

INTERNAL

**SAP Ariba Supplier Integration Solution Blueprint**

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| Eneco |

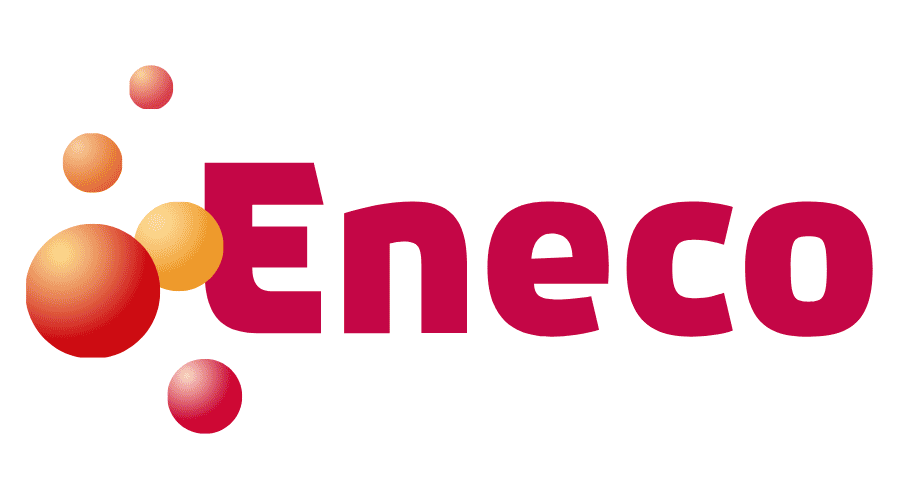


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# VERSION HISTORY

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 | Description |
| --- | --- | --- |
| draft | 01/07/2022 | Initial Version of the document |

# DOCUMENT PURPOSE and UsEs

This document defines the scope of the project and documents various business and technical aspects that relate to supplier 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 suppliers to work with their Eneco and SAP Ariba 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
* Improved insight from shared real time data
* Functional gaps closure, process automation

Improved enforcement of legal compliance

* Step change in “touchless” payment
* Tail end management in user self-service
* Integrated contingent and industrial workforce management

# Technical Landscape

| Description Environment Infrastructure | Eneco Specific Details |
| --- | --- |
| ERP | SAP S/4HANA |
| Middleware | Cloud integration gateway |
| Solutions Purchased | SAP Ariba Commerce Automation |
| UoM Classification | Custom |
| Commodity Codes | Custom |

# project scope

The following tables outline the requirements unique to this Eneco procurement environment, as detailed in the Excel Delta 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 Eneco.

| 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 |  |
| Service Entry Sheet Response |  | x |  |
| Invoice | x |  |  |
| Remittance Advice |  |  | x |

| Description Business IDs | Company Name | ANID | DUNS | DUNS\_4 |
| --- | --- | --- | --- | --- |
| Buyer | Eneco | AN01732108202 |  |  |
| Supplier |  |  |  |  |

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

## Orders

| Description Type | Eneco 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 |  |
| Blanket Order – with release | N |  |
| Blanket Order – without release | N |  |
| Service PO | TBD |  |
| Change Order - catalog | Y |  |
| Change Order – non-catalog | Y |  |
| Change Order – P-Card | N |  |
| Cancel Order | Y |  |
| Exception or Urgent/Machine down Order | N |  |
| Consignment Order | N |  |
| Work Order | N |  |
| Capital Equipment Order | N |  |

| Description Attributes | | Eneco Comments | Supplier Comments |
| --- | --- | --- | --- |
|  | Order Numbering | * Order numbers start with 35\* * Order Number contains 10 digits |  |
| Attachments | * Might apply |  |
| Header | Bill To | * Address and ID will be sent in each PO * ID on Invoice must match the one on the PO |  |
| Ship To | * Address and ID will be sent in each PO * ID on Invoice must match the one on the PO |  |
| Payment Terms | * Will be on the PO |  |
| Need By Date | * Does not need to be present in the Invoice * Needs to be confirmed in the Order Confirmation |  |
| Comments | * Comments will contain T&C |  |
| Extrinsic | * List values that supplier is required to capture and return on OC/INV * Refer vendors to Eneco\_EMEA\_cXMLTransactionSamples file for list of PO extrinsic fields and descriptions. |  |
| Service Date (start & end) | * Will be sent as an Extrinsic |  |
| Line Item | Order Item Numbering | * Will follow the following structure( 1, 2, 3, etc…) |  |
| Supplier Part ID | * “Not available” will be the value for Non-Catalog POs |  |
| Supplier Part Auxiliary ID | * Might apply |  |
| Unit Price | * 2 decimals |  |
| Unit of Measure | * UNUOM |  |
| Extrinsic Values | * List values that supplier is required to capture and return on OC/INV |  |

| Description Order Processing Specifics | Eneco Comments | Supplier Comments |
| --- | --- | --- |
| 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 Eneco? |  |  |
| Does the supplier have any comments on the reviewed Eneco order management process? |  |  |
| Is Eneco order management process in conflict with supplier order processing practices/automation capabilities? |  |  |
| Discuss process discrepancies between what the supplier supports and what the Eneco is requesting. |  |  |

