EMEA - ARIBA NETWORK

Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure.**
2. Add the following Labels Labels:
   - Region: apac, emea, lam, nam
   - Domain & Process using the List of labels to be used in the PtP space
3. Fill all fields as described
4. Once the procedure is completed, publish it using thePtP Procure to Pay approval workflow

Scope

EMEA NAM

ERP

WP1

PF1

References

Attachments

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T1. Objective and Scope

This OP explains the steps necessary to update the confirmation control - ARIBA NETWORK

Maintained in WP1_400 and PF1_020.

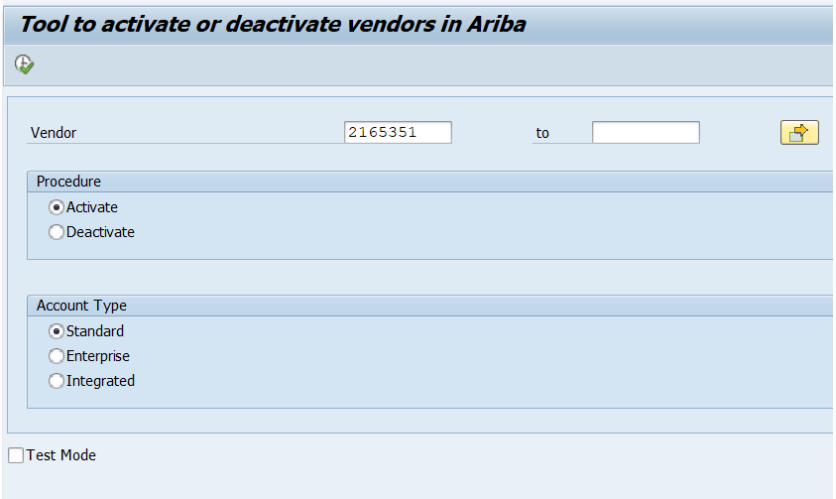
ARIBA is an online platform that aims to facilitate Buyer-Supplier transactional activities.
Allows the supplier:
- to receive and process electronic purchase orders;
- submit electronic invoices;
- track status of their invoices

2. Manual Procedure

Activate

When requested to mark a vendor as ARIBA it is used the transaction **ZMM_ARN_VND_ACT_DCT** (PF1_020 or WP1_400).

It is added the vendors number and the type of account. The type is informed by the ARIBA team.



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Then by clicking in execute the system will automatically performed the update:

Production Run

Status	Vendor	Comments
Success	2165351	Vendor search term updated
Success	2165351	Vendor updated for Purch. Org. 3002
Success	2165351	Vendor updated for Purch. Org. 3006
Success	2165351	Vendor updated for Purch. Org. 3009
Success	2165351	Vendor updated for Purch. Org. 3010
Success	2165351	Vendor updated for Purch. Org. 3012
Success	2165351	Vendor updated for Purch. Org. 3014
Success	2165351	Contract 4700003552 updated
Success	2165351	Contract 4700003642 updated
Success	2165351	Contract 4700003643 updated
Success	2165351	Contract 4700003644 updated
Success	2165351	ZNE1 inserted in Condition table B599

Then , it is needed to add the vendor to the Google File (in the correct tab) and in PF1_050 the Search Term of the vendor needs to be added the code "ARIBA".

Steps to fill the file can be found in this Procedure under the subtitle **3.1. ZMM_ARIBA_NEW_SUPP**.

NOTE 1: All the communication must be performed by email (to keep the history for people who don't have access to Freshdesk).

NOTE 2: When created an OA linked to an ARIBA vendor, the OA must be also activated as ARIBA (and added to the Google File.

Deactivate

It is used the transaction **ZMM_ARN_VND_ACT_DCT** (PF1_020 or WP1_400):

The type is Standard.

In the file it is added this information:

F	J	K	L	M	N
OA code WP1	Go Live date (dd/mm/yyyy)	Current status PF1	Current status WP1	Go Live status	Replacing another vend code? If yes, mention the vend code
	NOT ACTIVE	NOT ACTIVE ACTIVE: 29/05/2021 DEACTIVATION: 24/06/2021	N/A	Deactivated	
	29.05.2021	ACTIVE: 29/05/2021	N/A	Live	
	01.06.2021	ACTIVE: 01/06/2021	ACTIVE: 01/06/2021	Live	
	01.06.2021	N/A	ACTIVE: 01/06/2021	Live	

NOTE 1: There is no need to unmark an old vendor when a new one is created.

NOTE 2: It is needed to remove in PF1_050 the Search Term of the vendor "ARIBA".

3. Automation for Vendor Enrollment

3.1. ZMM_ARIBA_NEW_SUPP

Every day, a job will run transaction **ZMM_ARIBA_NEW_SUPP** in PF1_020 & WP1_400 selecting a variant created with the criteria provided by the ARIBA TEAM.

