |
| Remittance Advice | x |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description  Business IDs | Company Name | ANID | DUNS | DUNS\_4 |
| Givaudan |  | AN11197259210-T |  |  |
| Supplier |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description  Business Units | Location  (City/State) | Business/Vendor ID | In Scope  (Y/N) | Unique Requirements |
|  |  |  |  |  |
|  |  |  |  |  |

## Orders

|  |  |  |
| --- | --- | --- |
| Description  Type | Givaudan Supported  (Y/N) | Supplier Supported/Format  (No or online, email, cXML, D96A, X12, CSV, PIDX, etc.) |
| Catalog | y |  |
| Non-Catalog/Free Text | y |  |
| P-Card | n |  |
| Service PO (Service structure/without parent - child lines) | n |  |
| Service PO (Service structure/with parent - child lines) | n |  |
| Service PO (Material structure) | n |  |
| Change Order - catalog | y |  |
| Change Order – non-catalog | y |  |
| Change Order – P-Card | n |  |
| Cancel Order | y |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Description  Attributes | | Givaudan Supported – (TBC) | Supplier Supported/Format |
| General | Split Orders | Identify what values cause an order to split.  How will split order affect the ShipTo information? |  |
| Order Numbering |  |  |
| Attachments | Are attachments sent and when? |  |
| Header | Bill To | Address & ID will be present on the PO |  |
| Ship To | Address & ID will be present on the PO |  |
| Private End User | Describe whether information provided in this field (ex. Requisitioner Name/Address) is relevant for processing. |  |
| Purchasing Agent | Describe whether information provided in this field (ex. Requisitioner Name/Address) is relevant for processing. |  |
| Payment Terms | Will be present as an Extrinsic |  |
| Comments | Will Givaudan send instructions in the comments?(didn’t notice so far intest) |  |
| Extrinsic | List values that supplier is required to capture and return on OC  Refer vendors to Transactions Samples file for list of PO extrinsic fields and descriptions. |  |
| Supplier Part ID | The value will be “Not Available” for non-Catalog items |  |
| Supplier Part Auxiliary ID | Confirm if Givaudan uses this field for part number, or to convey other information used by the supplier |  |
| Unit of Measure | ISO Standard  UNUOM |  |
| Extrinsic Values | List values that supplier is required to capture and return on OC |  |
|
|

|  |  |  |
| --- | --- | --- |
| Description  Order Processing Specifics | Givaudan Supported | Supplier Supported/Format |
| How are change/cancel orders handled? Change order types: OC based; customer initiated etc. |  |  |
| Describe any process requiring manual validation/further contact with customer/supplier to complete processing. |  |  |
| Will there be specific orders/special items requiring exception in processing?  Are there any other exceptions/specific processing instructions for this Givaudan? |  |  |
| Does the supplier have any comments on the reviewed Givaudan order management process? |  |  |
| Is Givaudan order management process in conflict with supplier order processing practices/automation capabilities? |  |  |
| Discuss process discrepancies between what the supplier supports and what the Givaudan is requesting. |  |  |

## Order Confirmation

|  |  |  |
| --- | --- | --- |
| Description  Type | Givaudan Supported  (Required/Optional/Out of Scope) | Supplier Supported/Format  (No or online, email, cXML, D96A, X12, CSV, PIDX, etc.) |
| Header Level | cXML |  |
| Line Level | cXML |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description  Attributes | | Givaudan Supported  (Required/ Optional/  Out of Scope) | Givaudan Comments | Supplier Comments |
| General | Attachments | O | Suppliers are allowed to include OC Attachments  "@" character is **NOT** permitted in attachment filenames. |  |
| Tolerance | O | No overdelivery is allowed |  |
| Rejection Reason | OOS | Not allowed |  |
| Line Item | Changes | O | Only changes for delivery date is allowed |  |
| Rejection Reason | OOS | Not allowed |  |
| Delivery Date | R | Changes are allowed |  |
| Shipment Date | O |  |  |
| Unit Price | R | Changes are NOT allowed |  |
| Unit Price Currency | R | Changes are NOT allowed |  |
| Item Description | R | Changes are NOT allowed |  |

## Advanced Shipping Notification (ASN)

|  |  |  |
| --- | --- | --- |
| Description  Type | Givaudan Supported  (Required/Optional/Out of Scope) | Supplier Supported/Format  (No or online, email, cXML, D96A, X12, CSV, PIDX, etc.) |
| All |  |  |

