HOW TO ENABLE YOUR SUPPLIERS
for SAP Ariba with Maximum Efficiency – An apsolut Guide

CHRISTIAN KLOPPMANN | TILL BRAND

APsolut

YOUR HOSTS

Christian Kloppmann
Principal at
apsolut Group

Till Brand
Consultant at
apsolut Group

AGENDA

- SUPPLIER ENABLEMENT PROCESS IN-DEPTH
- SUPPLIER ENABLEMENT TIMELINES
- SUMMARY AND WRAP-UP

APsolut

GLOSSARY AND WORDINGS

AN Ariba Network

SA Standard Account

EA Enterprise Account

ANID Ariba Network ID

CIG Cloud Integration Gateway

SE Supplier Enablement

CE Catalog Enablement

SI Seller Integration (Integrating Supplier ERP System to Ariba Network, Fully Integrated Supplier)

CM Change Management

Internal catalog Catalog where the upload is done by the <u>customer</u>
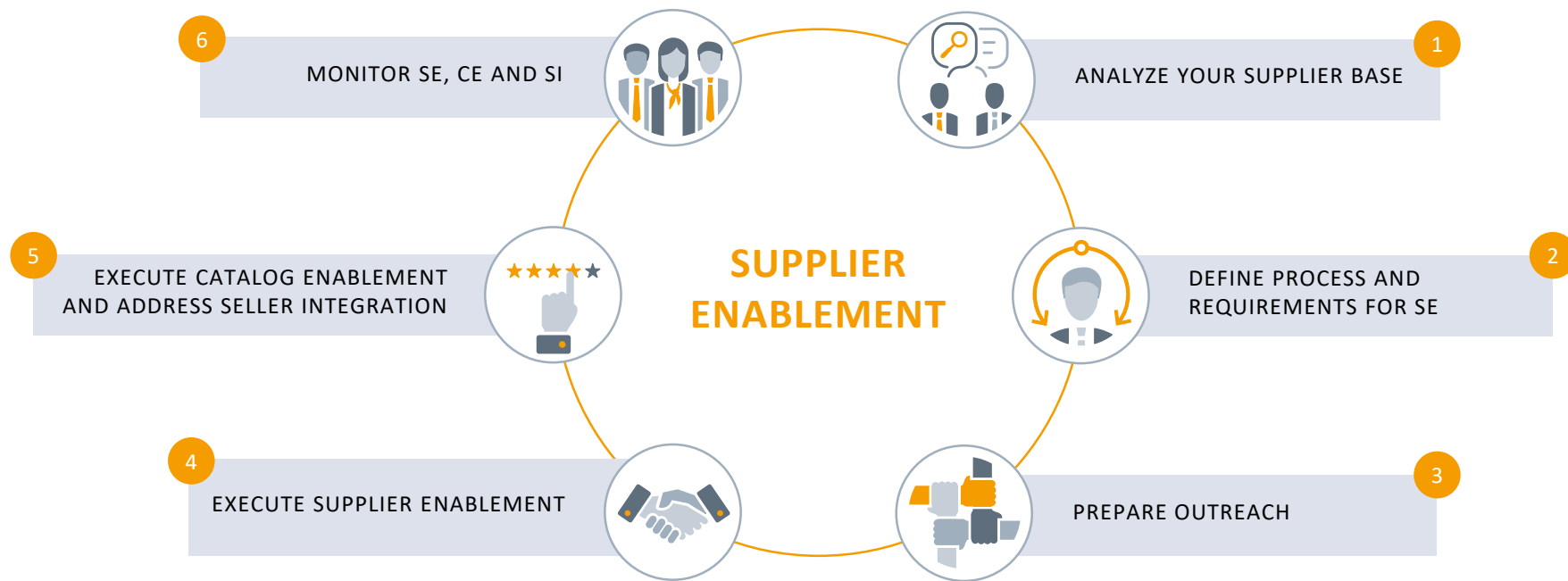
External catalog Catalog where the upload is done by the <u>supplier</u>