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Variant **ARIBA**		
Vendor		P000000000 - PZZZZZZZZZ
Domain Code		8 3
Segment Code		P204 P005 P010 P045 P049 P052 P053 P054 P067 P073 P076 P077 P098 P099 P104 P252 P253 P254 P255 PLO1 P208
Class		A B C *Blank*
Country		NL GB FI US ES CA FR BE DE
Account Group		KRED PERS Z012 Z013 ZZCP ZZPE ZXAG ZZCD Z3UA Z7RA Z9TA ZAAD ZCAD ZDAD ZEAD ZFAD ZIAD ZNAD ZPAD ZQAD ZUAD ZA15 ZD15
Created on		current date - 1 day

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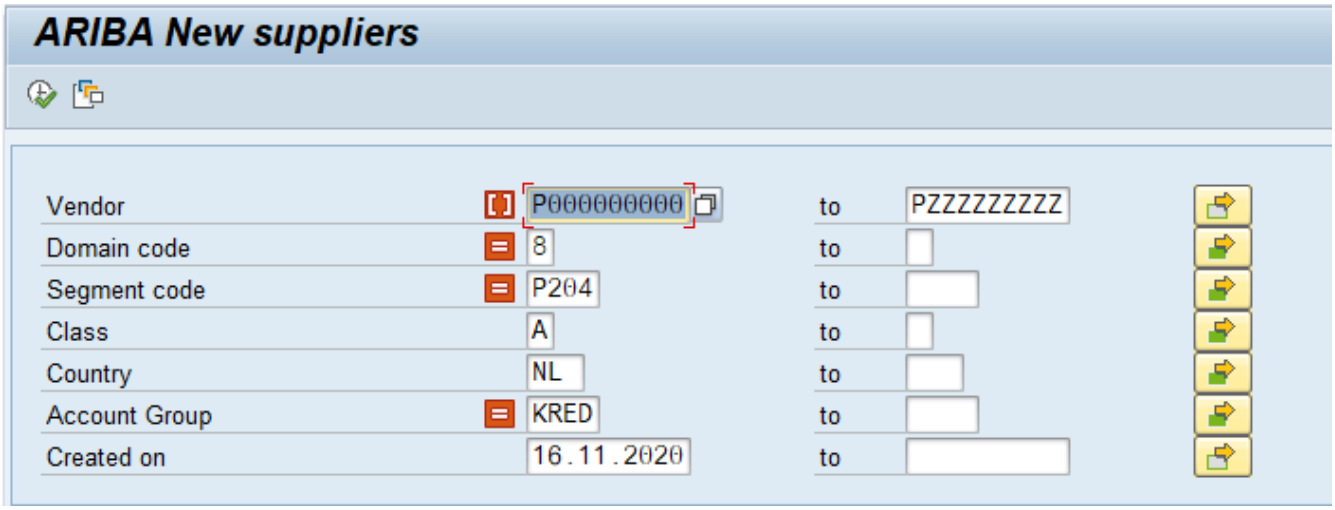
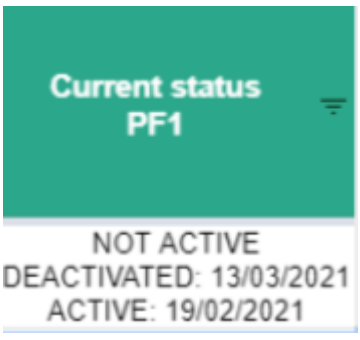


The steeps done by this job are described here.

In the end, an email will be sent to **ptp-data.analysis@support.solvay.com** with the execution report in order to confirm if all steps have been made without any block.

Finally, the Google sheet created to monetized the ARIBA enrollment should be filled in - Tab **Standard ACC** .

The following columns must be filled in:

A	Country of the supplier	
B	Name of the supplier	
C	PRS / PF1 vendor code	*If available in PF1 (if not mark with red)*
D	WP1 Vendor code	*If available in WP1*
G	Date of invitation	*Go life date*
H	Go-Live Group	*B0*
I	IMPORTANT REMARK	*Origin of the activation - ex. ZMM_ARIBA_NEW_SUPPLIERS*
J	Go Live Date	*Go life date: DD/MM/YYYY* *NOT ACTIVE (if supplier has been deactivated)*
K	PF1 current status	*ACTIVE: DD/MM/YYYY* *DEACTIVATION: DD/MM/YYYY* *(must not be removed the information already available in the cell)* *(if the supplier is being deactivated, the status show should the initial activation date, the deactivation date and the current status which is "NOT ACTIVE":* 

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L	WP1 current status	*ACTIVE: DD/MM/YYYY* *DEACTIVATION: DD/MM/YYYY* *(must not be removed the information already available in the cell)* *(if the supplier is being deactivated, the status show should the initial activation date, the deactivation date and the current status which is "NOT ACTIVE" - see example in the line K)*
M	Go alive status	*A vendor is activated = Live* *A vendor is deactivated = Deactivated*
N	Replacing another vendor	*Add the vendor number that is now obsolete*
O	Strategy type	*Self service*
Q	Comments	*Ticket number*

Note:

1. In case the vendor was not created in the last working day the vendors code must be searched in the Google file:

- If founded it means that it was linked to a different system (see point 3).
- If not founded it means that it was incorrectly marked as ARIBA. The unmark needs to be started.

