

EMEA - Non Concur Process

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Purpose

The purpose of this document is to define the conversion approach to create Business Partners - General in S/4 HANA.

In SAP ECC, customer and vendor master data are maintained separately as distinct entities. Customers are managed through Customer Master Data, while vendors are handled via Vendor Master Data. These records store essential details such as company name, address, payment terms, and tax information.

In SAP S/4HANA, the Business Partner (BP) concept replaces the traditional customer and vendor master data approach. The BP model integrates both customer and vendor roles into a single entity, simplifying data management and ensuring consistency across different business functions

Conversion Scope

The scope of this document covers the approach for converting active Customer Master Data General and Vendor Master General from Legacy Source Systems into S/4HANA Business Partner (BP) General (Role 000000) Master Data Design Standard.

Customer Master Data - General Information

The data from legacy system includes:

1. Customer with AR Balance under the company codes within S4 Hana implementation scope (BSID-KUNNR).
2. or (Customer doesn't have central deletion indicator (KNA1-LOEVM="") AND Customer has active sales view data within the sales organizations in scope(KNVV-KUNNR)).
3. or (Customer doesn't have central deletion indicator and customer has active company code view within the company codes in scope)
4. or Customer is part of Customer Hierarchy Higher Node, and the sales area data is part of the sales areas within migration scope
5. or there is customer consignment stock and the plant for the consignment stock is within S4 Hana implementation scope.
6. or Customer is set as the credit account for other customers, and either the customer or credit account customer is not deleted. (if both customer or credit account is deleted, then not in migration scope)
7. Intercompany customer will be defined based on the Enterprise structure. (To identify Intercompany customer, trading partner will be used. In the meantime, Group field(KNA1-KONZS) from customer general data will be used. For WP2/PF2, Group value = 0000810135 (Syensqo))

Criteria	Relevancy Rule	Technical Details
1	Customer with AR Balance under the company codes within S4 Hana implementation scope	Select KUNNR from BSID where BSID-BUKRS in (Company code in scope)
2	or (Customer doesn't have central deletion indicator AND Customer has active sales view data within the sales organizations in scope).	Select KUNNR from KNA1 where KNA1-LOEVM="" and KNVV-KUNNR = KNA1-KUNNR AND KNVV-VKORG in (Sales Org in scope) and KNVV-LOEVM = ""
3	or (Customer doesn't have central deletion indicator and customer has active company code view within the company codes in scope)	Select KUNNR from KNA1 where KNA1-LOEVM="" and KNB1-KUNNR = KNA1-KUNNR AND KNB1-BUKRS in (Company code in scope) and KNB1-LOEVM = ""
4	or Customer is part of Customer Hierarchy Higher Node, and the sales area data is part of the sales areas within migration scope	Select HKUNNR from KNVH where KNVH-VKORG in (Sales Org in scope)
5	or there is customer consignment stock and the plant for the consignment stock is within S4 Hana implementation scope.	Select KUNNR from MSKU where MSKU-WERKS in (Plant in scope)
6	or Customer is used for Credit Limit Reference in Credit Management, only when the credit account is different from the customer, and at least credit account or customer is still active.	Select KNKLI from KNKK where KNKK-KKBER = T001CM-KKBER and T001CM-BUKRS in (Company Code in scope based on the sales organization) where KNKK-KUNNR<->KNKK-KNKLI AND (KNA1-LOEVM is initial where KNA1-KUNNR = KNKK-KUNNR or KNA1-LOEVM is initial where KNA1-KUNNR = KNKK-KNKLI)
7	Intercompany Customer is in migration scope, but it will be use Data Collection Template to collect the information	KNA1-VBUND <->"" or KNA1-KONZS

The data from legacy system excludes:

1. Customer has central deletion indicator and without AR/AP Balance under the company codes within S4 Hana implementation scope.
2. Customer is used exclusively by entities not in scope, such as Oil & Gas and Aroma.
3. One time customer (Account group is Z004)

Criteria	Relevancy Rule	Technical Details
1	Customer has central deletion indicator and without AR/AP Balance under the company codes within S4 Hana implementation scope.	KNA1-LOEVM<->"" and there is no record return from BSID where BSID-BUKRS in (Company code in scope)
2	One time customer (Account group is Z004)	KNA1-KTOKD = Z004

List of source systems and approximate number of records

Source	Scope	Source Approx No. of Records	Target System	Target Approx No. of Records
WP2	Customer Master Data General Information	55371	S4 Hana ROW	55371
PF2	Customer Master Data General Information	36983	S4 Hana ROW	36983
WP2	Customer Master Data General Information	10315	S4 Hana China	10315
PF2	Customer Master Data General Information	10168	S4 Hana China	10168
WP2	Customer Master Data General Information	7321	S4 Hana CUI	7321
PF2	Customer Master Data General Information	N/A	S4 Hana CUI	N/A

Vendor Master Data - General Information

The data from legacy system includes:

