**NextTech Purchase-to-Pay (P2P) Roles & Responsibilities Document**

**1. Executive Summary**

This document defines the three-tiered role architecture (Strategic, Operational, Support) and accountabilities for NextTech’s P2P process.

**2. Tiered Role Architecture**

**2.1 Strategic Leadership (Tier 1)**

| **Role** | **Key Responsibilities** | **Strategic Initiatives (2026–2028)** |
| --- | --- | --- |
| **Chief Procurement Officer** | End-to-end P2P governance; oversee €600M annual spend and autonomous transformation. | Lead "Zero-Exception Procurement" (95% automation by 2028). |
| **Chief Financial Officer** | Working capital optimization; approve dynamic discounting/DeFi strategies. | Implement "Fluid Settlement Architecture" (tokenized ESG payments). |
| **Chief Sustainability Officer** | Ensure carbon-negative procurement via smart contracts and ESG scoring. | Pilot "Net-Zero Procurement" with BASF (2027). |

**2.2 Operational Roles (Tier 2)**

**Core P2P Functions**

| **Role** | **Responsibilities** | **Systems/Tools** | **KPIs Owned** |
| --- | --- | --- | --- |
| **Category Lead (Electronics)** | Develop semiconductor strategy; manage supplier scorecards (SAP Ariba). | SAP Ariba, Azure Spend Analytics | Cost Savings (€15M/year) |
| **Invoice Automation Manager** | Oversee AI-powered 4-way matching (PO/GR/Invoice/SDS); resolve exceptions. | Azure AI, ServiceNow | Touchless Invoice Rate (85%) |
| **Supplier Relationship Manager** | Conduct quarterly business reviews; onboard suppliers to dynamic discounting. | Salesforce Supplier Portal | Supplier Satisfaction (98%) |
| **Payment Optimization Analyst** | Execute dynamic discounting; monitor fraud detection in SAP. | SAP S/4HANA, DeFi Platforms | Early Payment Discounts (€2.5M) |

**Cross-Functional Integration**

| **Role** | **Interface Points** | **Collaboration Requirements** |
| --- | --- | --- |
| **Master Data Steward** | Govern supplier/material masters in SAP for P2P/O2C alignment. | Weekly syncs with O2C teams. |
| **Blockchain Architect** | Implement smart contracts for "Living Agreements" (2027). | Coordinate with ESG Compliance Hub. |

**2.3 Support Roles (Tier 3)**

| **Role** | **Responsibilities** | **Systems/Tools** |
| --- | --- | --- |
| **Hazardous Materials Coordinator** | Ensure SDS compliance for chemical shipments; conduct safety audits. | EHS Software, SAP MM |
| **AP Specialist** | Handle invoice exceptions (OCR corrections); validate VAT rules. | ServiceNow, SAP FI |
| **Supplier Onboarding Specialist** | Register new vendors; validate banking/legal docs for DeFi integration. | SAP Ariba, KYC Platforms |

**3. Escalation Paths**

**Process-Specific Escalation**

1. **Operational Issue** (e.g., invoice mismatch):  
   *AP Specialist* → *Invoice Automation Manager* → *Category Lead*
2. **Strategic Issue** (e.g., supplier bankruptcy risk):  
   *Supplier Relationship Manager* → *Chief Procurement Officer* → *CFO*

**Cross-Process Arbitration**

* **COO**: Resolves conflicts between P2P and Logistics (e.g., carrier disputes).
* **Autonomous Transformation Office**: Quarterly reviews of IoT-driven procurement pilots.