2. In case it was created in the last working day the vendors code must be added to the Google file.

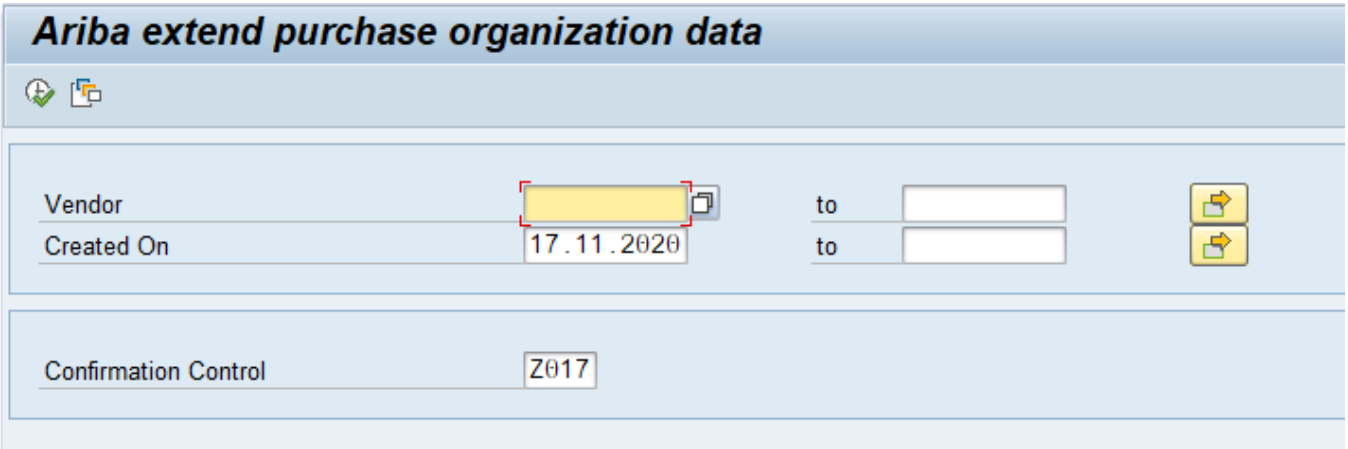
3. When linked to a different system the operator needs:

- send a ticket to PtP Ariba support with the vendor code (it could be different for WP1 system). They will let us know if it should be activated as Standard or Enterprise account (depending on the type of profile the supplier set up in Ariba, they can upgrade themselves without our intervention):
  - If confirmed that it is a standard account, no action needs to be done, supplier is already enrolled as standard
  - If confirmed that it should be a enterprise account, we should run transaction ZMM_ARN_VND_ACT_DCT in the respective system as enterprise for that vendor. Data Ops Team proceeds with the activation and filling out the Go Live file

3.2. ZMM_ARIBA_EXTND_PORG

Every day, a job will run transaction **ZMM_ARIBA_EXTND_PORG** in PF1_020 & WP1_400.

Variant **ARIBA**		
Vendor		*left blank*
Created on		current date - 1 day
Confirmation Control		Z017



The steeps done by this job are described here.

In the end, an email will be sent to **ptp-data.analysis@support.solvay.com** with the execution report in order to confirm if all steps have been made without any block.

NOTE: The operator must check if the vendor is being enrolled for a Purchasing Organization for the same system:

- if yes, the ticket can be closed (no action needed);
- if not, the follwoing steps should be done:

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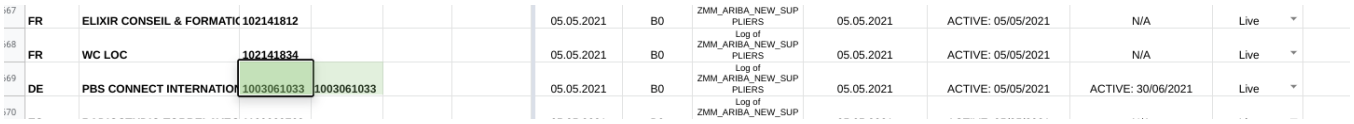
- send a ticket to PtP Ariba support Freshdesk Group, with the vendor code (it could be different for WP1 system). They will let us know if the supplier should be activated as Standard or Enterprise account (depending on the type of profile the supplier set up in Ariba, they can upgrade themselves without our intervention):
  - If confirmed that it is a standard account no further action needs to be done, only add the vendor number in the respective column of the Go Live file.
  - If confirmed that it should be a enterprise account, we should run transaction ZMM_ARN_VND_ACT_DCT in the respective system as enterprise for that vendor. Data Ops Team proceeds with the activation and filling out the Go Live file .

The information from the newly activated system must be added in the same line as the previous information for the supplier in question:

(even if the new activation was done with a different type of account)



67	FR	ELIXIR CONSEIL & FORMATIC	102141812		05.05.2021	B0	ZMM_ARIBA_NEW_SUPPLIERS	05.05.2021	ACTIVE: 05/05/2021	N/A	Live
68	FR	WC LOC	102141834		05.05.2021	B0	Log of ZMM_ARIBA_NEW_SUPPLIERS	05.05.2021	ACTIVE: 05/05/2021	N/A	Live
69	DE	PBS CONNECT INTERNATIO	1003061033	1003061033	05.05.2021	B0	Log of ZMM_ARIBA_NEW_SUPPLIERS	05.05.2021	ACTIVE: 05/05/2021	ACTIVE: 30/06/2021	Live
70							Log of ZMM_ARIBA_NEW_SUP				

4. Spot Requests

ARIBA Support Team (Ariba.Enrolment@solvay.com) will contact Data OPs. Vendors Team sending and email to the inbox (ptp-data.analysis@support.solvay.com) which will created a FreshDesk Ticket.

All interactions should be done replying to the email and not using the internal notes.

If any action needed from other team (Materials, Provisioning...), the ticket should be transferred to the respective FreshDesk Group.