1. Vendors' relevant general data with potential duplicate records (refer Relevancy Criteria for Vendor inclusion)
2. Vendors' relevant general data with potential missing information such as bank, tax, etc related fields

The data from legacy system excludes:

1. Vendors marked for deletion (refer Relevancy Criteria for Vendor exclusion)
2. Inactive vendors with no transactions for the past 2 years

List of source systems and approximate number of records

Source	Scope	Source Approx No. of Records	Target System	Target Approx No. of Records
WP2, PF2	Vendor Master Data General Information Extract from LFA1, LFB1, LFM1, EKPA, EKKO according to relevancy criteria for vendor and deduplication nominations	70,000	S4 Hana	< 70,000
DCT	All active BP's in Intercompany DCT, includes <ul style="list-style-type: none"> • Plant • Trade partner • Non Trade partner <p>The number range for Inter-Company is external (as per in MDS) with the following prefixed</p> <ul style="list-style-type: none"> • PLYYYY, where YYYY is plant code (Plant Partner to support stock transfer process. One record per plant) • ICT XXXX, where XXXX is company code (Trade Partner to support intercompany stock transfer process) • ICNXXXX, where XXXX is company code (Non Trade Partner to support intercompany stock transfer process) <p>Data collection will be prepared and there's a mapping between Syensqo entities as Vendor in WP2/PF2 and those created in BP Intercompany entities.</p> <p>Please refer to data object 3027 - Business Partners - Plants/Intercompany Suppliers for more details</p>		S4 Hana	

Relevancy Criteria for <u>Vendor</u> :		Rules
Relevancy rules - All must be true for the Vendor to be considered for relevancy		
1	Deletion Flag flagged as no longer used anywhere in system	where LFA1-LOEVM <> 'X'
2	Has at least one valid extension	having entry in LFB1/LFM1 where LOEVM <> 'X' with Company Code/Purchasing Organization in scope
3	Exclude Intercompany suppliers (identified with class G - group)	where ZZR_SEGT_ATTR <> 'G'
4	Exclude employees as well where Account groups: (ZZPE / Z012)	if zSource = 'PF2' and KTOKK <> 'ZZPE' if zSource = 'WP2' and KTOKK <> 'Z012'

Additional rules - Only one needs to be true for the Vendor to be 'relevant' [only Vendor that have passed 'Relevancy rules' above are included]		
1	Has Purchase Order created last 24 months	where Vendor has PO created (EKKO-AEDAT) in last 24 months (within valid scope – Company Code, Plant)
2	Has a valid Contract created last 24 months	where Vendor has Contract created (EKKO-AEDAT) in last 24 months (within valid scope – Company Code, Plant)
3	Is a valid Partner in PO/SO created last 24 months	Where Vendor having entry in EKPA-LIFN2 (PO created in last 24 months) or in VBPA-LIFNR (SO created in last 24 months)
4	Vendor created in the last month	where <i>current date</i> < LFA1-ERDAT < <i>current date – 1month</i>
5	Is linked to a valid Customer	where Vendor is linked to a relevant Customer (KNA1-LIFNR)
6	Is a Carrier	where Vendor is identified relevant as BP Carrier (base on Carrier relevancy rules) - (LFA1-SFRGR not blank) - (Not in relevancy rules from Business)
7	Has Open Items Not Cleared	where Vendor has an entry in BSIK-LIFNR (within legal company code in scope)
8	Is One-Time Vendor	where Vendor Segment Class LFA1-ZZR_SEGT_ATTR is 'D' - TBC
Exception Rules (Does not consider Rule 1 in Relevancy Rules)		
1	Has VAT changed last 24 months	where Vendor EKPA-LIFN2 used in Partner Function EKPA-PARVW 'IP' (Invoice Presented By) and 'VN' (Vendor) is different in open PO.
2		

Exclude given list if Vendors from Activity based checks:

1	We should exclude active Vendors which are extended to Company Code view only (Finance Vendors)- Invoicing Partner/Banks	LIFNR not in LFM1
2	We need to check Vendor 'Partner Function' role also (OA, PI). If Vendors are used as only invoicing Party or as Ordering Address then those vendors will not have any POs.	PARVW = 'OA' or 'PI'
3	Catalog suppliers - identified in the attribute 6 field - to be excluded	ZZR_ZLATR6 not blank
4	Exclude Intercompany suppliers (identified with class G - group)	where ZZR_SEGT_ATTR = 'G'
5	Commission Agents (39*****) where account group is 'ZXAG'	where KTOKK = 'ZXAG'
6	Exclude employees as well where Account groups: PF2 = ZZPE WP2 = Z012	if zSource = 'PF2' and KTOKK = 'ZZPE' if zSource = 'WP2' and KTOKK = 'Z012'

Additional Information

Multi-language Requirement

The customer and vendor general data may contain international address. Therefore, the conversion will also need to support the multi-language address. Below languages (International versions) are supported.

