

# CNV-3011 Business Partners - Contact Persons (BUP001)

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## Purpose

The purpose of this document is to define the conversion approach for assigning the Business Partner role BUP001 (Contact) in SAP S/4HANA. In S/4HANA, Business Partner roles define the context in which a BP can be used. The BUP001 role is essential for identifying individuals as contact persons within customer and vendor relationships.

## Conversion Scope

### Customer Contact Person

The scope of this document covers the approach for converting active Contact Person from Legacy Source Systems into S/4HANA Business Partner (BP) Relationship Master Data Design Standard.

The data from legacy system includes:

1. An individual is created with minimal information such as Name, Last Name, email address and assigned as a contact person for a customer.
2. An individual is assigned in the customer master, partner functions in scope under partner type (TPAR-NRART) "AP - Contact Person". For Example, partner function CP - Contact Person (PF2), Q1 - QM Cert. Recipient 1 (PF2), Z6 - Z6 SDS Receiver - Sales (WP2), ZY - Z6 SDS Receiver - Sales (WP2) and etc.
3. The contact person created for the Customers object 3007 in scope.

The data from legacy system excludes:

1. Contacts marked as deleted or obsolete in the legacy system.
2. Contacts not linked to any customers within scope.

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 Contact Person	150,000	S4 Hana ROW	150,000
PF2	Customer Contact Person	150,000	S4 Hana ROW	150,000
WP2	Customer Contact Person	150,000	S4 Hana China	150,000
PF2	Customer Contact Person	150,000	S4 Hana China	150,000

### Vendor Contact Person

The data from legacy system includes:

1. Vendors found in KNVK-LIFNR which pass Relevancy Rules under Data Object (3007-Business Partners - General (Role 000000)) will be assigned with Contacts available from Legacy.
2. BP contacts which are marked as approved in the DCT which are also under these Data Objects (3007-Business Partners - General (Role 000000) and CNV-3027 Business Partners - Plants / Intercompany Suppliers)).

The data from legacy system excludes:

1. ~~Contacts marked as deleted or obsolete in the legacy system.~~
2. BP contacts that are marked as not approved in the DCT table,

List of source systems and approximate number of records

Source	Scope	Source Approx No. of Records	Target System	Target Approx No. of Records
<del>WP2</del>	<del>Vendor Contact Person</del>	<del>50,000</del>	<del>S4 Hana ROW</del>	<del>50,000</del>

PF2	Vendor Contact Person	50,000	S4 Hana ROW	50,000
WP2	Vendor Contact Person	50,000	S4 Hana China	50,000
PF2	Vendor Contact Person	50,000	S4 Hana China	50,000
DCT	Data will be provided by business manually or via excel upload to DCT	TBD	S4 Hana (ROW China)	<100k

## Additional Information

### Multi-language Requirement

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

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

### Document Management

N/A

### Legal Requirement

N/A

## Special Requirements

### Customer Contact Person

#### A. Different SAP Instance Migration Approach

Due to compliance requirement, there will be one SAP instance for Rest of the World (ROW) and one for China. For contact person general data, the same data will be created in all 2 SAP instances.

## Target Design

MDS Link:

The technical design of the target for this conversion approach.

Table	Field	Data Element	Field Description	Data Type	Length	Requirement
BUT000	PARTNER	BU_PARTNER	BUSINESS PARTNER	CHAR	20	System
BUT000	BU_GROUP	BU_GROUP	GROUPING	CHAR	8	Mandatory
BUT000	TITLE	AD_TITLE	TITLE	CHAR	8	Optional
BUT000	NAME_FIRST	BU_NAMEP_F	First Name	CHAR	80	Optional
BUT000	NAME_LAST	BU_NAMEP_L	Last Name	CHAR	80	Mandatory
BUT000	NICKNAME	BU_NICKNAM	KNOWN AS	CHAR	80	Not Used
BUT000	NAME_LAST2	BU_BIRTHNM	NAME AT BIRTH	CHAR	80	Not Used
BUT000	NAMEMIDDLE	BU_NAMEMID	MIDDLE NAME	CHAR	80	Not Used