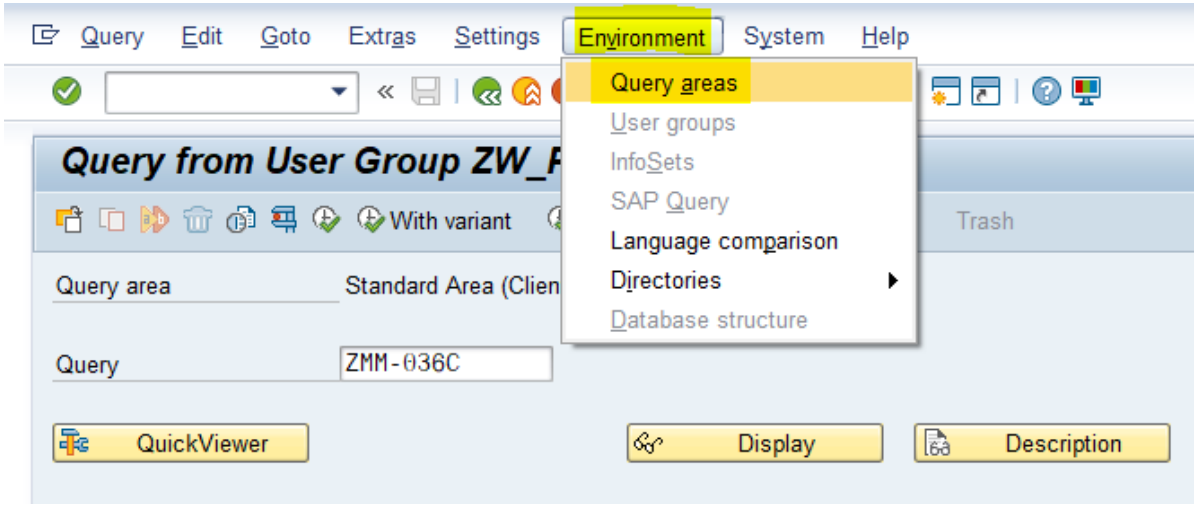
4.1. OAs Analysis

ARIBA Support Team should send a suppliers' list to check if there are any OAs linked to the provided suppliers in both systems (PF1 & WP1)

The following queries should be executed in both systems:

SQ00

Go to Environment and than Query Areas:



Select:

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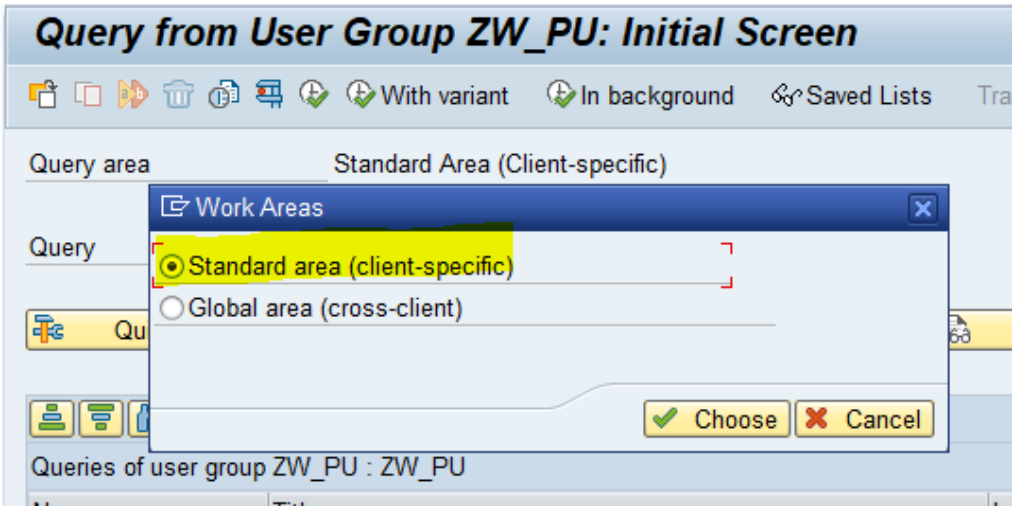
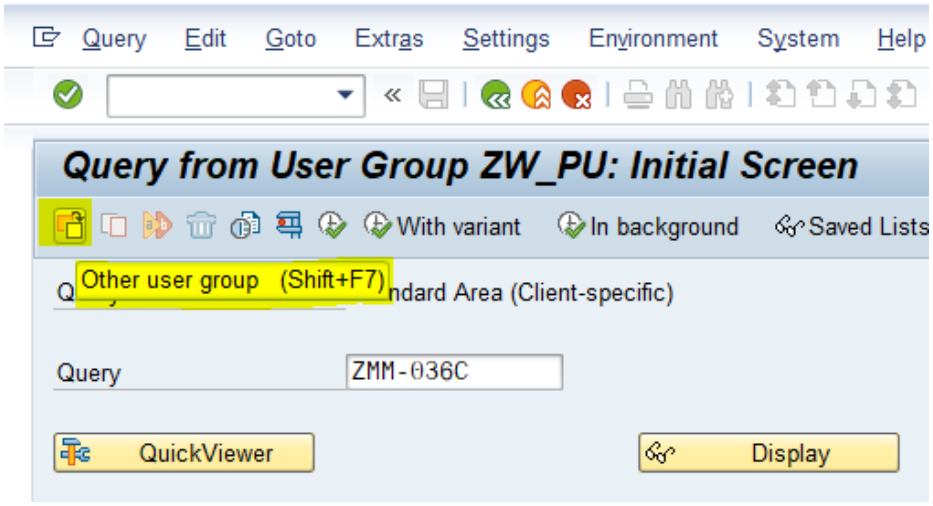
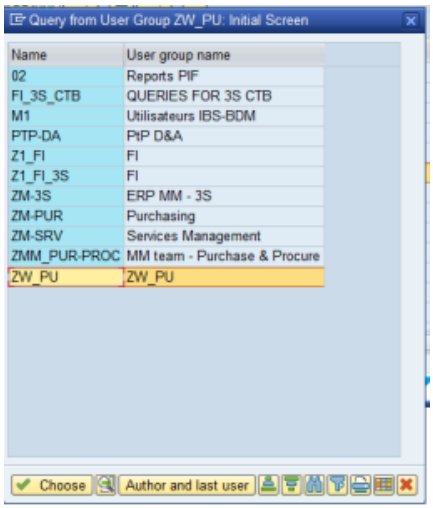