International Version	Description
C	Simplified Chinese
R	Cyrillic
K	Kanji (Japanese)
A	Arabic
3	Korean
T	Thai
H	Hangul

Document Management

It is possible the customer has attachment in the legacy system. The migration of attachment will be captured in conversion spec CNV-3004 - Attachment for customer master data.

Legal Requirement

CMMC 2.0 is a mandatory DoD cybersecurity certification for contractors handling Controlled Unclassified Information (CUI) and Federal Contract Information (FCI). CUI includes sensitive technical data (e.g., design specs, system info) related to U.S. military and space applications. The Composites Business handles CUI and is therefore within CMMC scope. Without certification, the business risks disqualification from existing and future DoD programs.

It is mandatory to implement CMMC-compliant systems and processes to for all the organizations that are dealing with CUI.

Therefore, there will be one SAP instance specifically for CUI related entities.

Special Requirements

If the data conversion involves third-party systems or external data sources, such as Icertis, describe any additional requirements related to data mapping, transformation logic, validation rules or security measures that must be followed.

Customer Master Data - General Information

A. Different SAP Instance Migration Approach

Due to compliance requirement, there will be one SAP instance for Rest of the World (ROW), one for China and one for CUI.

1. For entities in China, the data will be loaded into SAP China instance while the entire migration process will remain the same as rest of the world.

Please refer to the link for the entity mapping for each instance. [SAP instance mapping based on company code](#)

- To identify the record is for which SAP instance, it will follow below logic. If the same customer is mapped to multiple instances, the customer general data will be migrated in the respective SAP instance.

1. For customer with company code view in scope, map the company code to the SAP instance based on the mapping file.
2. For customer with sales view in scope, map the sales org to company code first, then map the company code to the SAP instance based on the mapping file.
3. Reconcile the result from step 1/step 2, and remove duplicate based on Customer/SAP Instance combination.

B. WP2/PF2 Customer General Data Reconciliation

In the meantime, for WP2/PF2 customer master general data, it is possible they are both coming from the same MDM PRS system, therefore, a de-duplication or reconciliation needs to be performed based on below logic.

1. In PF2, it will have the relationship that KNA1-ZZR_KUNNR_RCS (RCS Customer code) = WP2, KNA1-KUNNR, then it refers to the same customer.
2. In WP2, it will have the relationship that KNA1-ZZR_KUNNR_PRS (PRS Customer code)= PF2, KNA1-KUNNR, then it refers to the same customer.

C. Intercompany BP General Data

For Intercompany BP, it is in the migration scope. However, as the definition of the to-be Intercompany BP is different from the existing ECC Intercompany BP definition, instead of migrating the ECC Intercompany BP directly, a DCT will be utilized to collect the intercompany information, then map to the ECC customer/vendor number if applicable.

Grouping	BP Grouping	From Number	Comments
BPAB	Intercompany Customer - Trade	ICTXXXX	where XXXX is company code
BPAB	Intercompany Customer - Non Trade	ICNXXXX	where XXXX is company code
BPAB	Plant	PLYYYY	where YYYY is plant code

D. BP Number Range

In the BAU (business as usual) scenario, the BP number range for external parties will be Internal number range, meaning SAP will generate the running number based on the sequence of creation. For the migration purpose, it will adopt the external number range, which means each partner will have a pre-defined number when migrating to S4 Hana system. The consideration for this set up is to prepare the R3 customer migration in salesforce to keep the number in sync in both Salesforce and S4 Hana. Although the migration is using external number range, the pattern will be the same as internal number range.

Grouping	BP Grouping	From Number	To Number
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BP02	Internal Numbering for standard use	1000000	99999999
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E. One-time Customer

One time customer will not be migrated directly. However, if there is one time customer used in the open sales documents, or AR, a corresponding customer will be created as a normal customer.

Vendor Master Data - General Information

A. Different SAP Instance Migration Approach

There're three target SAP S4 Hana instances which will follow the following approach -

- Rest Of The World (All remaining entities from rest of the world will be loaded into S4 Hana Rest Of The World instance)
- China (Entities in China will be loaded into S4 Hana China instance)
- CUI US (Entities in CUI will be handled by US based data consultant)

The following logic is being used to identify record for SAP ROW Instance.

1. Vendor has purchasing organization or company code attributes data in below entities.
2. If vendor being used in both ROW entities and others, then General attributes data needs to be created in both SAP ROW and others instances.

SAP ROW Instance Specific Company Codes	SAP ROW Instance Specific Purchasing Organization

The following logic is being used to identify record for SAP China Instance.

1. Vendor has purchasing organization or company code attributes data in below entities.
2. If vendor being used in both China entities and others, then General attributes data needs to be created in both SAP China and other instances.

SAP China Instance Specific Company Codes	SAP China Instance Specific Purchasing Organization

The following logic is being used to identify record for SAP CUI Instance.

1. Vendor has purchasing organization or company code attributes data in below entities.
2. If vendor being used in both CUI entities and others, then General attributes data needs to be created in both SAP CUI and other instances.