BUT000	NAME_LST2	BU_NAMEPL2	SECOND FAMILY NAME	CHAR	80	Not Used
BUT000	PREFIX1	AD_PREFIX	NAME AFFIX 1/2	CHAR	8	Not Used
BUT000	PREFIX2	AD_PREFIX2	NAME AFFIX 2/2	CHAR	8	Not Used
BUT000	TITLE_ACA1	AD_TITLE1	ACADEMIC TITLE 1/2	CHAR	8	Not Used
BUT000	TITLE_ACA2	AD_TITLE2	ACADEMIC TITLE 2/2	CHAR	8	Not Used
BUT000	TITLE_ROYL	AD_TITLES	NAME SUPPLEMENT	CHAR	8	Not Used
BUT000	INITIALS	AD_INITS	INITIALS	CHAR	20	Not Used
BUT000	NAME1_TEXT	BU_NAME1TX	FULL NAME	CHAR	160	Not Used
BUT000	NAMCOUNTRY	AD_NAMCTRY	COUNTRY FOR FORMAT	CHAR	6	Not Used
BUT000	NAMEFORMAT	AD_FORMAT	SPECIAL FORMAT	CHAR	4	Not Used
BUT000	LANGU_CORR	BU_LANGU_CORR	CORRESPONDENCE LANGUAGE	LANG	2	Mandatory
BUS000FLDS	LANGU	BU_LANGUSTR	LANGUAGE	CHAR	4	Optional
BUT000	TITLE_LET	BU_TITLE_LET	SALUTATION	CHAR	100	Optional
BUT000	BU_SORT1	BU_SORT1	SEARCH TERM 1	CHAR	40	Optional
BUT000	BU_SORT2	BU_SORT2	SEARCH TERM 2	CHAR	40	Optional
ADRC	ADDRNUMBER	AD_ADDRNUM	Address Number	CHAR	10	Mandatory
ADRC	NATION	AD_NATION	Version ID for International Addresses	CHAR	1	Optional
ADRC	BUILDING	AD_BLDNG	BUILDING CODE	CHAR	40	Not Used
ADRC	ROOMNUMBER	AD_ROOMNUM	ROOM	CHAR	20	Not Used
ADRC	FLOOR	AD_FLOOR	FLOOR	CHAR	20	Not Used
ADRC	NAME_CO	AD_NAME_CO	C/O	CHAR	80	Optional
ADRC	STR_SUPPL1	AD_STRSPP1	STREET 2	CHAR	80	Optional
ADRC	STR_SUPPL2	AD_STRSPP2	STREET 3	CHAR	80	Optional
ADRC	STREET	AD_STREET	STREET NAME	CHAR	120	Optional
ADRC	HOUSE_NUM1	AD_HSNM1	HOUSE NUMBER	CHAR	20	Optional
ADRC	HOUSE_NUM2	AD_HSNM2	SUPPL	CHAR	20	Optional
ADRC	STR_SUPPL3	AD_STRSPP3	STREET 4	CHAR	80	Optional
ADRC	LOCATION	AD_LCTN	STREET 5	CHAR	80	Optional
ADRC	CITY2	AD_CITY2	DISTRICT	CHAR	80	Optional
ADRC	HOME_CITY	AD_CITY3	DIFFERENT CITY	CHAR	80	Optional
ADRC	POST_CODE1	AD_PSTCD1	POSTAL CODE	CHAR	20	Optional
ADRC	CITY1	AD_CITY1	CITY	CHAR	80	Optional
ADRC	COUNTRY	LAND1	COUNTRY	CHAR	6	Mandatory
ADRC	REGION	REGIO	REGION	CHAR	6	Optional
ADRC	TIME_ZONE	AD_TZONE	TIME ZONE	CHAR	12	System
ADRC	TAXJURCODE	AD_TXJCD	TAX JURISDICTION	CHAR	30	Optional
ADRC	TRANSPZONE	LZONE	TRANSPORTATION ZONE	CHAR	20	Optional
ADRC	REGIOGROUP	REGIOGROUP	STRUCTURE GROUP	CHAR	16	Not Used
ADRC	DONT_USE_S	AD_NO_USES	UNDELIVERABLE	CHAR	8	Not Used
ADRC	PO_BOX	AD_POBX	PO BOX	CHAR	20	Optional
ADRC	PO_BOX_NUM	AD_POBXNUM	PO BOX W/O NO.	CHAR	2	Not Used
ADRC	DELI_SERV_TYPE	AD_DELIVERY_SERVICE_TY PE	DELIVERY SERVICE	CHAR	8	Not Used
ADRC	DELI_SERV_NUM BER	AD_DELIVERY_SERVICE_NU MBER	DELIVERY SERVICE NUMBER	CHAR	20	Not Used
ADRC	PO_BOX_LOBBY	AD_PO_BOX_LBY	PO BOX LOBBY	CHAR	80	Not Used
ADRC	POST_CODE2	AD_PSTCD2	POSTAL CODE	CHAR	20	Optional