Go to:



And double click on Group **ZW_PU**:



Then two queries should be executed in both systems:

1st **ZMM-036C** Emails of OAs @ Vendor Master Data

2nd **ZMM-036B** Emails of OAs @ Purchasing Docs

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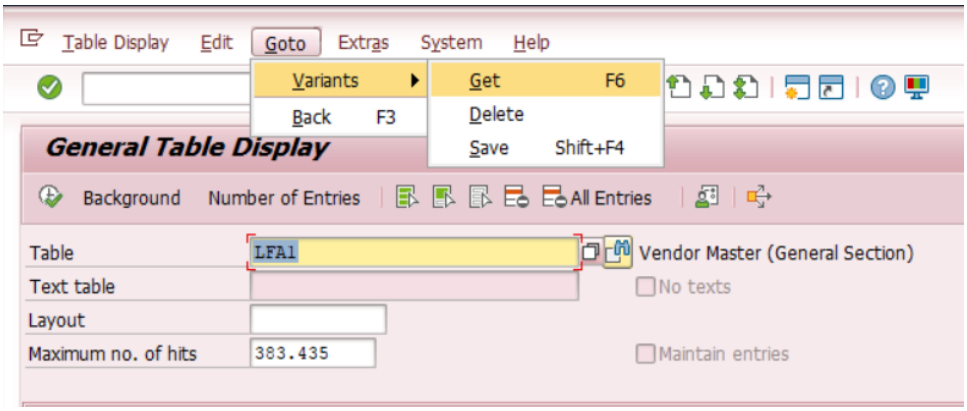
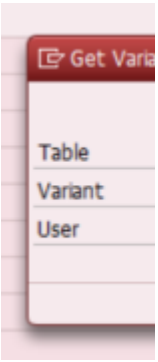
Queries of user group ZW_PU : ZW_PU

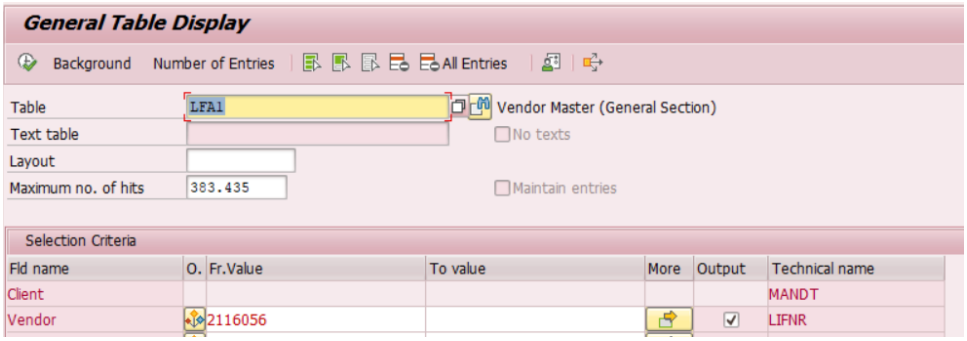
Name	Title	Info
ZMM-032	Critical PO Items vs Materials	ZMI
ZMM-033	CCK Information from Contract	APF
ZMM-034	CCK Information from PIR	INF
ZMM-036A	Emails of OAs @ Vendor Master Data	ZMI
ZMM-036B	Emails of OAs @ Purchasing Docs	ZMI
ZMM-036C	Emails of OAs @ Vendor Master Data	ZMI
ZMM-037	From the Email to the Vendor	ZMI
ZMM-038	POs budget automatic reminder	ZMI
ZMM-039	EU Plants and their CCodes	ZMI
ZMM-041	Ariba Dashboard K6	ZMI
ZMM-042	Ariba Dashboard K4	ZMI
ZMM-043	Vendor Partner @ Purchase Doc	ZMI
ZMM-INV001	Material - Settings, stock & stock value (plant)	ZZM

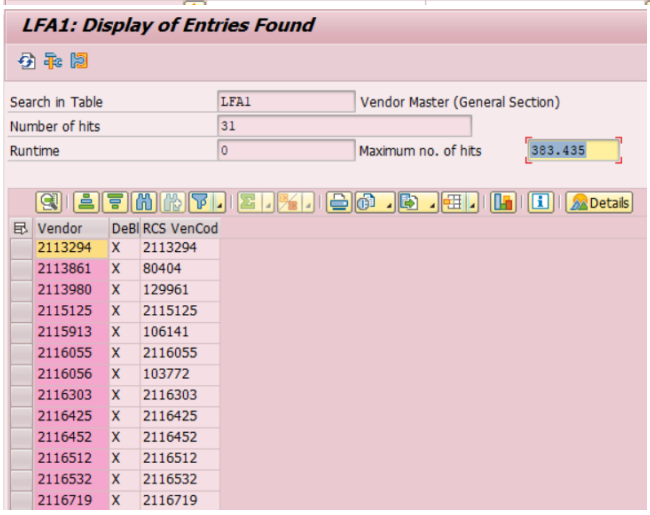
PRS	SE16N - Var

1. Go to **SE16N**, select Variant **ARIBA OAs** and
2. Copy the list provided and add it in field **Vendor**
3. The extraction will have 3 columns:
   a. PR Vendor number
   b. Node
   c. RCS Vendor number

1. 