SAP CUI Instance Specific Company Codes	SAP CUI Instance Specific Purchasing Organization

Target Design

The technical design of the target for this conversion approach.

Table	Field	Data Element	Field Description	Data Type	Length	Requirement
To be added based on MDS						

Data Cleansing

All data cleansing should take place in the data source system as defined in this document, unless system limitations prevent it.

Customer Master Data - General Information

ID	Criticality	Error Message /Report Description	Rule	Output	Source System
3007-001	C-1	Block customer general data without any usage for more than 2 years	If customer is created for more than 2 years For customer without Central Deletion Flag and customer is not used in any sales or finance transaction for more than 2 years If customer is created for less than 2 years For customer without Central Deletion Flag and customer is not used in any sales or finance transaction for more than X months	Customer/Name/Country/Last Transaction Date Below source document will be considered to get the last transaction date 1. Accounting document (Select MAX(BKPF-BUDAT) where BSEG-KUNNR =KNA1-KUNNR and BKPF-BUKRS = BSEG-BUKRS AND BKPF-BELNR = BSEG-BUKRS AND BKPF-GJAHR =BSEG-BUKRS) 2. Sales Document (Select MAX(VBAK-ERDAT) WHERE VBAK-VBELN=VBPA-VBELN AND VBPA-KUNNR = KNA1-KUNNR) 3. Delivery Document (Select MAX(LIKP-ERDAT) WHERE LIKP-VBELN=VBPA-VBELN AND VBPA-KUNNR = KNA1-KUNNR) 4. Billing (Select MAX(VBRK-ERDAT) WHERE VBRK-VBELN=VBPA-VBELN AND VBPA-KUNNR = KNA1-KUNNR)	PF2/WP2
3007-002	C-2	Missing Postal code in the general data	Active customer in scope and there is no postal code maintained except for HK	Customer/Name/Country/Postal Code	PF2/WP2
3007-003	C-2	Missing Street in the general data	Active customer in scope and there is no street information in either Street2/3/4/5	Customer/Name/Country/Street/Street2/Street3/Street4 /Street5	PF2/WP2
3007-004	C-2	Missing Region in the general data	Active customer in scope and there is no region code maintained	Customer/Name/Country/City/Region code	PF2/WP2
3007-005	C-2	Review the international version address maintained for the customer	Active customer in scope and there is international address maintained. In the meantime, the international version content doesn't match the international version	Customer/Name/International version/International version Name 1/International version Name 2 /International version Street/International version Street2	PF2/WP2
3007-006		Review the customer with obsolete region code	Active customer in scope and the region code is no longer valid	Customer/Name/Country/City/Region code/ECC description	PF2/WP2
3007-007	C1	Identify duplicate BP 1. customer vs customer	Active customer in scope and meet below 2 conditions 1. Tax registration number is same 2. The name/street/country/region/bank information similarity is above the threshold	Customer/Name/Country/Street/Street2/Street3/Street4 /Street5/Tax ID/Bank Info	PF2/WP2
3007-008	C1	Identify duplicate BP 2. vendor vs customer if applicable	Active customer/vendor in scope and meet below 2 conditions 1. Tax registration number is same 2. The name/street/country/region/bank information similarity is above the threshold	Customer/Name/Country/Street/Street2/Street3/Street4 /Street5/Tax ID/Bank Info	PF2/WP2
3007-009	C2	Missing customer without transportation zone	Active customer in scope and there is no transportation zone	Customer/Name/Street/Country/Region/Transportation Zone	PF2/WP2
3007-010	C3	Review customer using name 3 and name 4 and re-organize the name if possible?	Active customer in scope, and there is information maintained in name 3 or name 4	Customer/Name/Name2/Name3/Name4/Country	PF2/WP2
3007-011	C3	Move C/O to field C/O instead of keeping in Name1/2/3/4	Active customer in scope and there is "C/O" maintained in name 1/2/3/4	Customer/Name/Name2/Name3/Name4	PF2/WP2
3007-012	C3	Remove room number as the field is no longer in use	Active customer in scope and there is room number	Customer/Name/Country/Street/Street2/Street3/Street4 /room number	PF2/WP2
3007-013	C2	Identify one customer has multiple VAT ID in different registration country	If the customer has multiple VAT ID, identify if this is for different country and if there is different VAT registration address, if yes, then need to split the customer into multiple ship-to in S4	Customer/Name/Street/Country/Region/VAT ID(STCEG)/ Tax Number 1(STCD1)/Tax Number 2(STCD2)/Tax Number 3(STCD3)/Tax Number 4(STCD4)/Tax Number 5 (STCD5)/Tax Number 6(STCD6)	PF2/WP2