# Cutover

|  |  |  |
| --- | --- | --- |
| Description  Specifics | Givaudan Cutover Process | Supplier Comments |
| Legacy Orders | Will open orders be handled outside of AN post go-live?  Will there be expectation to close any open orders prior to go-live?  Would open orders be expected to be closed by a certain date (both on and outside of AN)?  Will the Givaudan be sending legacy transactions on AN?  Would only specific orders be sent as legacy?  Will legacy orders be recreated as new orders?  If yes, will they have the same order number?  Are there any specific instructions as to how legacy orders should be handled on AN?  Identify and document any Givaudan specifics associated with cutover  \* Please note that legacy POs cannot be integrated, hence automatically routed to supplier’s ERP.  Please consider in case of mass uploads as part of your cutover strategy and discuss alternative options with your IA & IL. |  |
| General | Does the supplier need to manually make changes to open orders?  Will the Givaudan provide a list of cutover documents?  Identify any risks associated with cutover |  |

# Error handling

|  |  |  |
| --- | --- | --- |
| Description  Specifics | Givaudan Comments | Supplier Comments |
| Failed or Rejected Document Transmissions |  | Who gets notified?  Are there any expectations as to how failed/rejected transactions are to be handled? |
| Failed Order Validation (wrong part number, price, UOM, etc.) |  | Who gets notified?  How is this corrected?  Does the supplier system automatically make substitutions?  What is the turn-around time to address failed orders? |
| General |  |  |

# Testing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description  Specifics | In Scope  (Y/N) | Phase  (Pilot/Post) | Givaudan Comments | Supplier Comments |
| Test Central plan | Y/N | Post | The assigned Supplier Integration Specialist will work one-on-one with suppliers through connectivity and testing. |  |
| Test Plan | Y/N | Pilot & Post | Provided as part of the integration kit. |  |

# Project Tracking

## Project Teams

|  |  |
| --- | --- |
| Roles & Responsibilities | Contact Name & E-mail |
| **Givaudan** | |
| **Project Lead (Operational Lead)**   * Main contact for project coordination * Provide commitment to project timeline * Understand Givaudan's transaction validation rules * Participate in status meetings |  |
| **Givaudan Technical (Developer)**   * Provide technical details for integration to backend systems * Perform data mapping * Assist in troubleshooting document failures * Coordinate go live with functional resource |  |
| **Testing Contact**   * Define & Validate catalogue content with Givaudan * Analyze incoming Orders * Generate Test OC * Assist in other testing activities, coordinate go-live * Download & validate applicable test transaction * load & process through ERP |  |
| **Supplier** | |
| **Project Lead (Supplier Enablement lead)**   * Main contact for project coordination * Enforce compliance of project timelines |  |
| **Technical (Developer)**   * Support of cXML/EDI Identified Supplier testing * Provide connection parameters to ERP systems * Assist in troubleshooting document errors from the   application/ERP |  |
| **Testing Contact**   * 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 |  |
| **SAP** | |
| **Integration Specialist**  **(IS)**   * Manage end-to-end supplier integration * Troubleshoot failed/rejected documents * Ensure timely completion of project milestones * Escalate issues to appropriate person/team |  |
| **Catalog Specialist**  **(CS)**   * Support Setup and testing of Catalogue with Givaudan and supplier * Troubleshoot failed/rejected catalogues * Ensure timely completion of project milestones * Escalate issues to appropriate person/team |  |
| **Network Deployment/Enablement Lead**  **(NDL/NEL)**   * Consolidates all supplier’s enablement status for reporting to the Givaudan |  |

## Project Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Description  Phase | Start Date | End Date | Contingency Plan  (If target date is missed) |
| Plan |  |  |  |
| Design |  |  |  |
| Build |  |  |  |
| Test |  |  |  |
| Deploy |  |  |  |
| Go Live |  |  |  |