2. 

3. 

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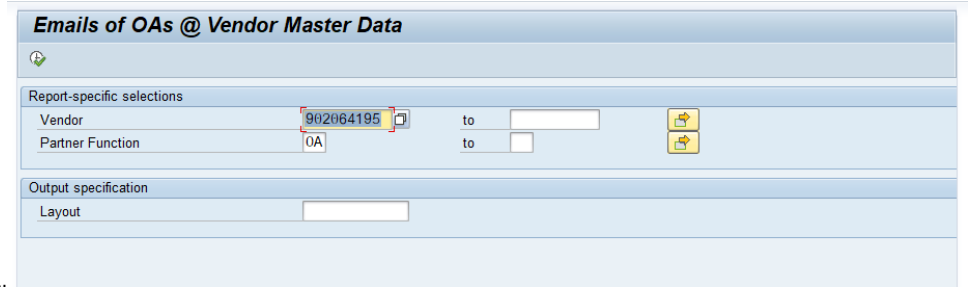
4. Create a copy of file **ARIBA - OAs Template** and copy the list extracted to a new sheet in the file.

PF1	ZMM-036C
1. Copy the list provided for **PF1** to field **Vendor** & and select Partner function **OA** - Execute 2. Copy the list provided to field **Vendor's account number,** Partner function **OA** will be already selected by default - Execute	1. 
1. Choose layout **/ARIBA**	

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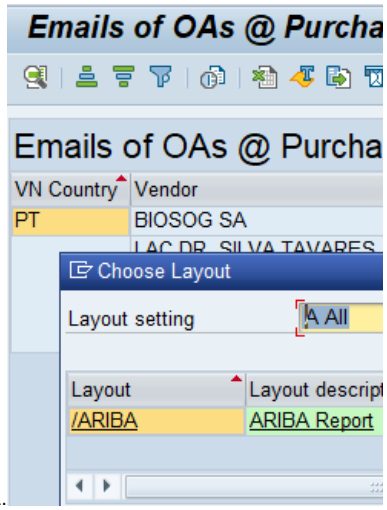
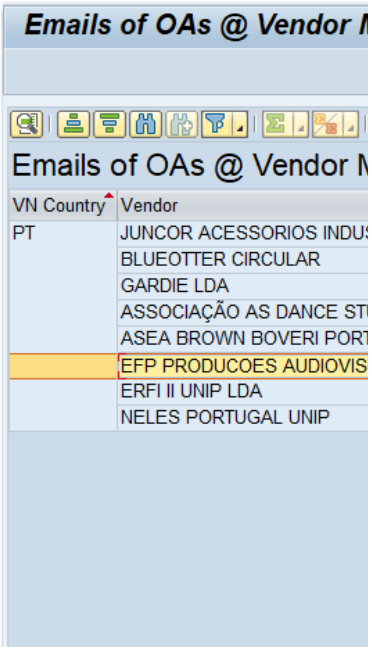
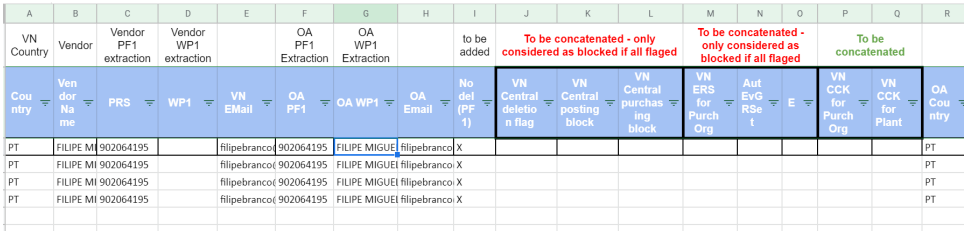
1. 

1. On the table, click on the mouse 's right button and select **spreadsheet**
2. Copy past all info from the file to the copy created of **ARIBA - OAs Template**

1. 

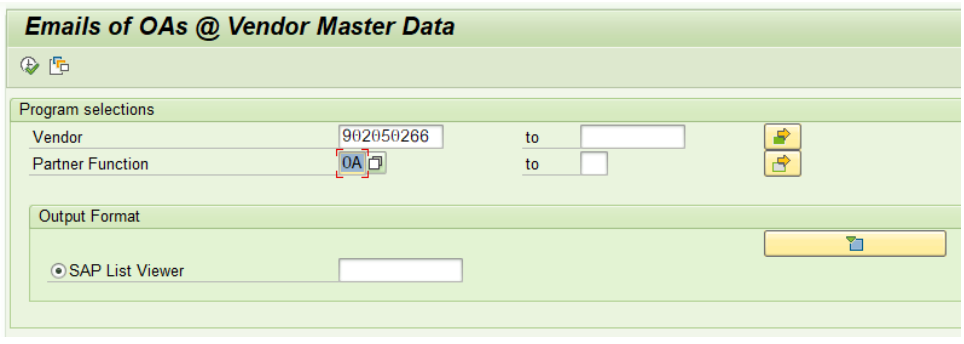
1. Copy past all info from the file to the copy created of **ARIBA - OAs Template**

1. 