AGENDA

- SUPPLIER ENABLEMENT PROCESS IN-DEPTH
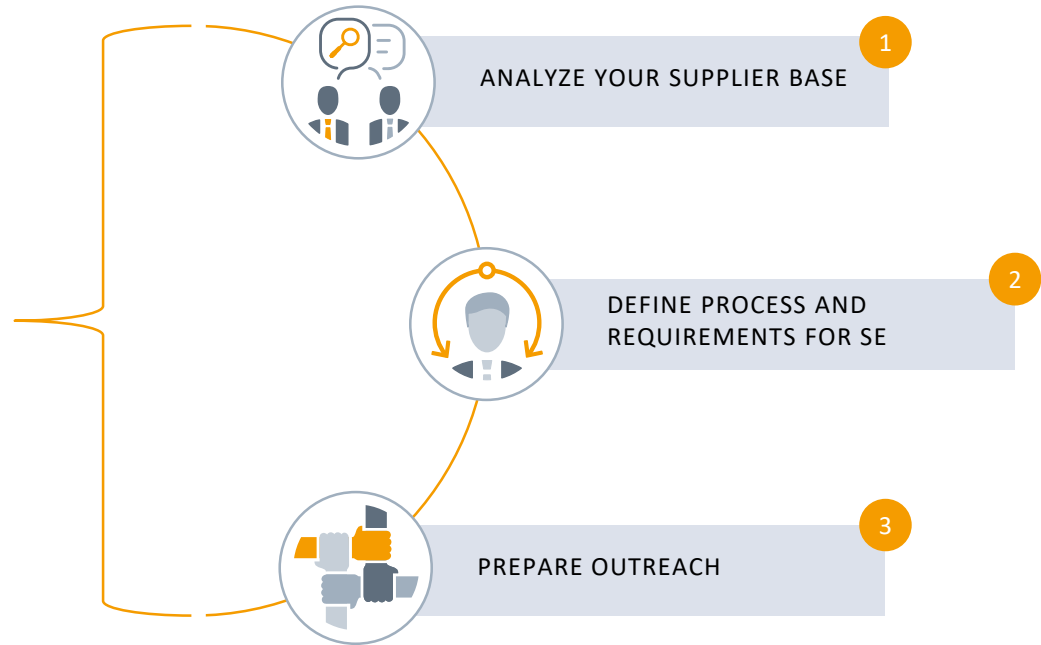- SUPPLIER ENABLEMENT TIMELINES
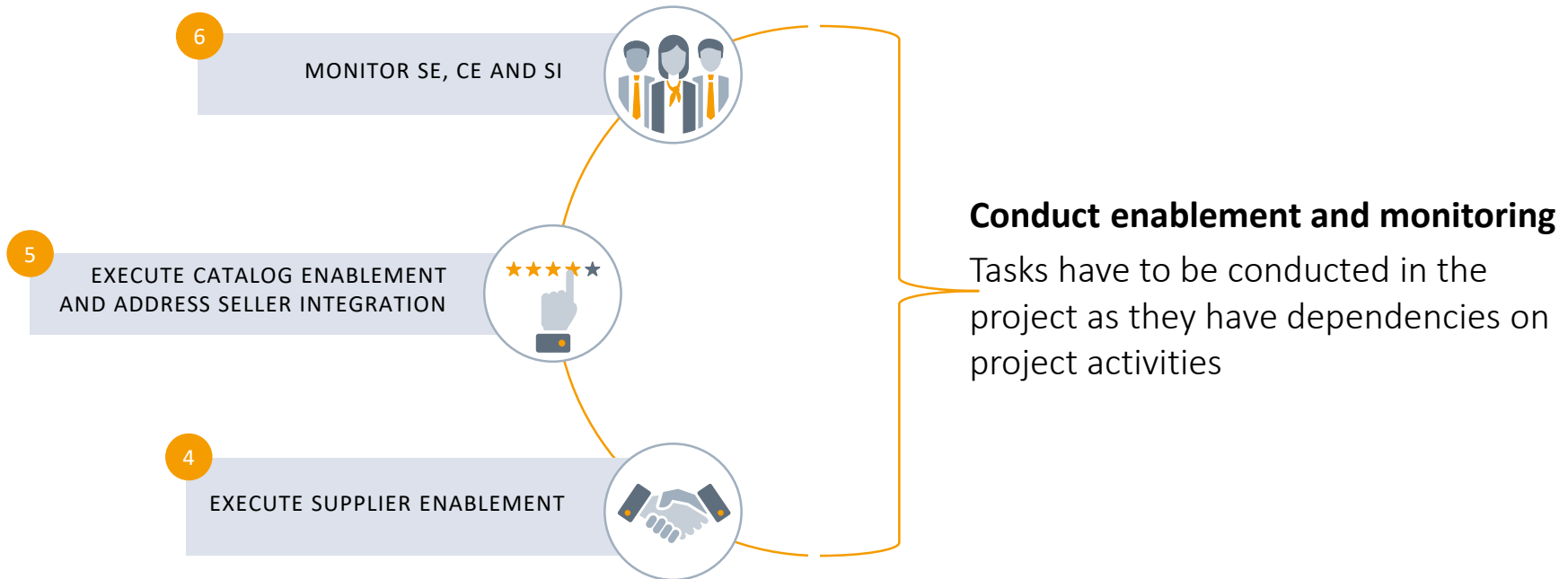- SUMMARY AND WRAP-UP

