**SAP Ariba – Business Blueprint Document**

**Standalone Sourcing (RFx)**

**Version 1.0**

Prepared by: Ernst & Young LLP

**Project TADeP**

***Document Control***

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***Glossary***

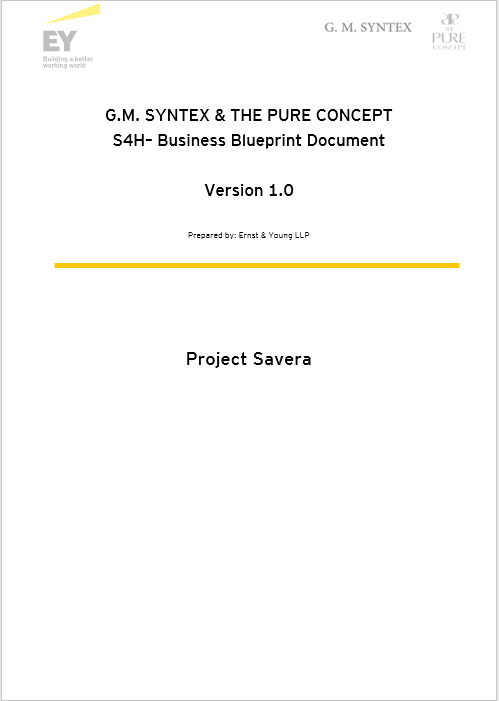
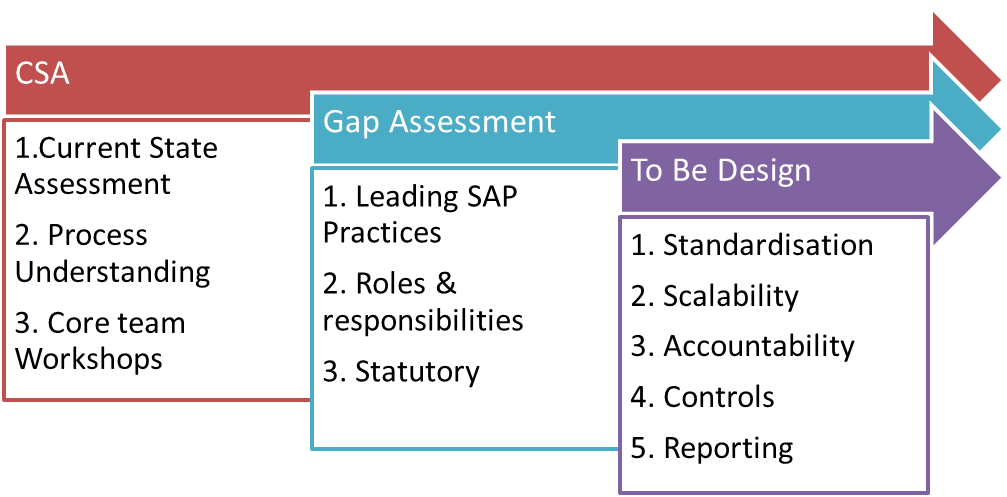
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| --- | --- |
| **Term** | **Definition** |
| BBP | Business Blue Print |
| BOM | Bill of Material |
| BPML | Business Process Master List |
| BPO | Business Process Owner |
| CIG | Cloud Integration Gateway |
| CO | Controlling |
| CPI | Cloud Platform Integration |
| CSA | Current state assessment |
| CTM | Core Team Member |
| DMS | Document Management System |
| DOA | Delegation of Authority |
| ERP | Enterprises Resource Planning |
| F&A | Finance & Accounts |
| FI | Finance |
| GB | Guided Buying |
| GI | Goods Issue |
| GPC | Group Procurement & Contracts |
| GR | Goods Receipt |
| MDM | Master Data Management |
| MM | Material Management |
| MRP | Material Requirement Planning |
| PO | Purchase Order |
| PP | Production Planning |
| PR | Purchase Requisition |
| PV | Plan Visage |
| QM | Quality Management |
| RFI | Request for Information |
| RFP | Request for Proposal |
| RFQ | Request for Quotation |
| SAP | System Application & Product and Data Processing |
| SCOC | Supplier Code of Conduct |
| SES | Service Entry Sheet |
| STP | Source to Pay |
| TB | Tender Board |
| UI | User Interface |
| URS | User requirement specification |
| TCTR | Technical Comparison & Technical Recommendation |