ADRC	PO_BOX_LOC	AD_POBXLOC	OTHER CITY	CHAR	80	Not Used
ADRC	PO_BOX_CTY	AD_POBXCTY	OTHER COUNTRY	CHAR	6	Not Used
ADRC	PO_BOX_REG	AD_POBXREG	OTHER REGION	CHAR	6	Not Used
ADRC	POST_CODE3	AD_PSTCD3	COMPANY POSTAL CODE	CHAR	20	Not Used
ADRC	LANGU	SPRAS	LANGUAGE	LANG	2	Optional
ADR2	ADDRNUMBER	AD_ADDRNUM	Address Number	CHAR	10	Mandatory
ADR2	CONSNUMBER	AD_CONSNUM	Sequence Number	NUMC	3	Mandatory
ADR2	FLGDEFAULT	AD_FLGDFNR	Standard Sender Address in this Communication Type	CHAR	1	System
ADR2	FLG_NOUSE	AD_FLNOUSE	Flag: This Communication Number is Not Used	CHAR	1	Optional
ADR2	HOME_FLAG	AD_FLGHOME	Recipient address in this communication type (mail sys.grp)	CHAR	1	Optional
ADR2	TEL_NUMBER	AD_TLNMBR	TELEPHONE	CHAR	60	Mandatory
ADR2	TEL_EXTENS	AD_TLXTNS	EXTENSION	CHAR	20	Mandatory
ADR3	ADDRNUMBER	AD_ADDRNUM	Address Number	CHAR	10	Mandatory
ADR3	CONSNUMBER	AD_CONSNUM	Sequence Number	NUMC	3	Mandatory
ADR3	FLGDEFAULT	AD_FLGDFNR	Standard Sender Address in this Communication Type	CHAR	1	FLGDEFAULT
ADR3	FLG_NOUSE	AD_FLNOUSE	Flag: This Communication Number is Not Used	CHAR	1	Optional
ADR3	HOME_FLAG	AD_FLGHOME	Recipient address in this communication type (mail sys.grp)	CHAR	1	Optional
ADR3	FAX_NUMBER	AD_FXNMBR1	FAX	CHAR	60	Optional
ADR3	FAX_EXTENS	AD_FXTNS1	EXTENSION	CHAR	20	Optional
ADR6	ADDRNUMBER	AD_ADDRNUM	Address Number	CHAR	10	Mandatory
ADR6	CONSNUMBER	AD_CONSNUM	Sequence Number	NUMC	3	Mandatory
ADR6	FLGDEFAULT	AD_FLGDFAD	Flag: this address is the default address	CHAR	1	FLGDEFAULT
ADR6	FLG_NOUSE	AD_FLNOUSE	Flag: This Communication Number is Not Used	CHAR	1	Optional
ADR6	HOME_FLAG	AD_FLGHOME	Recipient address in this communication type (mail sys.grp)	CHAR	1	Optional
ADR6	SMTP_ADDR	AD_SMTPADR	E-MAIL	CHAR	482	Mandatory
ADRCT	REMARK	AD_REMARK1	COMMENTS	CHAR	100	Optional
BUS000FL DS	ADEXT	BU_ADEXT	EXTERNAL ADDRESS NO.	CHAR	40	Not Used
BUS000FL DS	ADDR_VALID_FROM	BU_ADDR_VALID_FROM_STR	ADDRESS VALID FROM	CHAR	20	System
ADRU	COMM_TYPE	AD_COMM	Communication Method (Key) (Business Address Services)	CHAR	6	Mandatory
ADRU	COMM_USAGE	AD_CUSAGE	Communication Usage: Key Field	CHAR	20	Mandatory
ADRU	VALID_FROM	AD_VALFROM	Communication Data: Valid From (YYYYMMDDHHMMSS)	CHAR	28	Mandatory
ADRU	VALID_TO	AD_VALTO	Communication Data: Valid To (YYYYMMDDHHMMSS)	CHAR	28	Mandatory