WHOLE PROCESS

6 MONITOR SE, CE AND SI

1 ANALYZE YOUR SUPPLIER BASE

5 EXECUTE CATALOG ENABLEMENT AND ADDRESS SELLER INTEGRATION

2 DEFINE PROCESS AND REQUIREMENTS FOR SE

SUPPLIER ENABLEMENT

4 EXECUTE SUPPLIER ENABLEMENT

3 PREPARE OUTREACH

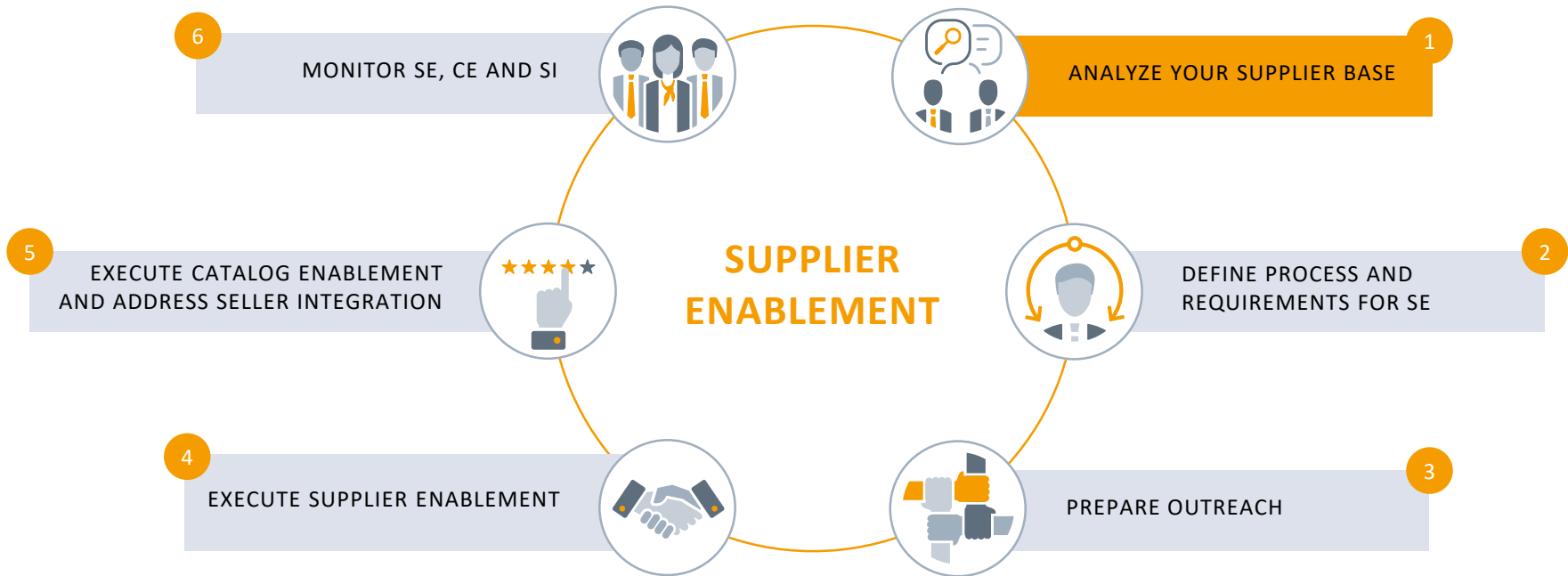# SEGREGATED VIEW: PREREQUISITES AND PREPARATION

Prerequisites and **Preparation**

- Can be processed in preparation/ ahead of the project

- Lessen the stress on the project by a large margin if prepared and known upfront

1 ANALYZE YOUR SUPPLIER BASE

2 DEFINE PROCESS AND REQUIREMENTS FOR SE

3 PREPARE OUTREACH

SEGREGATED VIEW: PROJECT EXCLUSIVE ACTIVITIES

6

MONITOR SE, CE AND SI

5

EXECUTE CATALOG ENABLEMENT
AND ADDRESS SELLER INTEGRATION

4

EXECUTE SUPPLIER ENABLEMENT

Conduct enablement and monitoring

Tasks have to be conducted in the project as they have dependencies on project activities

WHOLE PROCESS

6 — MONITOR SE, CE AND SI

1 — ANALYZE YOUR SUPPLIER BASE

5 — EXECUTE CATALOG ENABLEMENT AND ADDRESS SELLER INTEGRATION

SUPPLIER ENABLEMENT

2 — DEFINE PROCESS AND REQUIREMENTS FOR SE

4 — EXECUTE SUPPLIER ENABLEMENT

3 — PREPARE OUTREACH
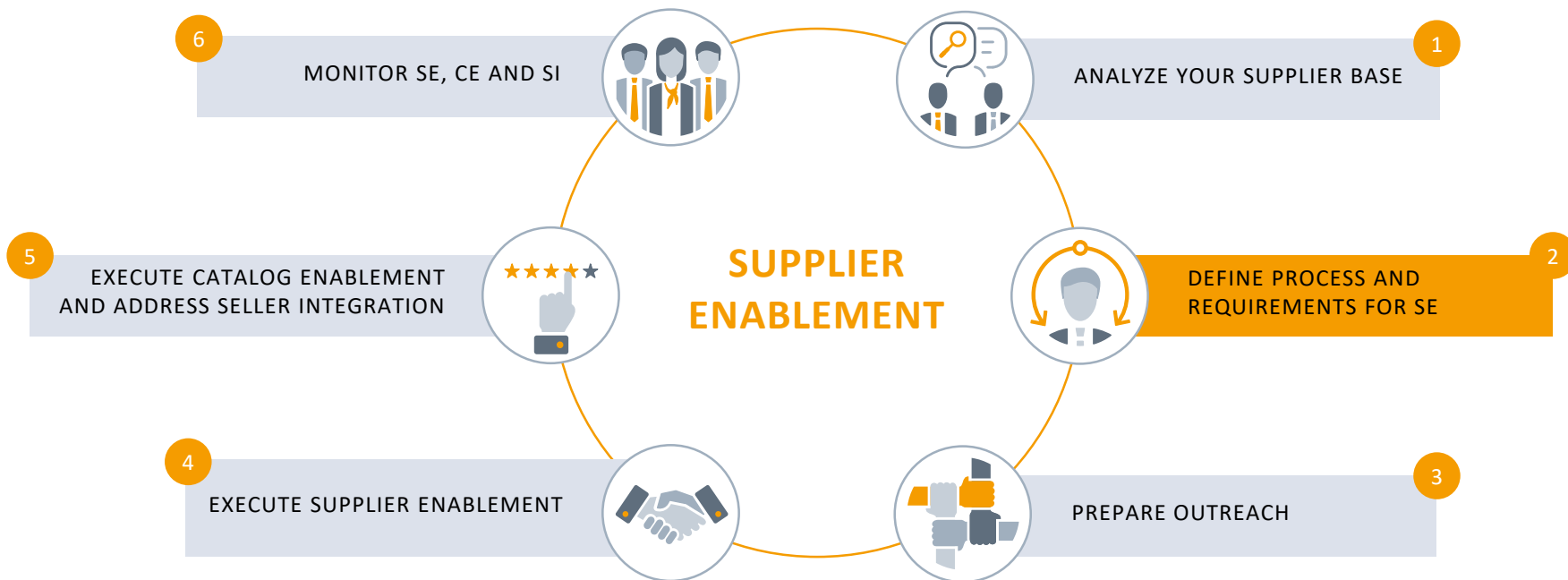
PREREQUISITES AND PREPARATION
Analyze your Supplier Base