# *About Business Blueprint*

The business blueprint document is a framework for understanding the business goals of the company and the processes required to support those goals. The purpose of this document is to provide detailed guidance and key design information for the SAP Ariba System to carry out a full SAP Ariba system implementation with integration to S4H

# Following diagram illustrates the approach towards designing the SAP

# Ariba BBP



# *About SAP Ariba BBP*

The purpose of this document is to provide the user understanding of the SAP Ariba Sourcing (RFI, RFP & Auction) business processes that are being implemented in XX Laboratory Limited and mapped it according to organization’s current business processes.

This document will serve the basis on which the configuration related activities will be undertaken during realization phase of the SAP Ariba Sourcing

# *Key Design inputs*

## Requirements / Expectations from Business

|  |  |  |
| --- | --- | --- |
| **Serial No** | **Requirements / Expectations from Business** | **Solution possible in SAP Ariba?** |
| SOURCING\_01 | Department Based on Region. | Not Possible |
| SOURCING\_02 | Target saving field should be optional. Presently it is showing as mandatory | Yes |
| SOURCING\_03 | Execution strategy to be made defaulted with Online Sourcing | Not Possible |
| SOURCING\_04 | Approval process is not required to send the RFI, but for RFP. Auction. approval process is required for awarding | Yes |
| SOURCING\_05 | Delivery Date field should show calendar date instead of text filed (supplier site) | Yes |
| SOURCING\_06 | Payment Term and Inco Term should be as per S4H data | Yes |
| SOURCING\_07 | During selection of template, all the other standard templates shouldn't be visible for user selection other than templates agreed for XX | Yes |
| SOURCING\_08 | Link in between RFI, RFP & Auction are required. During RFP with full projects, all the suppliers who responded in the RFI event should be defaulted. During Auction with full projects, all the suppliers who responded in the RFP event should be defaulted. Procurement team has the discretion to add/delete the suppliers according to requirement. | Yes |
| SOURCING\_09 | Bid should be per unit basis | Yes |
| SOURCING\_10 | There should not be an option for Ceiling price in RFP, but should be there in Auction | Not Possible |
| SOURCING\_11 | Historic price field can't be mandatory in any of the RFX events i.e. RFI, RFP or Auction. It is the discretion of the procurement team. As per business, for many of the items specifically gift & capital items are not procured repeatedly and historic price is not available | Yes |
| SOURCING\_12 | During RFP, all supplier may be intimated to revise their price. In such scenario, supplier would send the revised quote and there should be a facility in the system to track the various quote sent by the supplier with date & time stamp | Yes |
| SOURCING\_13 | RFP Event with multiple line items / BOM with upload facility | Yes |
| SOURCING\_14 | When the supplier submits the revised quote, system shouldn't allow to quote more the previous | Yes |
| SOURCING\_15 | Surrogate bid (submission of bid on behalf of the supplier) option is not required. That needs to be deactivated from Bid console | Yes |
| SOURCING\_16 | Is any flexibility to change the type of graph in the bid Console of Auction to Bar, Pie chart etc | Not Possible |
| SOURCING\_17 | Whether the list of bid received from the supplier can be displayed vertically / in separate column | Yes |
| SOURCING\_18 | Whether the layout of the bid console can be set at user profile level - enlarge some of the section. | Not Possible |
| SOURCING\_19 | Need to check the option to choose to create PO w.r.t. the Award. It is not visible in the current layout | Yes |
| SOURCING\_20 | Need to capture HSN code as mandatory at line item level | Yes |
| SOURCING\_21 | Requirement to capture 3-4 level of negotiation rounds on RFP level and RFP will be final stage of negotiation and every stage of negotiation should be captured in Ariba, there may be no auction | Yes |
| SOURCING\_22 | Floating URS based requirement on SAP Ariba. | Not Possible |
| SOURCING\_23 | Value based awarding in sourcing. This is required only when there is no approval process in S4H. As the PO flipped from Ariba would be approved further in S4H, the value-based approval of award in not required | Yes |
| SOURCING\_24 | Need to map TCTR Process in RFP | Yes |
| SOURCING\_25 | Add Pricing Component in RFP Template | Yes |
| SOURCING\_26 | Need to check the feasibility whether vendor can be differentiated on MSME and Non-MSME while inviting them for any event | Yes |
| SOURCING\_27 | Need to check if there is any limitation like maximum character length allow in Line item description. | Yes |
| SOURCING\_28 | Budget Price at Line Item Level | Not Possible |
| SOURCING\_29 | Historic Price should automatically be filled in Ariba Sourcing Events | Not Possible |