Vendor Master Data - General Information

ID	Criticality	Error Message /Report Description	Rule	Output	Source System
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3007-001	C2	Vendor General Bank - Missing/Incorrect bank details	<p>1) Vendors with missing bank account, IBAN.</p> <p>2) Bank account numbers and IBANs must be in the correct format. For countries outside the EU, the appropriate format must be validated.</p> <p>3) SWIFT/BIC codes must be present and valid to ensure proper international transactions.</p>	<p>DCT report to highlight missing bank details such as :-</p> <p>Vendor, Name, Country, Description, Region, Comment, Baseline</p>	PF2/WP2
3007-002	C2	Deduplication	<p>Vendors with same name, VAT ID, bank details, etc., should be unified to avoid redundant BP creation.</p> <p>Criteria:</p> <ul style="list-style-type: none"> • Same or similar name • Same or similar address, phone number, city. • VAT/TAX registration number (where applicable) • Bank Country, Bank Key and Bank Account • DUNS number 	<p>DCT for business to select golden record using parent and child approach .</p> <p><u>BP - Vendor Dedup Header List</u></p> <ul style="list-style-type: none"> ▪ Vendor with Same Name ▪ No of Count with same name ▪ Review Status (Traffic Light) <p><u>BP- Vendor Dedup Item List</u></p> <ul style="list-style-type: none"> • Record Id • Source System • Vendor • Name • Name 2 • Street • City • Country • Golden BP (checkbox) • Account Group • DUNS • Reviewed (checkbox) • Changed By • Changed On 	PF2/WP2
3007-003	C2	Missing VAT Number / Tax Number	<p>1) VAT numbers, tax codes, and tax jurisdictions must be valid and correctly formatted</p> <p>2) International vendors must comply with tax rules of their respective countries</p> <p>3) Generally all records should have at least one of the fields VAT numbers, tax codes, and tax jurisdictions, CNPJ updated</p> <p>4) International vendors must comply with tax rules of their respective countries</p>	<p>DCT report to highlight missing VAT number and format that not correct</p>	PF2/WP2
3007-004	C2	Vendor Address Check and Standardization	<p>1) (Street) must be populated</p> <p>2) (City) must be populated</p> <p>3) Telephone Number must be numeric</p> <p>4) Ensure the Postcode is populated and follow the structure expected for the respective country</p>	<p>DCT report to highlight vendor address not in right format</p>	PF2/WP2
3007-005	C2	Missing Emails	<p>Vendors with missing emails.</p>	<p>DCT report to highlight missing emails</p>	PF2/WP2
3007-006	C2	Vendor - Marked for Deletion (Reduce Scope)	<p>1) if Central Posting Block (LFA1-SPERR) = X or</p> <p>2) if Central imposed purchasing Block (LFA1-SPERM) = X or</p> <p>3) if Central Archiving Flag (BUT000-XDELE) = X or</p> <p>4) if Central Block for Business Partner (BUT000-XBLCK) = X or</p> <p>5) LFA1-SPERQ - 'Block Function' is = code 99 (total block)</p> <p>6) LFA1-ZZR_ZLATR8 - 'ZBY' Unauthorized Vendor or 'ZVN' Obsolete vendor - not used / Duplicate / VAT changed</p> <p>7) if (LFB1-SPERR and LFB1-LOEVM) = X - For Specific Company Code</p> <p>8) if (LFM1-SPERM and LFM1-LOEVM) = X - For Specific Purchasing Organization</p>	<p>DCT report to reduce scope</p>	PF2/WP2

Conversion Process

The high-level process is represented by the diagram below:

The ETL (Extract, Transform, Load) process is a structured approach to data migration and management, ensuring high-quality data is seamlessly transferred across systems. Here's a breakdown of its key components:

1. Extraction

The process begins with extracting metadata and raw data from source systems, such as Syensqo ECC system (i.e., WP2/PF2) periodically. The extracted data is then staged for transformation.

It will extract the customer and vendor master data related table, such as KNA1/LFA1/KNVV/KNB1/LFB1/LFM1/ADRC/ADR2/ADR3/ADR4/ADR5/ADR6 etc.