Analyze your supplier base

- Is your supplier master data up to data with correct contact persons?
- Are there one time vendors?
- Analyze the supplier base by: PO and INV spend and count

Result: Cleansed Supplier Export with transactional and contact data

WHOLE PROCESS

6   MONITOR SE, CE AND SI

1   ANALYZE YOUR SUPPLIER BASE

5   EXECUTE CATALOG ENABLEMENT AND ADDRESS SELLER INTEGRATION

SUPPLIER ENABLEMENT

2   DEFINE PROCESS AND REQUIREMENTS FOR SE

4   EXECUTE SUPPLIER ENABLEMENT

3   PREPARE OUTREACH

APsolut

PREREQUISITES AND PREPARATION
Define Process and Requirements for SE

Define Enablement Strategy

- Which suppliers to migrate to Ariba in which sequence?
- What to consider for the strategy/ buying channels?
    - Catalog
    - Spot Buy
    - Tactical Sourcing
    - Free-text

Result: Flight Plan and a consolidated supplier base

Resource planning

- Which roles have to be staffed?
    - Customer
    - SNAP
    - Large Enterprise

Note: Think about adequate resources even before official start and available after Go Live

Result: Responsibility and resource plan

Change Management

- Internal communication?
- External communication?
- Documentations/ Guidelines?
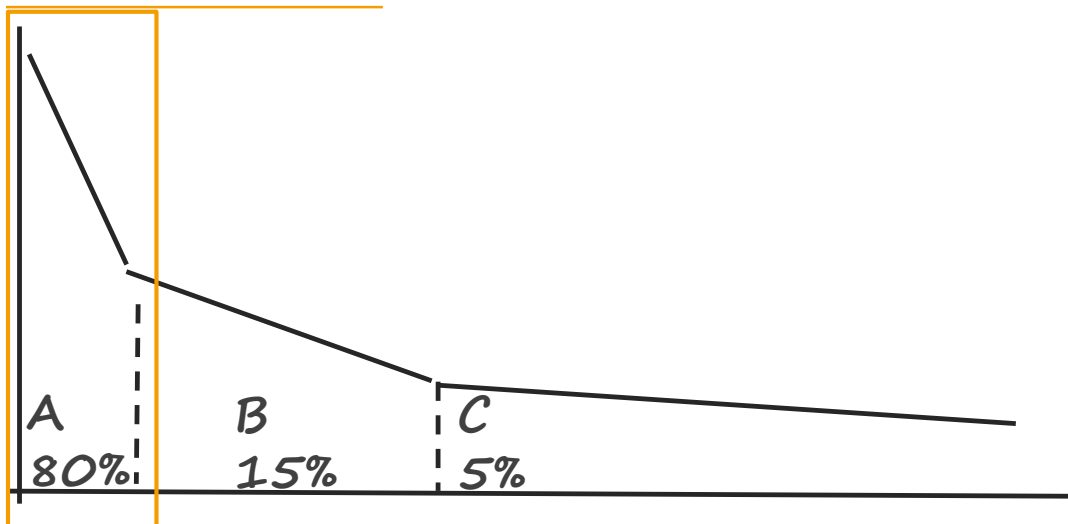- Handover from Project to Operational business team?