## Order Confirmation

| Description Attributes | | Eneco Supported  (Required/ Optional/  Out of Scope) | Eneco Comments | Supplier Comments |
| --- | --- | --- | --- | --- |
| General | Attachments | Optional | * Allowed |  |
| Other | Optional | * Any other exceptions/specific processing requirements/instructions? |  |
| Header | OC updates | Optional | * Clarify whether OC updates are in scope with Eneco |  |
| Rejection Reason | Mandatory | * Suppliers are required to provide rejection reason |  |
| Line Level | Changes | Optional | * Suppliers are allowed to only partially reject a PO |  |
| Line Comments | Optional | * Suppliers are allowed to add comments |  |
| Delivery Date | Mandatory | * Supplier are allowed to deliver an item earlier than the requested delivery date * Suppliers are allowed to deliver an item later than the requested delivery date |  |

## Advanced Shipping Notification (ASN)

| Description Attributes | | Buyer Supported  (Required/ Optional/  Out of Scope) | Buyer Comments | Supplier Comments |
| --- | --- | --- | --- | --- |
| General | Attachments | Optional | * Allowed |  |
| Order Confirmation | Mandatory | * OC is requested before sending ASN |  |
| Tolerance | Optional | * Underdelivery is allowed |  |
| Delivery Date | Mandatory | * Multiple delivery dates are allowed on ASN |  |
| Line Level | Quantity | Mandatory | * Underdelivery is allowed |  |

## Service Entry Sheets

| Description Attributes | | Buyer Supported  (Required/ Optional/  Out of Scope) | Buyer Comments | Supplier Comments |
| --- | --- | --- | --- | --- |
| General | Attachments | Optional | Certificate or proof of completion must be attached to each SES |  |
| Other |  | * SES generated, only after Service is completed |  |
| Header | SES Number | Mandatory | * Up to 16 Characters allowed, no special characters and spaces allowed. |  |
| Start/End Date | Mandatory |  |  |
| Line Level | Quantity | Mandatory |  |  |
| Unit of Measure | Mandatory |  |  |
| Start/End Date | Optional |  |  |
| Item Description | Mandatory |  |  |

## Invoice

| Description Type | Eneco Supported  (Required/Optional/Out of Scope) | Supplier Supported/Format  (No or online, email, cXML, D96A, X12, CSV, PIDX, etc.) |
| --- | --- | --- |
| Catalog | R |  |
| Non-Catalog | R |  |
| Non-PO | R |  |
| Service | R |  |
| Credit – Header Level | O |  |
| Credit – Line Level | O |  |
| Debit – Header Level | OoS |  |
| Debit – Line Level | OoS |  |