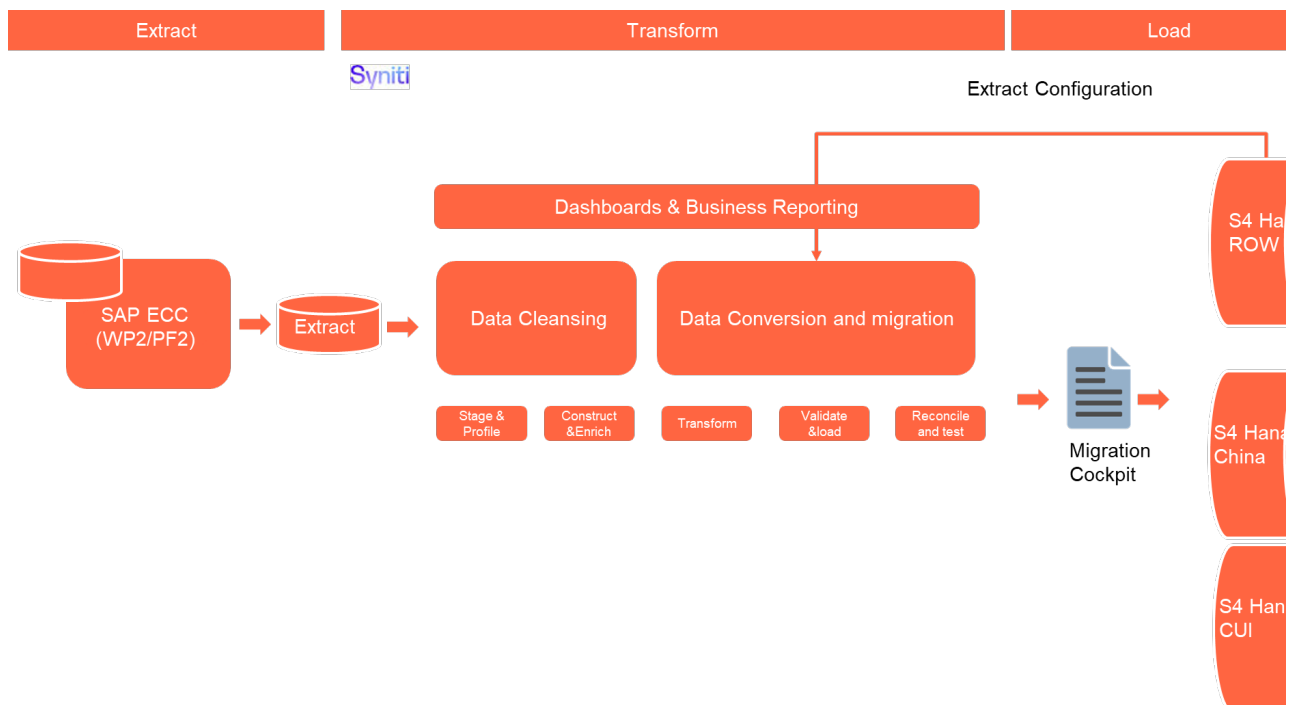
2. Transformation

Once extracted, the data undergoes cleansing, consolidation, and governance. This step ensures data integrity, consistency, and compliance with business rules. The transformation process includes:

- Data validation to remove inconsistencies.
- Standardization to align formats across datasets.
- Business rule application to refine data for operational use.

3. Loading

The transformed data is then loaded into the target S4 Hana system. SAP Migration cockpit will be used to migrate the Customer/Supplier separately. If the Business partner is customer and vendor in the same time, the BP general information will be in the Customer loading file.



Data Privacy and Sensitivity

N/A

Extraction

Extract data from a source into Syniti Migrate for SAP ROW and SAP China relevant entities. There are 2 possibilities:

1. The data exists. Syniti Migrate connects to the source and loads the data into Syniti Migrate. There are 3 methods:
 - a. Perform full data extraction from relevant tables in the source system(s).
 - b. Perform extraction through the application layer.
 - c. Only if Syniti Migrate cannot connect to the source, data is loaded to the repository from the provided source system extract/report.
2. The data does not exist (or cannot be converted from its current state). The data is manually collected by the business directly in Syniti Migrate. This is to be conducted using DCT (Data Collection Template) in Syniti Migrate

The agreed Relevancy criteria is applied to the extracted records to identify the records that are applicable for the Target loads.

Extraction Run Sheet

Req #	Requirement Description	Team Responsible
Extraction Scope Definition	<ul style="list-style-type: none"> - Identify the source systems and databases involved. - Define the data objects (tables, fields, records) to be extracted. - Establish business rules for data selection. <p>Major tables to be extracted are KNA1/LFA1/KNVV/KNB1/LFB1/LFM1/ADRC/ADR2/ADR3/ADR4/ADR5/ADR6.</p>	Syniti / LTC Data team
Extraction Methodology	<ul style="list-style-type: none"> - Specify the extraction approach (full, incremental, or delta extraction). For this object, it will be full extraction. - Determine the tools and technologies used. - Define data filtering criteria to exclude irrelevant records. 	Syniti
Extraction Execution Plan	<ul style="list-style-type: none"> - Establish execution timelines and batch processing schedules. - Assign responsibilities for extraction monitoring. - Document dependencies on other migration tasks. 	Syniti
Data Quality and Validation	<ul style="list-style-type: none"> - Define error handling mechanisms for extraction failures. 	Syniti

Selection Screen

Selection Ref Screen	Parameter Name	Selection Type	Requirement	Value to be entered/set
N/A				

Data Collection Template (DCT)

Target Ready Data Collection Template will be created for data with exception of some fields which require transformation as mentioned in the transformation rule.