Note: Consider Change not only in your company BUT also for your supplier base

Result: Change Management strategy

DEFINE ENABLEMENT STRATEGY
Example

A
80%

B
15%

C
5%

A Supplier
High spend and number of transactions. Prioritized suppliers

B Supplier
Average spend and number of transactions

C Supplier
Lower spend and number of transactions

A Supplier
Enable via Supplier Enablement

B Supplier
Enable via Tactical Sourcing e-forms

C Supplier
Cut from supplier base and cover via Spot Buy functionality (Mercateo UNITE, eBay)

RESOURCE PLANNING
Team Setup Supplier Enablement: Large Enterprise

Ariba

Supplier facing SE experts

Supplier facing CE experts

- Communication and Enablement activities with the supplier till the acceptance of the TRR

SE Lead   CE Lead   Seller Integrator

- Coordination and monitoring of the SE, CE and SI stream and the Supplier facing Teams
- Reporting and escalation to customer

Customer

SE Lead   CE Lead

- Decision makers for SE and CE activities
- Coordination of local buyer teams
- Counterpart to Ariba SE and CE Lead

Local Buyer teams

- Communication and push for suppliers with customer leverage
- Catalog Content related questions

RESOURCE PLANNING
Team Setup Supplier Enablement: SNAP

Ariba

SAP Ariba

- Perform Supplier Match

Customer

apsolut/
Consultant

- Partner enables 5-10 suppliers in standard -> Used to Train the trainer and to streamline processes and documents
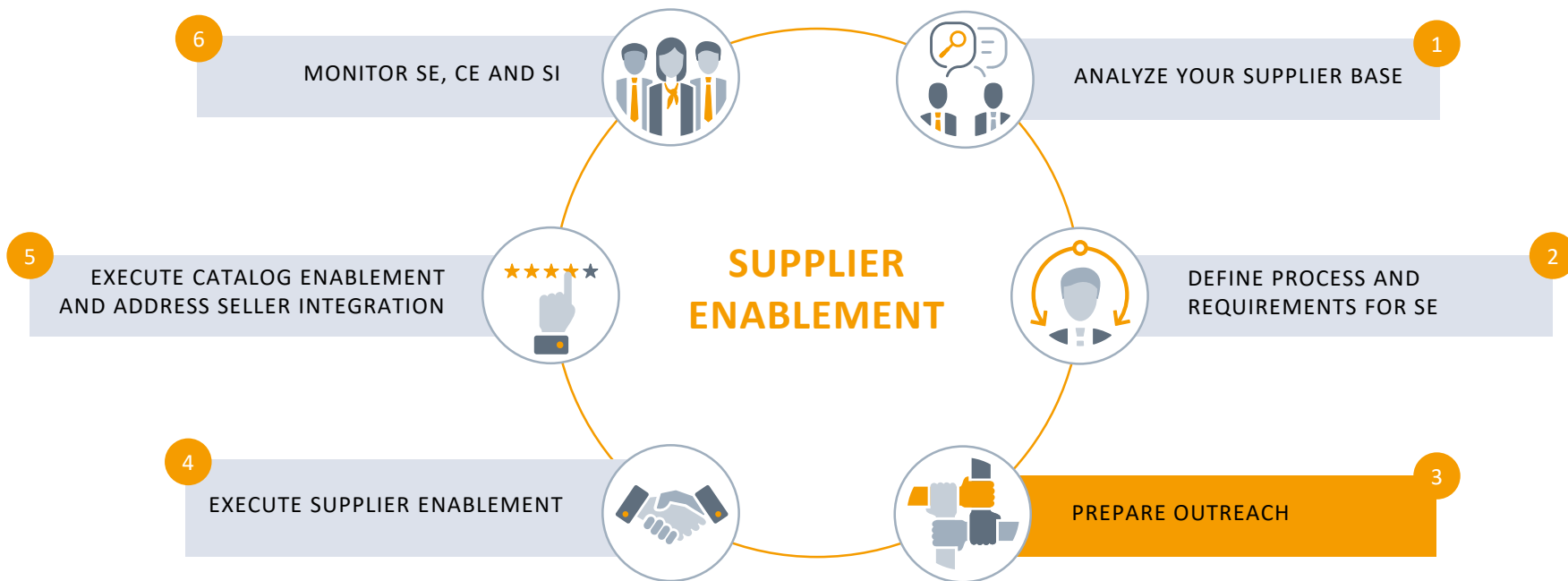
SE Lead   CE Lead

- Decision makers for SE, CE activities
- SE and CE activities for suppliers except the volume covered by apsolut are in the responsibility of the customer
- Communication and push for supplier TRR acceptance
- Catalog Content related questions

WHOLE PROCESS

6 MONITOR SE, CE AND SI

1 ANALYZE YOUR SUPPLIER BASE

5 EXECUTE CATALOG ENABLEMENT AND ADDRESS SELLER INTEGRATION

2 DEFINE PROCESS AND REQUIREMENTS FOR SE

SUPPLIER ENABLEMENT

4 EXECUTE SUPPLIER ENABLEMENT

3 PREPARE OUTREACH

PREPARATION
Prepare Outreach

Supplier Enablement

- How shall my outreach look like? (Project Notification Letter)
- Which information do I request in the outreach from the supplier?
- Prepare guidelines and informational material for suppliers

Catalog Enablement

- How shall my catalog template look like?
- Is the catalog content already negotiated?
- Define a naming convention for catalogs
- Which strategy do I follow for catalog eligible suppliers?

Supplier Integration

Do I support the Supplier Integration in the Project timeline or ask for it after the project?