Requirement Tracker with remarks 

# *Master Data*

* Material master – material master of S4H shall be pushed to Sourcing by batch job / periodically
* Supplier master – all registered supplier will default from SLP. For new supplier, supplier registration invitation can be sent during RFx processes.

# *Business Processes of Sourcing consist of three broad functions*

# Request for Information (RFI)

# Request for Proposal (RFP)

# Auction

# Business Process Description – As-Is process for RFI, RFP and Auction

Currently, at XX, the RFI process is mainly followed for new product and new supplier as per the procurement policy. The process of RFP is followed for all product / service provided there are multiple suppliers. The process of standalone auction is performed currently for gift & promotion items, Packaging and capital goods. The RFI and RFP are performed outside system manually via email / phone call.

# Business Process Flowchart (As-Is) - RFI, RFP and Auction













# Business Process Description – To-Be process for RFI, RFP and Auction

Strategic sourcing is a major component of a spend management solution. The sourcing component of the Ariba Sourcing solution is a negotiation platform that allows buyers to more fully automate the process of structuring and executing effective online markets. It covers all “quote”- based procurement activities.

With the sourcing tool, buyers do not just focus on price alone. Rather, they can focus on the total cost of ownership and evaluate suppliers on basis of critical attributes such as technology, quality, delivery, responsiveness, services, innovation and cost. Buyers can run many types of online markets, including Request for Information (RFI’s), Request for Quotes (RFQs), and auctions. The true power of the sourcing component is delivered when you can leverage a category manager’s industry knowledge by capturing it in “Best Practice” sourcing templates.

The functionality of RFI would be used by the end user to get the information from supplier. RFI would be used by user to get the initial / standard quote from the supplier.

The functionality of RFP & Auction would be used by Procurement team to get the best online quote from the supplier

Ariba To- Be Process as per below diagram, which shows the entire Sourcing process step by step. For Indirect goods, the Ariba sourcing process starts with receipt of Sourcing Request from Buying module for Non-Catalog goods. For non-catalog service, system doesn’t generate the Sourcing Request automatically.

For Direct goods, the Ariba sourcing process starts with receipt of Sourcing Request from S4H for which there is no contract