DCT Rules

Customer Master Data - General Information

Field Name	Field Description	Rule

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Vendor Master Data - General Information

Field Name	Field Description	Rule

Extraction Dependencies

Item #	Step Description	Team Responsible
1	Source System Availability <ul style="list-style-type: none"> Ensure that the source database or application is accessible. Confirm that necessary credentials and permissions are granted 	Syensqo IT
2	Data Structure <ul style="list-style-type: none"> Identify relationships between tables, views, and stored procedures. 	Syniti
3	Referential Integrity <ul style="list-style-type: none"> Ensure dependent records are extracted together. 	Syniti
4	Extraction Methodology <ul style="list-style-type: none"> Define whether extraction is full, incremental, or delta-based. Establish batch processing schedules for large datasets. 	Syniti
5	Performance and Scalability Considerations <ul style="list-style-type: none"> Optimize extraction queries to prevent system overload. Ensure network bandwidth supports data transfer volumes. 	Syniti
6	Security and Compliance <ul style="list-style-type: none"> Adhere to regulatory standards for sensitive information if applicable 	Syniti

Transformation

The Target fields are mapped to the applicable Legacy field that will be its source, this is a 3-way activity involving the Business, Functional team and Data team. This identifies the transformation activity required to allow Syniti Migrate to make the data Target ready:

1. Perform value mapping and data transformation rules.
 - a. Legacy values are mapped to the to-be values (this could include a default value)
 - b. Values are transformed according to the rules defined in Syniti Migrate
2. Prepare target-ready data in the structure and format that is required for loading via prescribed Load Tool. This step also produces the load data ready for business to perform Pre-load Data Validation

Transformation Run Sheet

Item #	Step Description	Team Responsible
1	Transformation Scope Definition - Identify the source and target data structures. - Define business rules for data standardization. - Establish data cleansing requirements to remove inconsistencies.	Data Team
2	Data Mapping and Standardization - Align source fields with target fields. - Ensure unit consistency (e.g., currency, measurement units)	Data Team
3	Business Rule Application - Implement data enrichment/collection if applicable - Apply conditional transformations based on predefined logic/business rules	Data Team
4	Transformation Execution Plan - Define batch processing schedules. - Assign responsibilities for monitoring execution. - Establish error-handling mechanisms	Syniti

Transformation Rules

Rule #	Source system	Source Table	Source Field	Source Description	Target System	Target Table	Target Field	Target Description	Transformation Logic
To be updated from the excel file									

Transformation Mapping

Mapping Table Name	Mapping Table Description
MAP_BU_GROUP	BP Grouping Mapping Table
MAP_REGION	Country/Region Code Mapping Table
MAP_BPKIND	BP Type Mapping Table

Transformation Dependencies

List the steps that need to occur before transformation can commence

Item #	Step Description	Team Responsible
1	Source Data Integrity - Ensure extracted data is complete, accurate, and consistent. - Validate that data types and formats align with transformation requirements.	Syniti
2	Referential Integrity - Ensure dependent records are transformed together or in advance	Syniti
3	Transformation Logic and Mapping - Define data mapping rules between source and target schemas.	Data Team

4	Performance and Scalability Considerations - Optimize transformation processes for large datasets. - Ensure system resources can handle transformation workloads	Syniti
5	Logging and Error Handling - Maintain detailed logs of transformation activities. - Define error-handling procedures for failed transformations	Syniti

Pre-Load Validation

Project Team

The following pre-load validations will be performed by the Project Team.

Completeness

Task	Action
Compare Data Counts	<ol style="list-style-type: none"> 1. Verify row counts between source and target databases. 2. Identify missing or duplicated records.
Validate the mandatory fields	Validate there is value for all the mandatory fields
Validate Primary Keys and Unique Constraints	<ol style="list-style-type: none"> 1. Check for duplicate or missing primary key values, i.e., if there is same BP number. 2. Ensure unique constraints are maintained.
Test Referential Integrity	Confirm dependent records exist in related tables

Accuracy

Task	Action
Validate the transformation	Validate the fields which require transformation have the value after transformation instead of the original field value
Check Data Consistency	<ol style="list-style-type: none"> 1. Compare field values across systems 2. Validate data formats and structures

Business

The following pre-load validations will be performed by the business.

Completeness

Task	Action
Compare Data Counts	<ol style="list-style-type: none"> 1. Verify row counts between source and target databases. 2. Identify missing or duplicated records.
Review populated templates for missing or incorrect values	Use checklists to verify completeness and correctness before submission

Accuracy

Task	Action

Load

The load process includes:

1. Execute the automated data load into target system using load tool or product the load file if the load must be done manually
2. Once the data is loaded to the target system, it will be extracted and prepared for Post Load Data Validation

Load Run Sheet

Item #	Step Description	Team Responsible
1	Load Scope Definition - Identify the target system and database structure. - Define data objects (tables, fields, records) to be loaded. - Establish business rules for data validation.	Data team
2	Load Methodology - Specify the loading tools and technologies (Migration Cockpit, LSMW, custom loading program). SAP standard migration cockpit will be used to load the data, object name 'Customer' and 'Supplier'.	Syniti
3	Data Quality and Validation - Ensure data integrity checks (null values, duplicates, format validation). - Perform pre-load validations to verify completeness. - Define error handling mechanisms for load failures	Syniti
4	Load Execution Plan - Establish execution timelines and batch processing schedules. - Assign responsibilities for monitoring execution. - Document dependencies on other migration tasks	Syniti
5	Logging and Reporting - Maintain detailed logs of loading activities. - Generate summary reports on loaded data volume and quality. - Define escalation procedures for errors	Syniti

Load Phase and Dependencies

The Business Partner General will be loaded in the pre-cutover period.