WHOLE PROCESS

6 MONITOR SE, CE AND SI

1 ANALYZE YOUR SUPPLIER BASE

5 EXECUTE CATALOG ENABLEMENT AND ADDRESS SELLER INTEGRATION

2 DEFINE PROCESS AND REQUIREMENTS FOR SE

SUPPLIER ENABLEMENT

4 EXECUTE SUPPLIER ENABLEMENT

3 PREPARE OUTREACH
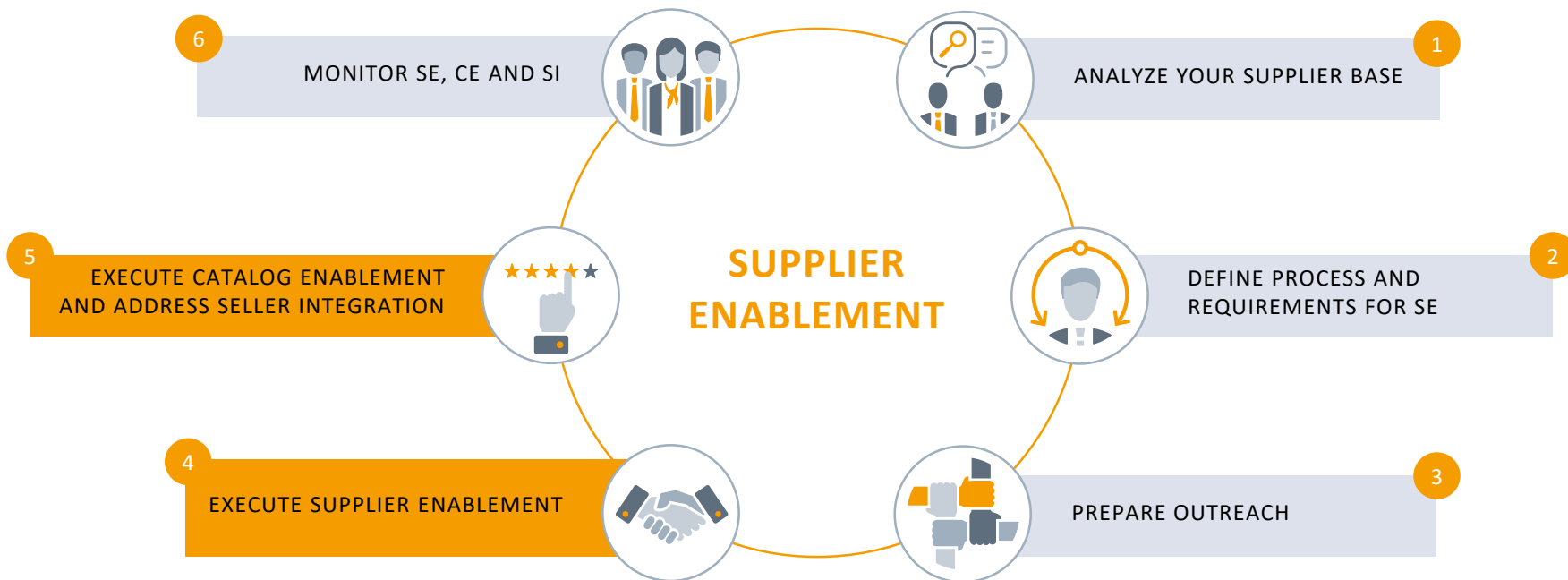
EXECUTE SE, CE AND SI
Supplier Enablement Process: Large Enterprise/SNAP

SEND PROJECT NOTIFICATION LETTER (PNL)

Customer & Ariba
Customer

SEND TRADING RELATIONSHIP REQUEST

Customer & Ariba
Customer & apsolut

MONITOR ONBOARDING PROCESS

Ariba
Customer & apsolut

TRADING RELATIONSHIP REQUEST ACCEPTED

Customer & Ariba
Customer & apsolut

TESTING

Customer & Ariba
Customer & apsolut

CATALOG ENABLEMENT

Customer & Ariba
Customer & apsolut

SELLER INTEGRATION

Customer & Ariba
Out of scope

SEND GO LIVE LETTER

Customer
Customer

ENABLEMENT METHODS
Overview
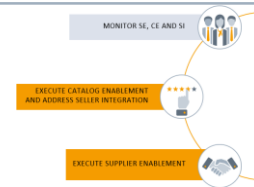
1. **T**rading **R**elationship **R**equest **Enablement**
- Vendor Upload File has to be prepared and uploaded on your Buyer Account
- Trading Relationship Request (TRR) has to be finalized
- Supplier receives TRR on AN via E-Mail notification
- Supplier can accept TRR manually or automatically
- Recommended to be used for Large amounts of Enterprise Accounts (PO Flip and external catalog suppliers)

2. PO Enablement:
- Supplier is informed in general about Ariba project
- With the first Purchase order <u>after Go Live </u>supplier will be onboarded
- Recommended for PO Flip only and internal catalog suppliers
- Low-Medium priority suppliers

3. Walk-Up Registration:
- Step by step onboarding procedure with supplier guidance
- High transparency about onboarding progress at customer side
- Recommended for high-priority suppliers (Internal and External) , Low-medium amount of external catalog suppliers
- **Best practice** recommendation of apsolut in SNAP projects for all suppliers and in LE projects at least for training purposes!