## Data Cleansing (Customer)

ID	Criticality	Error Message/Report Description	Rule	Output	Source System
<del>3014-001</del>		<del>Corresponding customer-master is not in scope</del>	<del>For contact person which customer is not in migration scope-</del>		PF2/WP2
3011-002		Telephone number contains non-numeric characters	If any non-numeric characters maintained in the telephone number (ADR2-TEL_NUMBER, ADR2-TEL_EXTENS). Only 0-9 is allowed. Space is not allowed.		PF2/WP2

3011-003		Fax number contains non-numeric characters	If any non-numeric characters maintained in the fax number (ADR3-FAX_NUMBER, ADR3-TEL_EXTENS). Only 0-9 is allowed. Space is not allowed.		PF2/WP2
3011-004		Invalid email address	If the email address is not in the pattern of XXXX@XXXXX.XX (ADR6-SMTP_ADDR) No space is allowed		PF2/WP2
3011-005		Missing last name	If the last name is blank (KNVK-NAME1)		PF2/WP2
3011-006		Missing communication language	If the communication language (KNVK-PARLA) is blank.		PF2/WP2
3011-007		Missing country	If the country is blank (ADRC-COUNTRY).		PF2/WP2
3011-008		Missing email address	If the email address (ADR6-SMTP_ADDR) is blank		PF2/WP2
3011-009		Telephone Extension maintained without Telephone number	If the Telephone number (ADR2-TEL_NUMBER) is blank and Telephone Extension (ADR2-TEL_EXTENS) is not blank.		PF2/WP2
3011-010		Fax Extension maintained without Fax number	If the Fax number (ADR3-FAX_NUMBER) is blank and Fax Extension (ADR3-FAX_EXTENS) is not blank.		PF2/WP2

## Data Cleansing (Vendor)

ID	Criticality	Error Message/Report Description	Rule	Output	Source System
<del>3011-004</del>		<del>Corresponding vendor master is not in scope</del>	<del>For contact person which vendors not in migration scope.</del>		<del>PF2/WP2</del>
3011-002		Telephone number contains non-numeric characters	If any non-numeric characters maintained in the telephone number (ADR2-TEL_NUMBER, ADR2-TEL_EXTENS).		PF2/WP2
3011-003		Fax number contains non-numeric characters	If any non-numeric characters maintained in the fax number (ADR3-FAX_NUMBER, ADR3-TEL_EXTENS).		PF2/WP2
3011-004		Invalid email address	If the email address is not in the pattern of XXXX@XXXXX.XX (ADR6-SMTP_ADDR) and email does contain spaces.		PF2/WP2
<del>3011-005</del>		<del>Missing last name</del>	<del>If the last name is blank (KNVK-NAME1)</del>		<del>PF2/WP2</del>
<del>3011-006</del>		<del>Missing communication language</del>	<del>If the communication language (KNVK-PARLA) is blank.</del>		<del>PF2/WP2</del>
3011-007		Missing country	If the country is blank (ADRC-COUNTRY).		PF2/WP2
3011-008		Missing email address	If the email address (ADR6-SMTP_ADDR) is blank		PF2/WP2
3011-009		Telephone Extension maintained without Telephone number	If the Telephone number (ADR2-TEL_NUMBER) is blank and Telephone Extension (ADR2-TEL_EXTENS) is not blank.		PF2/WP2
3011-010		Fax Extension maintained without Fax number	If the Fax number (ADR3-FAX_NUMBER) is blank and Fax Extension (ADR3-FAX_EXTENS) is not blank.		PF2/WP2
3011-011		Deduplication	Vendors with same email and Telephone should be unified to avoid redundant BP creation.	Syniti Match report for business to select golden record using parent and child approach.	PF2/WP2
<del>3011-012</del>		<del>Relevant vendors with no contacts</del>	<del>If LFA1-LIFNR does not exist in KNVK-LIFNR.</del>		<del>PF2/WP2</del>
3011-012		Comparison report between legacy ECC and DCT to determine any changes in the following fields (Email / Address / Telephone / Fax)	If Vendor, Email, Address, Telephone, Fax combination in DCT is not found in ECC for the same vendor number, display in the report. This should only apply to enrichment records and not fully constructed vendors.		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 or from Data Collection Template (DCT). The extracted data is then staged for transformation.