# Business Process Description – To-Be process flow for RFI, RFP and Auction





| Steps | Steps | Process Description | Process Owner |
| --- | --- | --- | --- |
| 01 | * + - Sourcing Request creation (Indirect Goods) | * + - Procurement reviewer creates Sourcing Request (SR) in buying module for non-catalog items | Procurement Team |
| 02 | * + - Sourcing Request creation (direct Goods) | * + - System creates Sourcing Request (SR) automatically from S4H when MRP (material requirement planning) is performed in S4H for non-catalog items | System Generated |
| 03 | * + - Sourcing Request creation (service) | * + - System doesn’t support generation of SR for non-catalog service in buying module. The procurement team create Sourcing Project for Service w.r.t. the Service PR | Procurement Team |
| 04 | * + - Create Sourcing Project | * + - Create Sourcing Project – Full / quick | Procurement Team |
| 05 | * + - RFI | * + - Create new Supplier Request / Invite Supplier for inviting to new supplier | Procurement Team |
| 06 | * + - RFI | * + - Sourcing Team sends RFI to Ariba Network supplier. SR i | Procurement Team / User Department |
| 07 | * + - RFI | * + - Supplier response to RFI | Supplier |
| 08 | * + - Technical comparison & tech recommendation | * + - TCTR required? User to compare and recommend suppliers responses technically | User / R&D / CQA |
| 09 | * + - RFP/Auction in Ariba | * + - Sourcing Team request supplier to submit the RFP | Procurement Team |
| 10 | * + - RFP | * + - Supplier submits the RFP (commercial) | Supplier |
| 11 | * + - RFP | * + - Sourcing team receives RFP from all the suppliers and sends the quote for approval | Procurement Team |
| 12 | * + - RFP | * + - Only RFP to be performed? - Procurement team / Buyer reviews all the RFP | Procurement Team |
| 13 | * + - Auction | * + - Auction to be performed - Procurement team will conduct the auction among the shortlisted supplier | Procurement Team |
| 14 | * + - Auction | * + - Auction – Invite the Supplier for Auction     - Perform Auction | Procurement Team |
| 15 | * + - Auction | * + - Supplier responds to Auction | Supplier |
| 16 | * + - Auction | * + - Buyer receives the response for the auction event – Bid Console | Procurement Team |
| 17 | * + - Price comparison | * + - Price comparison of RFP / Auction – L1, L2, L3 | Procurement Team |
| 18 | * + - RFP/Auction Award approval in Ariba | * + - Approval is done as per DOA for the Awarding     - Registration of new supplier before awarding | Procurement team as per DOA |
| 19 | * + - PO / Contract Creation | * + - Once approval / awarding of supplier is done, system gives the option either to create PO or Contract.     - For both non-catalog goods & service, PO will be created in buying module once the PR is approved at final level | Procurement team as per DOA |
| 20 | * + - Approval of PO in S4H | * + - Approval of PO as per DOA     - PO is transmitted automatically to Supplier | Procurement team as per DOA |

# Approval Matrix for Award for Sourcing Event (RFx or Auction)

Once user award any supplier in event it goes for approval which is based on commodity code in XX. System identifies the commodity code mentioned in the project and send the notification to respective Approvers for the approval for awarding. Where Approver has to approve along with the comment after that it goes to second level Approval. If Approver rejects in any scenario then Project Owner will get a notification to restart the approval after correction



XX award Approval Matrix: XX Approval Matrix is as per attached file



# *Change impact to existing process*

For Sourcing module of SAP Ariba, following change impact points are identified.

Check the below content as per XX – add more points if I missed

|  |  |
| --- | --- |
| Current state high level overview | Future State |
| RFI process - RFI via mail or on phone | Sending of RFI / getting the response from supplier shall be via Sourcing module with system driven / dynamic questionnaire |
| TCTR process - RFI via mail or on phone | TCTR would be performed in system with approval process. RFP shall be sent only when TCTR process is completed |
| RFP process - RFP via mail or on phone | Sending of RFP / getting the response from supplier shall be via Sourcing module with system driven control on event, getting the online quote, intermediate communication / negotiation |
| Approval of RFP / Awarding – via mail | The approval of RFP / Award shall be system driven based on the DOA |
| The process of auction followed for few categories is disintegrated | The event auction shall be integrated back to PO / Contract |
| The standard functionality of RFQ is not used |  |
| Manual price comparison |  |
| Recording of price negotiation via mail or phone |  |
| Manual uploading of approval mail for not awarding L1 |  |

# *Authorization Role Considerations*

SAP Ariba provides authorization based on roles. A user can only access based on authorization only. Authorization is totally controlled by a User Manager, who is the Super admin for XX instance. It needs to be finalized to which user what roles are to be allocated and shall be done at realization stage

SAP Ariba provides authorization based on roles. Specify related to XX.