Before loading, it will have dependency on the configuration. The configuration needs to be transported into the respective system first, including the manual configuration such as the BP number range set up.

Configuration

Item #	Configuration Item
1	BP Grouping
2	Customer/Vendor Account Group
3	International Version
4	Tax Category
5	BP Type
6	BP Number Range/Customer/Vendor Number range

Conversion Objects

Object #	Preceding Object Conversion Approach
1083	Bank Master

Error Handling

Error Type	Error Description	Action Taken
Configuration / Data Transformation	The value XXX for field XXX doesn't exist	<ol style="list-style-type: none"> 1. Check the mapping/conversion is done properly in the loading file 2. Validate the target value is configured/transported in the target system 3. Reach out to function team to validate the configuration
Configuration	There is mandatory field XXX missing	<ol style="list-style-type: none"> 1. Validate MDS if the fields are set as mandatory 2. Validate if there is value in the pre-loading file 3. Validate if the configuration for the mandatory fields are done properly
Configuration	The BP grouping is External or Internal Number range	<ol style="list-style-type: none"> 1. Validate the number range set up if this is External or Internal number range

Post-Load Validation

Project Team

The following post-load validations will be performed by the Project Team.

Completeness

Task	Action
Perform Source-to-Target Comparisons	<ol style="list-style-type: none"> 1. Validate that migrated data matches source records. 2. Check for discrepancies in numerical values, text fields, and timestamps

Accuracy

Task	Action
Execute Sample Queries and Reports	<ol style="list-style-type: none"> 1. Run queries to validate business logic. 2. Generate reports to compare expected vs. actual results
Conduct Post-Migration Reconciliation	Generate reports comparing pre- and post-migration data.

Business

Post-load validation is a critical step in data migration, ensuring that transferred data is accurate, complete, and functional within the target system.

1. Ensuring Data Integrity

After migration, data must be consistent with its original structure. Post-load validation checks for missing records, incorrect mappings, and formatting errors to prevent discrepancies.

2. Business Continuity

Faulty data can disrupt operations, leading to financial losses and inefficiencies. Validating post-load data ensures that applications function as expected, preventing downtime.

3. Error Detection and Resolution

By validating data post-migration, businesses can detect anomalies early, reducing the cost and effort required for corrections

Completeness

Task	Action
Perform Source-to-Target Comparisons	<ol style="list-style-type: none"> 1. Validate that migrated data matches source records. 2. Check for discrepancies in numerical values, text fields, and timestamps
Conduct Post-Migration Reconciliation	Go through reports comparing pre- and post-migration data.

Accuracy

Task	Action
Perform Manual Testing	Conduct manual spot-checks for additional assurance.

Key Assumptions

- BP Master Data Standard is up to date as on the date of documenting this conversion approach and data load.
- BP General (Role 000000) is in scope
- There will be 3 SAP instances, one for ROW, one for China and one for CUI only.

Change log

Version	Published	Changed By	Comment
CURRENT (v. 68)	Apr 27, 2026 08:28	CELEDONIO-ext, Arnold	
v. 219	Apr 24, 2026 15:27	RUAN-ext, Eric	*20260424 update remove the redundant relevancy rule
v. 218	Apr 21, 2026 13:36	CELEDONIO-ext, Arnold	Update Vendor mapping rules
v. 217	Apr 20, 2026 14:01	RUAN-ext, Eric	20260420 update for but100 to remove source and add ADR table without :
v. 216	Apr 06, 2026 10:14	CELEDONIO-ext, Arnold	
v. 215	Apr 02, 2026 14:51	RUAN-ext, Eric	
v. 214	Mar 31, 2026 16:16	RUAN-ext, Eric	
v. 213	Mar 30, 2026 10:35	CELEDONIO-ext, Arnold	
v. 212	Mar 30, 2026 10:23	CELEDONIO-ext, Arnold	
v. 211	Mar 26, 2026 14:24	RUAN-ext, Eric	

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Workflow history

Title	Last Updated By	Updated	Status
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There are no pages at the moment.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Aug 21, 2020	Actor	Type	Activity	Version
Published	 \$user.fullName	State	changed state to Published at 8:46 am	v68
To be approved	 \$user.fullName	State	gave <i>Approvers</i> approval at 8:46 am	
Aug 19, 2020				
	 Nuno Miguel	State	changed state to To be approved at 8:45 am	v68
For Review	 Nuno Miguel	State	gave <i>Reviewers</i> approval at 8:45 am	
Aug 18, 2020				
	 Nuno Miguel	Edit	updated the page at 10:22 pm	
		State	changed state to For Review at 8:22 pm	v68