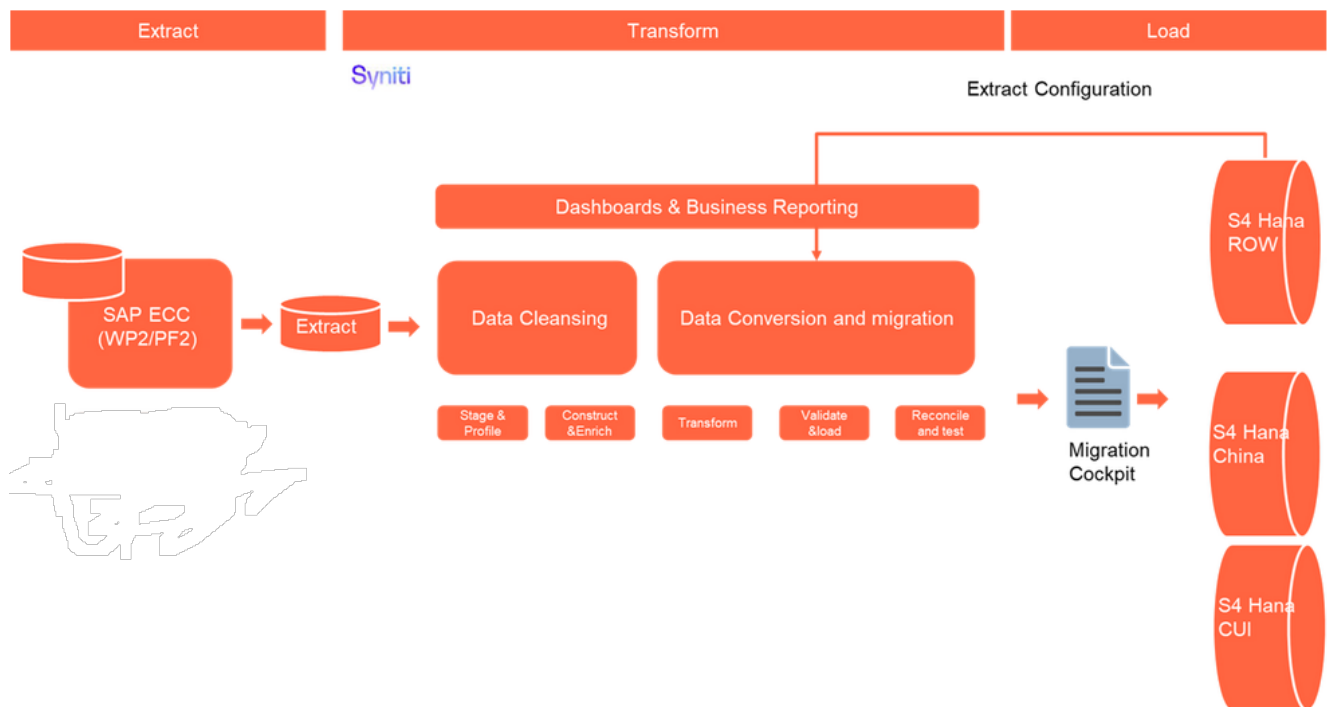
## 2. Transformation

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

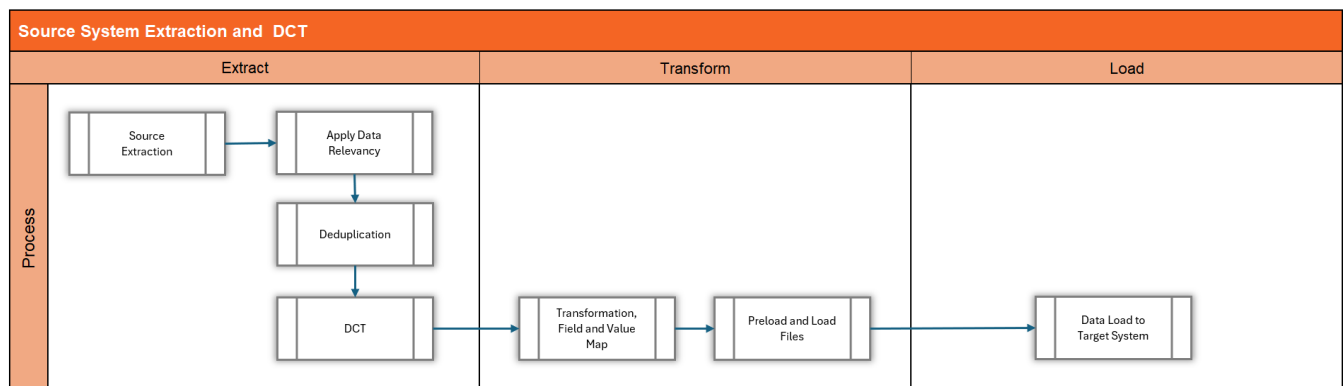
- Data validation to remove inconsistencies.
- Standardization to align formats across datasets.
- Business rule application to refine data for operational use.

## 3. Loading

The transformed data is then loaded into the target S4 Hana system.



The high-level process for Vendor contacts, where there is no source data or enrichment is required, is represented by the diagram below:



Note: DCT will be pre-poulated from legacy Vendor Master (address/telephone/fax/email) and business will be required to enrich and approve the DCT records for contact names, telephone, department, function, etc. New contacts can also be added as well via the DCT.

## Data Privacy and Sensitivity

The object contains the exact contact information of a specific individual. This data must be handled with great care.

## Extraction

Extract data from a source into Syniti Migrate. 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
1	<b>Extraction Scope Definition</b> - Identify the source systems and databases involved. - Define the data objects (tables, fields, records) to be extracted. - Establish business rules for data selection.	Syniti / (L2C/S2P) Data team
2	<b>Extraction Methodology</b> - Specify the extraction approach (full, incremental, or delta extraction). - Determine the tools and technologies used. - Define data filtering criteria to exclude irrelevant records.	Syniti
3	<b>Extraction Execution Plan</b> - Establish execution timelines and batch processing schedules. - Assign responsibilities for extraction monitoring. - Document dependencies on other migration tasks.	Syniti
4	<b>Data Quality and Validation</b> - Define error handling mechanisms for extraction failures.	Syniti

## Selection Screen

Selection Ref Screen	Parameter Name	Selection Type	Requirement	Value to be entered/set
SE16N	Contact person for in-scope customers	To select all contact person assigned to in-scope customers		Select all contact person from table KNVK Where KNVK-KUNNR is in object 3007 customer migration list.
SE16N	Contact person for in-scope customers partner function	To select all contact person assigned to in-scope customers under partner function		Select all contact person from table KNVP Where KNVP-KUNNR is in object 3003 customer migration list.
SE16N	Contact person for in-scope vendors	To select all contact person assigned to in-scope vendors		Select all email contacts from table ADR6 where vendor address ADDRNUMBER is in scope object in 3007-BP General.

## Data Collection Template (DCT for S2P Vendor)

Data Collection Template will be pre-populated from the legacy vendor's default email (ADR6), address (ADRC), telephone (ADR2), and fax (ADR3). Use LFA1-ADRNR as connecting key to address tables.