1. Standard roles will be used in SAP ARIBA.
2. No new roles will be built.
3. User groups will be designed by the ARIBA admin team.
4. Automated user provisioning will be defined in SAP IDM blueprint for cloud systems.
5. Group assignment to project to be done by business unit controller

|  |  |
| --- | --- |
| **Group Name** | **Description / Authorization** |
| Category Buyer | Intended for future use: permission for category buyer role |
| Category Manager | Members of this group can create: Ariba Contract Management contract requests and procurement workspaces, Ariba Supplier Performance Management Projects, Ariba Sourcing events (RFI, RFQ, auction, and survey events), Ariba Sourcing Professional full sourcing projects, suppliers and customers, and Knowledge Projects. Members can also view and run pre-packaged reports. Membership in this group does not confer the ability to manage Ariba Sourcing events or projects (for example, members cannot place surrogate bids, edit events, or submit awards) or the ability to translate projects. |
| Classified Access | Members of this group can view objects (Documents, Projects and Workspaces, for example) which have been assigned Classified access control. |
| Junior Procurement Agent | Members of this group can create sourcing projects. |
| Junior Sourcing Agent | Members of this group can create projects and view all projects. They can publish events that do not have an Approval for publish task or are associated with a task that does not have assigned approvers. Members of this group cannot translate projects, administer events, surrogate bid, run reports, or add, edit, or delete suppliers. |
| Sourcing Agent | Members of this group can create projects, publish their own projects, and view all projects. They cannot administer events, translate projects, place surrogate bid, run reports, add/edit/delete suppliers, or manage contracts. |
| Sourcing Approver | Members of this group can create projects, publish their own projects, and publish projects for buyers in the Junior Sourcing Agent group. Members of this group cannot add, edit, or delete suppliers, translate projects, or run reports. |
| Commodity Manager | Members of this group can view all projects, edit all quick projects, publish all projects, create projects, run reports, and add, edit, and delete suppliers. Members of this group cannot administer events, translate projects, edit full projects, or place surrogate bid. If a member of this global group is assigned to a Project or Workspace team, that member has the same abilities as a project owner and is considered an owner of that project, even if the user is not a member of the Project Owner group in the Project or Workspace. |
| Sourcing Manager | Members of this group can view all projects and run reports. They cannot create projects, administer events, edit events, translate projects, add, edit, or delete suppliers, or surrogate bid. |
|  |  |

# *Approach to cover functional deficits*

Check the below content as per XX. It should be in line with action item tracker / GAP agreed by Business – Not possible

| **Sr. No** | **High level Requirement Description** | **Gap** |
| --- | --- | --- |
| 1 | Department Based on Region. | Not Possible |
| 2 | Execution strategy to be made defaulted with Online Sourcing | Not Possible |
| 3 | There should not be an option for Ceiling price in RFP, but should be there in Auction | Not Possible |
| 4 | Is any flexibility to change the type of graph in the bid Console of Auction to Bar, Pie chart etc | Not Possible |
| 5 | Whether the layout of the bid console can be set at user profile level - enlarge some of the section. | Not Possible |
| 6 | Floating URS based requirement on SAP Ariba. | Not Possible |
| 7 | Budget Price at Line Item Level | Not Possible |
| 8 | Historic Price should automatically be filled in Ariba Sourcing Events | Not Possible |
| 9 |  |  |