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
VN Country	Vendor	Vendor PF1 extraction	Vendor WP1 extraction		OA PF1 Extraction	OA WP1 Extraction		to be added	To be concatenated - only considered as blocked if all flaged			To be concatenated - only considered as blocked if all flaged			To be concatenated		
Country	Vendor Name	PRS	WP1	VN EMail	OA PF1	OA WP1	OA Email	Model (PF1)	VN Central deletion flag	VN Central posting block	VN Central purchasing block	VN ERS for Purch Org	Aut EvG RSet	E	VN CCK for Purch Org	VN CCK for Plant	OA Country
PT	FILIPE MI	902064195		filipebranco(	902064195	FILIPE MIGUE	filipebranco	X									PT
PT	FILIPE MI	902064195		filipebranco(	902064195	FILIPE MIGUE	filipebranco	X									PT
PT	FILIPE MI	902064195		filipebranco(	902064195	FILIPE MIGUE	filipebranco	X									PT
PT	FILIPE MI	902064195		filipebranco(	902064195	FILIPE MIGUE	filipebranco	X									PT

WP1	**ZMM-036C**

1. Copy the list provided for **WP1** to field **Vendor** & and select Partner functio

1. 

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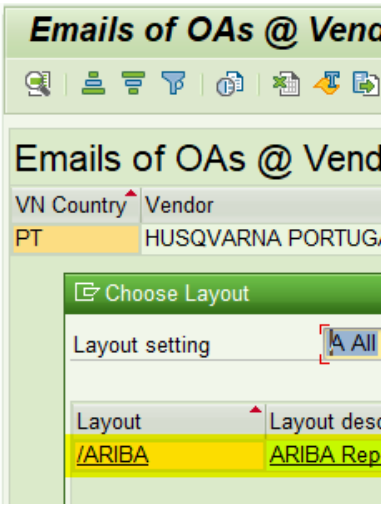
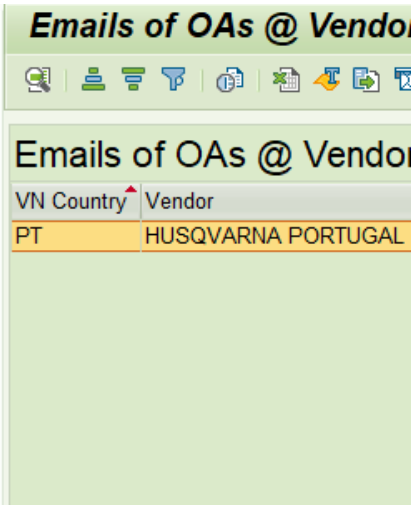
n **OA** - Execute 2. Copy the list provided to field **Vendor**, Partner function **OA** will be already selected by default - Execute	
1. Choose layout **/ARIBA**	1. 
1. On the table, click on the mouse's right button and select **spreadsheet** 2. Copy past all info from the file to the copy created of **ARIBA - OAs Template**	1. 
1. Copy past all info from the file to	

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the copy created of **ARIBA - OAs Template**

2. Concatenate:
   a. columns **IJK - if XXX** the vendor is blocked. Columns can be deleted after copy/past values on the concatenat

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
VN Country	Vendor	Vendor PF1 extraction	Vendor WP1 extraction		OA PF1 Extraction	OA WP1 Extraction		to be added	To be concatenated - only considered as blocked if all flaged			To be concatenated - only considered as blocked if all flaged			To be concatenated		
Country	Vendor Name	PRS	WP1	VN EMail	OA PF1	OA WP1	OA Email	Nodel (PF1)	VN Central deletion flag	VN Central posting block	VN Central purchasing block	VN ERS for Purch Org	Aut EvG RSet	E	VN CCK for Purch Org	VN CCK for Plant	OA Country
PT	CENTR(	902064479	902064479	citeve@cite	CENTRO T	902064479	citeve@citeve.pt										PT
PT	CENTR(	902064479	902064479	citeve@cite	CENTRO T	902064479	citeve@citeve.pt										PT
PT	CENTR(	902064479	902064479	citeve@cite	CENTRO T	902064479	citeve@citeve.pt										PT
PT	CENTR(	902064479	902064479	citeve@cite	CENTRO T	902064479	citeve@citeve.pt										PT

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e column to clear the formulas.

b. columns **L M N** - if **X X X** the vendor has Self billing. Columns can be deleted as after copy/past values so

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n t h e c o n c a t e n a t e c o l u m n t o c l e a r t h e f o r m u l a s.

c. c o l u m n s **O P** . C o l u m n s c a n b e d e l e t e s a f t e r c o p y / p a s t v a l u e s o n t h e c o n c a t

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enate column to clear the formulas.