Field Name	Field Description	Rule
zApproved	Approval Flag	Checkbox (True or False)
zLegacyLIFNR	Legacy Vendor	Legacy or DCT Vendor Number
zLegacyPARTNER	Legacy BP Contact	Legacy Address+sequence number or DCT Contact Number
BU_GROUP	GROUPING	Default : BP09
TITLE	TITLE	Must be a valid Title in TSAD3. Default blank.
NAME_FIRST	First Name	Must not exceed 40 chars. Parse first name from default Email and make it all-caps.
NAME_LAST	Last Name	Must not exceed 40 chars. Parse last name from default Email and make it all-caps.
SMTP_ADDR	E-MAIL (ADR6)	Must be a valid email. Copy field from ADR6 where FLGDEFAULT='X'.
LANGU_CORR	CORRESPONDENCE LANGUAGE (LFA1)	Must be a valid language in T002. Copy field from LFA1-SPRAS.
PAVIP	VIP	Must not exceed 1 char. Set 'X' if LFA1-ZZR_VENDOR_VIP='VIP' or 'SFP'.
ABTNR	Department	Must be a valid Department in TB910. Default blank.
PAFKT	Function	Must be a valid Function in TB912. Default blank.
PAAUTH	Partner's Authority	Must not exceed 1 char. Default blank.
PAREM	Notes for Partner	Must not exceed 40 chars. Default blank.
BU_SORT1	SEARCH TERM 1 (ADRC)	Must not exceed 20 chars. Copy field from ADRC where FLGDEFAULT='X'.
BU_SORT2	SEARCH TERM 2	Must not exceed 20 chars. Copy field from ADRC where FLGDEFAULT='X'.
STR_SUPPL1	STREET 2	Must not exceed 40 chars. Copy field from ADRC where FLGDEFAULT='X'.
STR_SUPPL2	STREET 3	Must not exceed 40 chars. Copy field from ADRC where FLGDEFAULT='X'.
STREET	STREET NAME	Must not exceed 60 chars. Copy field from ADRC where FLGDEFAULT='X'.
STR_SUPPL3	STREET 4	Must not exceed 40 chars. Copy field from ADRC where FLGDEFAULT='X'.
LOCATION	STREET 5	Must not exceed 40 chars Copy field from ADRC where FLGDEFAULT='X'.
CITY2	DISTRICT	Must not exceed 40 chars. Copy field from ADRC where FLGDEFAULT='X'.
POST_CODE1	POSTAL CODE	Must not exceed 10 chars. Copy field from ADRC where FLGDEFAULT='X'.
CITY1	CITY	Must be a valid City in the Country. Copy field from ADRC where FLGDEFAULT='X'.
COUNTRY	COUNTRY	Must be a valid Country in T005. Copy field from ADRC where FLGDEFAULT='X'.
REGION	REGION	Must be a valid Region in T005U based on country. Copy field from ADRC where FLGDEFAULT='X'.
PO_BOX	PO BOX	Must not exceed 10 chars. Copy field from ADRC where FLGDEFAULT='X'.
TEL_NUMBER	TELEPHONE (ADR2)	Must be numeric. Copy field from ADR2 where FLGDEFAULT='X'.
TEL_EXTENS	EXTENSION	Must be numeric. Copy field from ADR2 where FLGDEFAULT='X'.
MOBILE_NUMBER	MOBILE PHONE	Must be numeric. Copy field from ADR2 where R3_USER='3'.
FAX_NUMBER	FAX (ADR3)	Must be numeric. Copy field from ADR3 where FLGDEFAULT='X'.
FAX_EXTENS	EXTENSION	Must be numeric. Copy field from ADR3 where FLGDEFAULT='X'.
REMARK	COMMENTS (ADRCT)	Must not exceed 50 chars. Copy field from ADRCT.