# *Configuration Details*

| **Sl No** | **Elements** | **Description** |
| --- | --- | --- |
| 01 | Sourcing Templates – FRI / RFP and Auction | Final agreed templated of Sourcing |
| 02 | Workbook enablement workbook | Configuration / Key data structure for Sourcing template |
| 03 | Approval Matrix – Sourcing Request | Approval matrix of PR routed through Sourcing module |
| 04 | Below Questions were added in the RFI Template:  1. Event Related Information  \*Attach file if any  2. Payment Terms  3. Inco terms  4. Currency  5. Product Related information short Text  \*Attach file if any  6. Product Related Information Long Text  \*Attach file if any  7. Pricing Component  8. Ship to location  9. Quantity UOM  10. Delivery Date  11. Vendor Type  12. Std Price List Require  13. GA Drawing, COA  14. Offer Number with Revision  15. Contact Person for Technical and Commercial Requirement  16. Stock In/Out Position  17. SLA, Warranty terms, Shelve Life  18. DMF, Patent, Grade  19. Customer List | XX Request for Information Template |

Minutes of meeting and agreed templates of Sourcing – RFI, RFP and Auction

Workbook enablement data of Sourcing

Approval Matrix

# *Standard Reports – Put the standard report of Ariba related to SLP*

| **Report title** | **Transaction**  **Code** |
| --- | --- |
| Sourcing team report | This report displays sourcing project baseline spend by sourcing project name, sourcing project start date, sourcing project status, sourcing project parent project ID, event level summary event ID, and sourcing project owners in detail view |
| Ariba Sourcing savings | Analyses SAP Ariba Commodity Experience savings to see which commodity categories have benefited the most and the least from SAP Ariba category sourcing services. This report displays SAP Ariba commodity experience wave priority for UNSPSC L1 - L3 categories in aggregate view |
| RFI report | Provides an overall view of your organization’s RFI activity. This report is a compound report that includes the following components:   * Event overview, with total number of events and commodities * Event participation summary, with data on the total number of invited, accepted, declined, and participated suppliers. * Questions summary, with the average number of RFI questions * RFI event details report Filter further by currency, test event status, commodity, event status, event template, user, and region |
| Supplier participation report | Provides an overall view of event activity by specific suppliers. This report is a compound report that includes the following components:   * Event participation summary, with data on the total number of events invited, accepted, declined, participated, awarded, and the total number of bids for the supplier * Event Spend Summary, with data on historic spend, total bid, lead bids submitted by incumbents, lead bid total, awarded spend to the supplier, and awarded savings from the supplier * Lot Participation Summary, with total lots invited, accepted, declined, participated, and awarded, and acceptance and participation % for supplier * Participation event analysis report * Participation event spend report This report is parameterized on supplier and event type, so you must choose the event type and supplier you want to run it for. Filter further by supplier, commodity, event status, event type, region, currency, test event status, department, and event template |
| Awarded suppliers summary | Shows awarded suppliers for each event. This report displays supplier and supplier count for each event in detail view |
| Lot summary | Shows basic data on event lots. This report displays awarded, pending, and closed lots, number of lots, and number of owners for each event by owner, event status, lot title, and event title in detail view |
| Participated supplier’s summary | Shows event participation information for suppliers. This report displays supplier count and participated suppliers for each event in detail view |
| RFI event details report | Shows question and supplier data for RFI events. This report displays number of questions and invited, accepted, declined, and participated suppliers for each event by event title, status, and ID in detail view |
| Top 5 commodities sourced by project count | Shows the top-level commodity categories with the top five number of events. This report displays event counts for top-level commodity categories by calendar publish date in aggregate view |
| Actual savings report | Compares sourcing project savings and spend from baseline to implemented to actual spend. This report displays a detail view of savings form baseline, implemented, and actual spend and implemented and actual savings for project names by project ID, project owner, commodity, and savings type |
| Baseline spend by project | Shows baseline spend for projects in each commodity category. This report displays sourcing project baseline spend for top-level commodity categories and project names by start date in aggregate view |
| Savings by project | Shows sourcing project savings in each commodity category. This report displays sourcing project actual savings for top-level commodity categories and project names by start date in aggregate view |
| Savings detailed report | Provides a detailed view of project spend and savings, which allows you to easily compare savings performance for projects by examining baseline, estimated, negotiated, and implemented savings and spend side-by-side. This report displays a detail view of savings form spend (baseline, estimated, negotiated, and implemented) and savings (target, estimated, negotiated, and implemented) for project names by project ID, owner, commodity, and spend type |
| Savings summary report | Provides a higher-level comparison of project spend and savings, which provides basic information about savings performance for projects with a side-by-side comparison of savings figures. This report displays a detail view of savings form baseline, target, estimated, negotiated, and implemented savings for project names by project ID, commodity, and owner |
| Sourcing Project by Type and Start Date | Shows sourcing projects organized by event type. This report displays sourcing project count for each event type by start date in aggregate view. |
| Total value of events (Baseline spend and lead bid total) | This report displays an aggregate view of event item summary baseline spend and lead bid totals by event publish date and event type. Shows baseline spend and lead bid total for recent events. |