- Delete Column **OA Standard Email**
- Check for duplicates in all file
- Cross check all the vendors with the list provided by ARIBA team, delete the ones not in the initial list.
- Add the **Nodel** with **Vlookup formula** in the last column of the file, with the information retrived from PRS in the first step. (remember to change the format of the cells to **number**)
- Mark the cells in column C with red if no **x** in **Nodel** and remove this column:

A	B	C	D	E	F	G	H	I	J	K	L	M
VN Country	Vendor	Vendor PF1 extraction	Vendor WP1 extraction		OA PF1 Extraction	OA WP1 Extraction						to be added
Country	Vendor Name	PRS	WP1	VN EMail	OA PF1	OA WP1	OA Email	Blocked	ERS	CCK	OA Country	Nodel (PF1)
US	WEST VIE	2117918	2117918	drectenwald@wvccinc.cor		2117918	orders@wvccinc.com				US	#N/A
US	BET LTD	2124992	2124992	hbrown@bridgeportequip		2124992	ctabor@bridgeportequip.com				US	#N/A
US	THERAM	2144932	2144932	hmcclure@therametric.cc		2144932	schemehorn@therametric.com				US	#N/A
US	TAIT ENV	2154147	2154147	bgrinden@tait.com		2154147	bgrinden@tait.com				US	#N/A
US	BROZELC	2154607	2154607	cbishop@brozelco.com		2154607	crystal@brozelco.com				US	#N/A

- Add two new columns (PF1 & WP1) and check if the VN and the OA are the same. *Example: (=IF (C3=F3);"delete";"Keep")*
  - If **delete**, the OA info can be removed (OA number and email).
  - If **keep**, no action

Send the file to ARIBA support Team and close the request.

5. ERS detected

Each time that is detected that a supplier with ERS is also enrolled on ARIBA (or the other way opposite), the ARIBA Support Team should be contacted also using the email address Ariba.Enrolment@solvay.com via Freshdesk.

After analysis, we Data Ops. Vendors Team will be informed about which are the next steps to be performed.

6. New VAT / Vendor

Whenever Data Ops. Team is aware that an ARIBA supplier have changed their VAT number, please follow the steps below:

- **Data OPs. Vendors Team** sends an email to ariba.enrolment@solvay.com via Freshdesk, informing about the new vendor code (with new VAT code), that is replacing the original ARIBA supplier (with old VAT code)
- Carmen Chapelier will add the new vendor code to the existing ANID on Ariba and will reply to the email informing Data OPs. Vendors Team if the supplier should be activate as Standard or Enterprise
- **Data OPs. Vendors Team** performs the activation of the new vendor code and the deactivation of old vendor code
- **Data OPs. Vendors Team** updates the GO Live file for the two vendor codes:
  - Old vendor code will be marked as deactivated
  - New vendor code will be added and in column "Replacing another vendor code?" an **YES** will be inserted and the column "If yes, which?" should be populated with the old vendor code.

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- **Data OPs. Vendors Team** confirms that the change has been done by replying to the original email
- Daiana Boruzs will send an email to the supplier asking them to update their Ariba account with the new information.

7. Email update

Whenever Data Ops. receives a request to update the email address of an Ariba supplier, the following steps should be followed:

1. Data team adds a **note** in the ticket (if the request is done via VWF, a ticket should be created) with **vendor code** (VN or OA code) and send it to **ARIBA Support Group**

2. a) If the **account is set up**, they will inform the user/supplier that the **modifications need to be made by the supplier in their Ariba account**

b) If the **account is not set up**, they will transfer the ticket back to **Data** team to **update the email address** of the supplier. The next PO will be sent via Ariba to the new email address and the supplier is responsible for setting up their account

These steps can be found in our internal Ariba FAQs.

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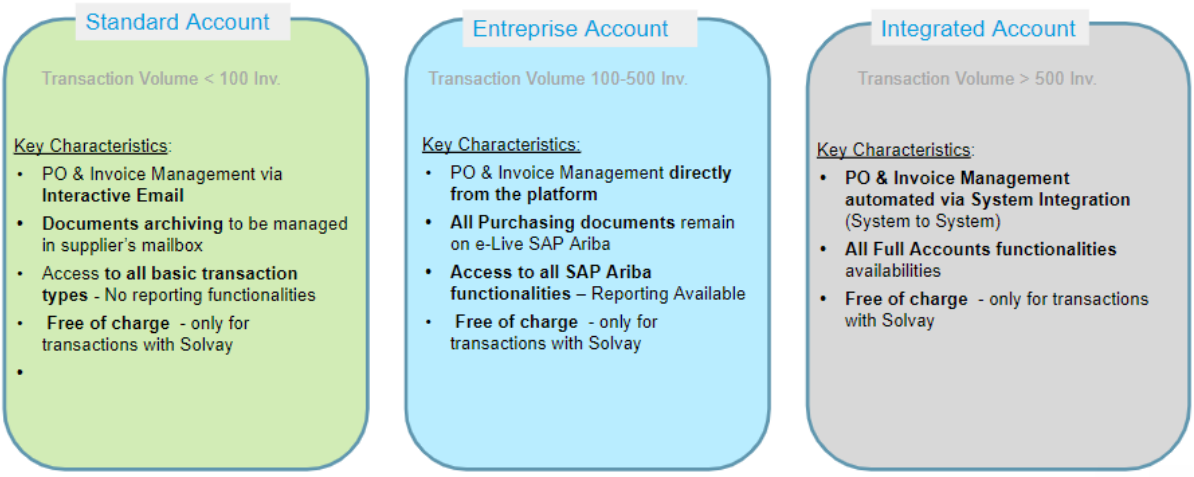
8. Useful information

- Ariba suppliers
- Flow:

- Differences between the Account Types:



- SAP ARIBA Flow

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