| Description Attributes | | | Eneco Supported  (Required/  Optional/  Out of Scope) | Eneco Comments | Supplier Comments |
| --- | --- | --- | --- | --- | --- |
| General | Attachments | | Optional | * Allowed |  |
| Amounts | | **Subtotal amount** = Unit Price x Quantity (No tax)  **Taxable amount** = Subtotal amount  **Gross amount** = Subtotal + Tax  **Net amount** = Gross amount - discount\*  **Due amount** = Gross amount - adjustments (if any)  \*No discount => Net amount = Gross amount | |  |
| Address IDs | | Please **discuss** with project parties, if a list of addresses/IDs is required for processing. | |  |
| Supplier Invoice Processing | Real Time |  |  |  |
| Batched |  |  |  |
| Scheduled Run Nightly |  |  |  |
| Monthly |  |  |  |
| Next Day |  |  |  |
| Validation prior to sending to AN |  |  |  |
| Header | Invoice Number | | Required | * 16 characters max * special characters allowed |  |
| Invoice Date | | Required | * Back-dating Allowed |  |
| Bill To | | Required | * Address ID required |  |
| Remit To | | Required | * Address ID required |  |
| Sold To | | Required | * Address ID required |  |
| From | | Required | * Address ID required |  |
| Ship From | | Required | * Address ID required |  |
| Ship To | | Required | * Address ID required |  |
| From | | Required | * Address ID required |  |
| Strict Validation | Name | Required | System will check, whether present |  |
| Street | Required | System will check, whether present |  |
| City | Required | System will check, whether present |  |
| State | Optional | System will check, whether present |  |
| Postal Code | Required | System will check, whether present |  |
| Country | Required | System will check, whether present |  |
| Bank Account Details | | Optional |  |  |
| Payment Net Terms | | Optional | Needs to match PO payment terms, if present |  |
| Eneco VAT ID | | Required |  |  |
| Supplier VAT ID | | Required |  |  |
| Line Item | Invoice Line | | Required | * [2](https://support.ariba.com/Item/view/196374) decimals * Suppliers are allowed to increase/decrease |  |
| Quantity | | Required | Suppliers are NOT allowed to increase qty |  |
| Unit Price | | Required | * [2](https://support.ariba.com/Item/view/196374) decimals * Suppliers are allowed to increase/decrease |  |
| Unit Of Measure | | Required | * Must be same as PO |  |
| Order Line Number reference | | Required | * INV Line Number Must reference same PO line Number |  |
| Supplier Part Id | | Required | * Suppliers are not allowed to edit |  |
| Supplier Auxiliary Part ID | | Optional |  |  |
| Buyer Part Id | | Optional |  |  |
| Item Description | | Required |  |  |
| Tax | Alternate Currency |  | “alternateCurrency” may be required if:   * Eneco has specific rules in place requiring alternate currency * Eneco and Supplier reside in different countries * PO and Invoice have different currencies * Ship To country code does not match invoice currency |  |
| Category | Required |  |  |
| Percentage Rate | Required |  |  |
| Supply Date (tax point date) | Required |  |  |
| Tax Amount | Required |  |  |
| Taxable Amount | Required |  |  |
| Tax Description | Required |  |  |
| Tax Location | Optional |  |  |
| Allowance & Charges | | Optional |  |  |
| Shipping & Handling | | Optional |  |  |
| Net Amount | | Required |  |  |
| Amount without tax | | Optional |  |  |
| Subtotal Amount | | Required | “alternateCurrency” and “alternateAmount” may be required if Eneco has flagged this in the business rules  If Eneco has SAP ERP the Subtotal Amount is required |  |
| Summary | Tax | Alternate Currency | Optional | “alternateCurrency” may be required if:   * Eneco has specific rules in place requiring alternate currency * Eneco and Supplier reside in different countries * PO and Invoice have different currencies * Ship To country code does not match invoice currency * Summary tax is required on all invoices even if the amount is zero (0.00) |  |
| Category | Required |  |  |
| Percentage Rate | Required |  |  |
| Supply Date (tax point date) | Required |  |  |
| Tax Amount | Required |  |  |
| Taxable Amount | Required |  |  |
| Tax Description | Required |  |  |
| Tax Location | Optional |  |  |
| Special Handling Amount | | Optional |  |  |
| Shipping Amount | | Optional |  |  |
| Net Amount | | Required |  |  |
| Gross Amount | | Required |  |  |
| Invoice Detail Discount | | Out of scope |  |  |
| Due Amount | | Required | “alternateCurrency” and “alternateAmount” may be required if Eneco has flagged this in the business rules |  |

# Cutover

| Description Specifics | Eneco 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 Eneco 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 Eneco 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 SSIA/SSI. |  |
| General | * Does the supplier need to manually make changes to open orders? * Will the Eneco provide a list of cutover documents? * Identify any risks associated with cutover |  |

# Error handling

| Description Specifics | Supplier Comments | Eneco 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 | * Is there any schema or data validation done on the invoice before it is sent to the AN? * What is the process if an invoice fails against a business rule in the AN? * What is the process if duplicate invoice numbers are not allowed when an invoice has failed or been rejected? |  |

# project Tracking

## 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 | Eneco or Supplier? | Date | Signature |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# tESTING

| Description Specifics | In Scope (Y/N) | Phase (Pilot/Post) | Eneco Comments | Supplier Comments |
| --- | --- | --- | --- | --- |
| Test Central plan | Y/N | Post | Reference the [Supplier Test Central Guide](https://support.ariba.com/Item/view/something) for how to use during testing with this Eneco. |  |
| Test Plan | Y/N | Pilot & Post | Provided as part of the integration kit. |  |

# Risks

| Description Specifics | | Eneco 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? |  |  |
| * Are error notifications/failures communicated back? |  |  |
| * Is there a dedicated resource to support the project? |  |  |
| * Will they attend standing calls? |  |  |

# supplemental documentation

This document contains Eneco specific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the Ariba 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)

[Ariba Network guide to invoicing](https://help.sap.com/viewer/d0837e988978469ab79e35634c89480b/cloud/en-US/97f11d64acaf434da2b1819165b70874.html?q=guide%20to%20invoicing)

## cXML 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’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.
* <http://cxml.org> Download cXML.DTD for the OrderRequest
* <http://cxml.org> Download Fulfill.dtd for ConfirmationRequest/ShipNoticeRequest

## EDI Supplemental Documentation via SAP Ariba Cloud Integration Gateway

EDI D96A/X12 Supplemental Documentation   
[All EDI Supplier Guides](https://integration.ariba.com/#/resources)

## PIDX Supplemental Documentation via SAP Ariba Cloud Integration Gateway

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

# sap ariba customer support for suppliers

## Post Go Live Support

**Seller 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 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 into your accoun**t](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 Ariba 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 **FAQ**s and **Tutorials**.

Please watch this short[**Ariba Help Center - AN and Strategic Procurement Seller Tutorial**](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_j6gwv8ex) on how to navigate **SAP Ariba Help Center, search for answers and open a Support Request**.

## Customer Support Resources

If you do not find your answer after searching, you can request **Direct Support** via **Email, Chat, or Phone.** (Depending on the type of account you have).