# *Integration with other Modules / Track*

| **Sr. no** | **Module** | **Description** |
| --- | --- | --- |
| 1 | S4H | Integration of supplier master – Migration from S4H and creation of BP in S4H on approval of suppler registration |
| 2 | Sourcing | Defaulting of registered supplier in Sourcing Processes |
| 3 | Buying | Defaulting of registered supplier in Buying Processes |
| 4 | Sourcing | On award / approval of award, system integrate to S4H to flip the PO / Contract |

* Cloud Integration Gateway (CIG): The integration with CIG allows to integrate S/4 HANA system to all the different modules of SAP Ariba. There is no Ariba ITK (Integration Tool Kit) in the architecture as the capability is in-built in CIG and CIG add-on. It consists of two components:
  + CIG Add-on: An SAP S/4 HANA add-on available from the SAP Support Service. It contains the necessary data import programs and configuration programs.
  + CIG: A comprehensive infrastructure that provides all standard and custom mappings, connections, and conversions to connect Ariba Network and SAP Ariba applications with SAP S/4 HANA.

In order to integrate S/4 HANA to SAP Ariba, we need to first install the CIG add-on on S/4HANA system. There is no additional subscription fee for CIG for customers who have subscribed to SAP Ariba solutions.

* Cloud Platform Integration (CPI): SAP CPI is a middleware service for integrating cloud solutions of SAP to S/4 HANA; that allows synchronization of data between two systems. It is available via https://api.sap.com and is hosted on SAP Cloud Platform. The CPI component holds the interface repository along with mapping information; basically, holds standard content.

**Field Mapping:**

When data is flowing from S/4 HANA to Ariba and back, the fields which are mapped are captured in separate document as part of technical details.

**Data Migration:**

Strategies related to data migration will be covered in detail in separate document which is related to data migration for the project ADePT

# *Technical Consideration – RICEF*

The following table illustrates the various customization requirements required by business /said solution.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RICEF ID** | **Mod**  **ule** | **Object Description** | **Current Reqt Status** | **Object Classific**  **ation** | **Remarks (if any)** | Remark |
|  |  | NA |  |  |  |  |
|  |  |  |  |  |  |  |

# *Technical Consideration*

| Sr. No. | Name Of Fiori App | Fiori App Details |
| --- | --- | --- |
|  |  |  |

# *Recommendation by EY – New/ Additional Technology Solution for future optimization*

| Sr. no | EY Recommendation | Acknowledge By Business |
| --- | --- | --- |
| 1 | **SAP MDM** |  |

# *Recommendation by EY parked with Business*

| Sr. no | EY Recommendation | Acknowledge By Business |
| --- | --- | --- |