## Sign Off

|  |  |  |  |
| --- | --- | --- | --- |
| Description  Name | Givaudan or Supplier? | Date | Signature |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Risks

|  |  |  |  |
| --- | --- | --- | --- |
| Description  Specifics | | Givaudan Mitigation Response | Supplier mitigation Response |
| Competing Priorities | Are other integration/capital projects running at the same time? |  |  |
| Can this project start now or in the future? |  |  |
| Is the PO Flip option a possibility in the interim, if the integration project cannot be completed in time? |  |  |
| System Maintenance Schedule | Upgrades? |  |  |
| System refresh? |  |  |
| Resource Constraints | Vacations? |  |  |
| Holidays? |  |  |
| Knowledge? |  |  |
| Processes | Updates/changes to code must be scheduled? |  |  |
| Go live at certain points of the month? |  |  |
| 3rd Party Dependencies | Are changes scheduled or added as needed? |  |  |
| How are error notifications/failures communicated for inbound/outbound transactions? |  |  |
| Is there a dedicated resource to support the project? |  |  |
| Will they attend standing calls? |  |  |

# Supplemental Documentation

This document contains Givaudan specific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the SAP Business Network.

Below are several sections for supplemental documentation to be used with this document for cXML, EDI

D96A / X12 or PIDX transaction formats. Only refer to the section that pertains to the format your organization will be sending or receiving.

## SAP Help Portal

SAP maintains a complete and rich documentation library with Administration and How-To guides.

Here at [**SAP Help Porta**l](https://help.sap.com/viewer/index), you can find the information you need to administer and provision our products.

All guides within our Help Library are downloadable and accessible by entering the document you are looking for in the search bar of SAP Help Portal.

Below are some helpful shortcuts to guidelines you might benefit from:

[cXML Solutions Guide](https://help.sap.com/products/ARIBA_NETWORK/11ee0faf55c74bf49379485c2ca588a9/dd97df0ea699431d96dfd47ea0a553a0.html?locale=en-US)

[cXML User’s Guide](http://cxml.org/downloads.html)

[SAP Business Network guide to invoicing](https://help.sap.com/docs/business-network-for-trading-partners/business-network-invoicing/sap-business-network-guide-to-invoicing)

## cXML Supplemental Documentation

New cXML supplier to SAP Business 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. SAP Business Network supports **HTTPS (not HTTP)** only for cXML transactions.
3. Review the **cXML Solutions Guide** and **cXML User’s Guides**.

cXML Document Type Definitions (DTD’s)

* <http://cxml.org> Download [InvoiceDetail.zip](http://xml.cxml.org/current/InvoiceDetail.zip) for the InvoiceDetailRequest.dtd. ; Download cXML.DTD for the OrderRequest ; Download Fulfill.dtd for ConfirmationRequest/ShipNoticeRequest

## EDI Supplemental Documentation

EDI D96A/X12 Supplemental Documentation   
[All EDIFACT D96A Implementation Guides](https://help.sap.com/docs/EDIFACT_D96A)

[All ANSI X12 Implementation Guides](https://help.sap.com/docs/ANSIX12_4010)

## PIDX Supplemental Documentation via SAP Cloud Integration Gateway

PIDX Supplemental Documentation   
[All PIDX Implementation Guides](https://help.sap.com/docs/PIDX_1.61)

## Guided Integration for Trading Partners

Trading Partners who wish to learn more about Guided Integration, should check the links below:

1. Introductory Video: <https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_o1eepg2y>
2. Compatibility Dashboard: <https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_8b9jbdg4>
3. Reconcile Template: <https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_hgwdkk00>
4. SAP Help: Seller Account Settings and Profile Configuration - Guided Integration for Trading Partners at: <https://help.sap.com/docs/business-network-for-trading-partners/seller-account-settings-and-profile-configuration/guided-integration-for-trading-partners?locale=en-US>

# SAP Business Network customer support for Suppliers

## Post Go Live Support

**Supplier Integrators** provide two weeks support of Post Go Live starting with the first transaction in **Production**. After the two-week period, a **Service Request** should be created for any assistance.

## How to utilize Help Center and request assistance

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

## Access the Help Center

[Sign into your account](https://service.ariba.com/) and look to the right-hand side of your screen  to view the **Help Center panel**. If the panel collapses and you cannot see any articles, click  icon to expand.

## Using SAP Business Network Help Center

The Help Center is the first place to start if you have questions about any **SAP** **Business Network Solution.**

Please watch this short[Tutorial](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_j6gwv8ex)on how to navigate **SAP Help Center to:**

* Find informational documents and FAQs created and curated by support or product documentation from [SAP Help Portal](https://help.sap.com/viewer/index)
* Find information on new releases, upcoming webcasts, and events, as well as easy access to Supplier Release Readiness Portal.
* Contact us to submit a case for support.

[www.sap.com](http://www.sap.com)