	1. VUF Enablement	2. First PO Enablement	3. Walk-Up Registration
PO Flip Suppliers	X	X	X
Internal catalog suppliers		X	X
External catalog suppliers	X		X

WHOLE PROCESS

6   MONITOR SE, CE AND SI

1   ANALYZE YOUR SUPPLIER BASE

SUPPLIER ENABLEMENT

5   EXECUTE CATALOG ENABLEMENT AND ADDRESS SELLER INTEGRATION

2   DEFINE PROCESS AND REQUIREMENTS FOR SE

4   EXECUTE SUPPLIER ENABLEMENT

3   PREPARE OUTREACH
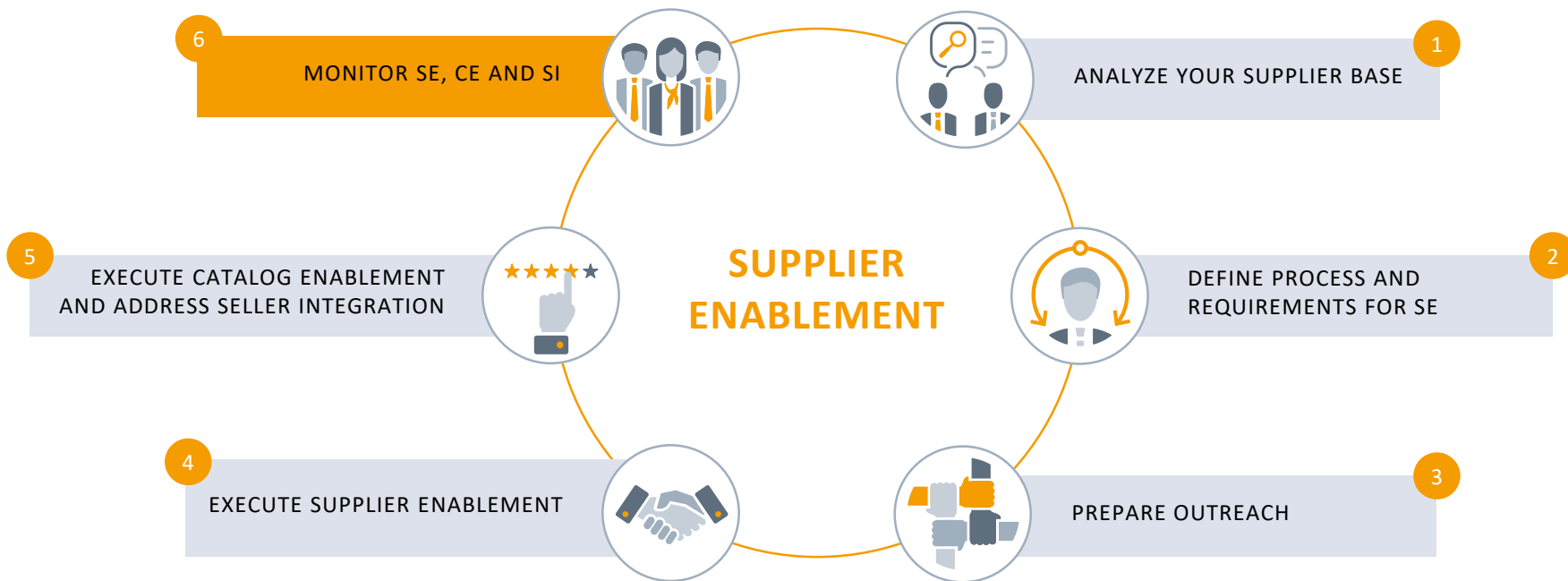
MONITOR SE, CE AND SI

Large Enterprise

- Monitoring is taken over by Ariba for Enterprise Account and external catalog suppliers
- Monitoring of Standard Account suppliers and Internal catalogs is in the responsibility of the customer

SNAP

Monitoring is in the responsibility of the customer for all suppliers and catalogs

Recommendation:

- Create a progress tracking sheet
- Get familiar with the available reports on your Ariba Network Buyer Account

AGENDA

- SUPPLIER ENABLEMENT PROCESS IN-DEPTH
- SUPPLIER ENABLEMENT TIMELINES
- SUMMARY AND WRAP-UP

ARIBA SUPPLIER ENABLEMENT TIMELINE CYCLES
Total Estimated Enablement Time from TRR sent
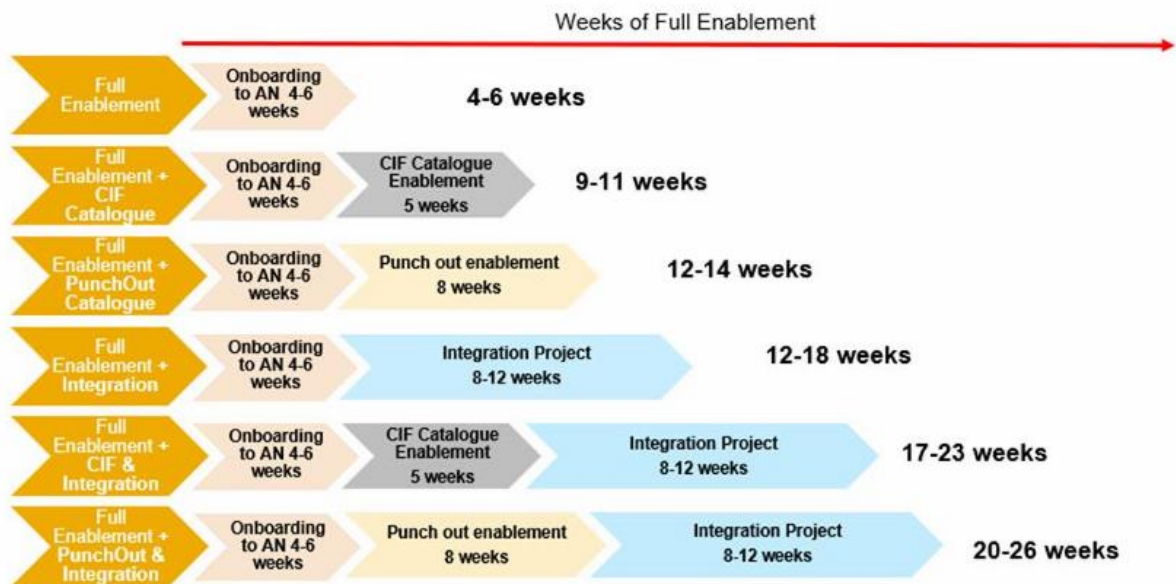
These figures represent average and more conservative estimates.

They can vary depending on the previous explained pre-requisites and degree of customer engagement

SUPPLIER ENABLEMENT IS A PROGRAM
Customer Example Rollout-Plan
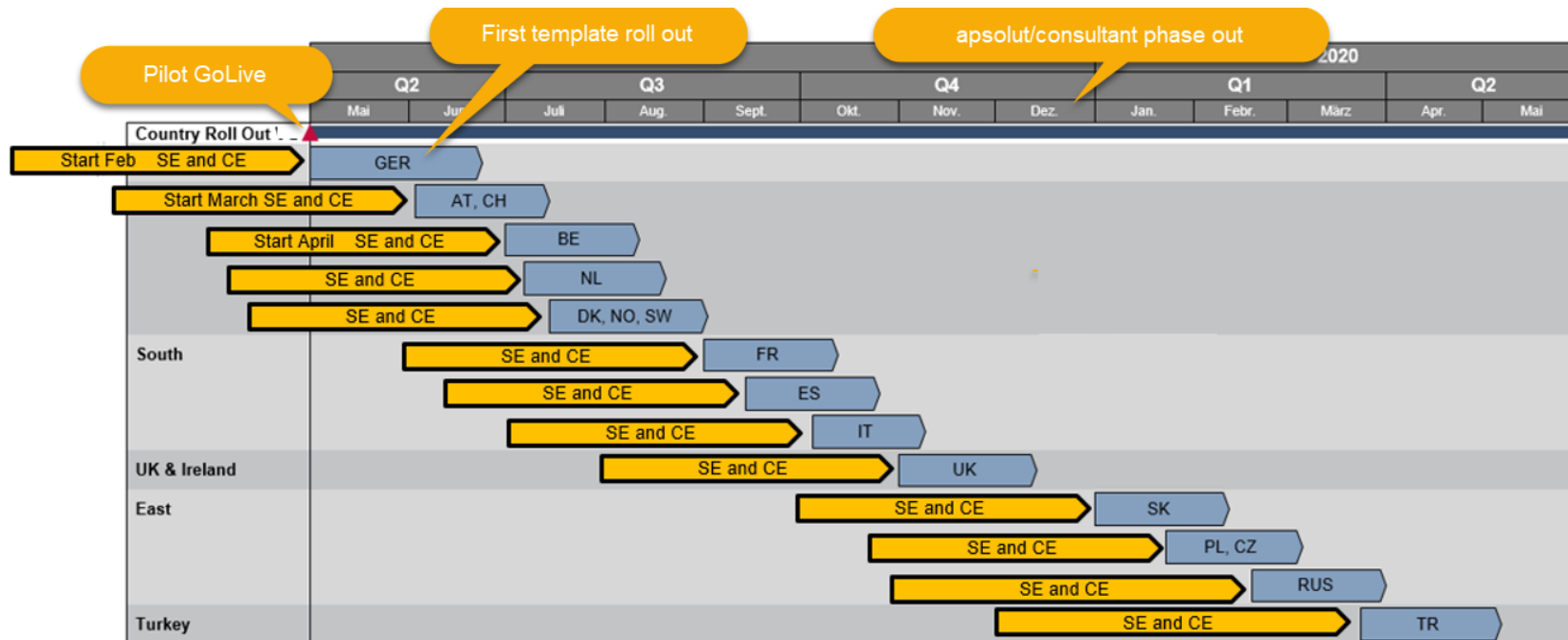
AGENDA

- SUPPLIER ENABLEMENT PROCESS IN-DEPTH

- SUPPLIER ENABLEMENT TIMELINES

- SUMMARY AND WRAP-UP

SUPPLIER ENABLEMENT
Key Principle

!!Supplier enablement is a program not a project!!

SUPPLIER ENABLEMENT
Success Factors Wrap-Up

- Tight Project Management and pilot like first wave to streamline processes and gain a solid template for further rollouts

- Master Data governance

- Plan Team set-up / resource allocation/ clear responsibilities

- Change Management regarding in-house processes as well as process changes for suppliers

- Plan technical test phase with your suppliers

- Supplier enablement is a program not a project – think already about the time after the project

© 2020 APSOLUT GMBH
All rights reserved