## Extraction Dependencies

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Item #	Step Description	Team Responsible
1	<b>Source System Availability</b> <ul style="list-style-type: none"> <li>Ensure that the source database or application is accessible.</li> <li>Confirm that necessary credentials and permissions are granted</li> </ul>	Syensqo IT
2	<b>Data Structure</b> <ul style="list-style-type: none"> <li>Identify relationships between tables, views, and stored procedures.</li> </ul>	Syniti
3	<b>Referential Integrity</b> <ul style="list-style-type: none"> <li>Ensure dependent records are extracted together.</li> </ul>	Syniti
4	<b>Extraction Methodology</b> <ul style="list-style-type: none"> <li>Define whether extraction is full, incremental, or delta-based.</li> <li>Establish batch processing schedules for large datasets.</li> </ul>	Syniti
5	<b>Performance and Scalability Considerations</b> <ul style="list-style-type: none"> <li>Optimize extraction queries to prevent system overload.</li> <li>Ensure network bandwidth supports data transfer volumes.</li> </ul>	Syniti
6	<b>Security and Compliance</b> <ul style="list-style-type: none"> <li>Adhere to regulatory standards for sensitive information if applicable</li> </ul>	Syniti
7	<b>For S2P Vendors</b> <ul style="list-style-type: none"> <li>Obtain DCT Sign-off from Business</li> </ul>	S2P Data Team

## 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:

- Perform value mapping and data transformation rules.
  - Legacy values are mapped to the to-be values (this could include a default value)
  - Values are transformed according to the rules defined in Syniti Migrate
- 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 <ul style="list-style-type: none"> <li>Identify the source and target data structures.</li> <li>Define business rules for data standardization.</li> <li>Establish data cleansing requirements to remove inconsistencies.</li> </ul>	Data Team, Functional Team
2	Data Mapping and Standardization <ul style="list-style-type: none"> <li>Align source fields with target fields.</li> <li>Ensure unit consistency (e.g., currency, measurement units)</li> </ul>	Data Team, Functional Team
3	Business Rule Application <ul style="list-style-type: none"> <li>Implement data enrichment/collection if applicable</li> <li>Apply conditional transformations based on predefined logic/business rules</li> </ul>	Data Team, Functional Team
4	Transformation Execution Plan <ul style="list-style-type: none"> <li>Define batch processing schedules.</li> <li>Assign responsibilities for monitoring execution.</li> <li>Establish error-handling mechanisms</li> </ul>	Syniti

5	Configure transformation rules in Syniti Migrate (including calculated fields, formatting rules, etc.)	Data Team (Syniti), Data Team (L2C/S2P)
6	Review transformation logic and mappings with Business for confirmation	Business Team + Functional Team (L2C/S2P)
7	Perform initial transformation run and generate draft target-ready dataset	Data Team (Syniti),
8	Review draft target-ready data for structure and completeness	Data Team (L2C/S2P), Functional Team (L2C/S2P)
9	Share transformed data with Business for Pre-load Validation	Business Team
10	Incorporate feedback from Business and refine mappings or transformation logic as needed	Data Team (L2C/S2P)
11	Finalize and approve transformed data as Target Ready Load File	Business + Functional (L2C/S2P) + Data Team (L2C/S2P)
12	Handover final file to Load Team or trigger the load via Syniti Load Workbench	Data Team (Syniti)

## Transformation Rules (L2C)

1. Connection key to ADRC is KNVK-ADRND and ADRC-ADDRNUMBER.
2. Connection key to ADR2, ADR3 and ADR6 is KNVK-PSRNR and ADRX-PERSNUMBER.

Rule #	Source system	Source Table	Source Field	Source Description	Target System	Target Table	Target Field	Target Description	Transformation Logic
1	PF2 WP2	KNVK	PSRNR	BUSINESS PARTNER	ROW China	BUT000	PARTNER	BUSINESS PARTNER	Apply external number range. 1000000000 - 2000000000
2	PF2 WP2			GROUPING	ROW China	BUT000	BU_GROUP	GROUPING	Default : BP09
3	PF2 WP2	KNVK	ANRED	TITLE	ROW China	BUT000	TITLE	TITLE	Copy 1:1
4	PF2 WP2	ADRP	NAME_FIRST	First Name	ROW China	BUT000	NAME_FIRST	First Name	Copy 1:1 (WHERE ADRP-NATION = BLANK)
5	PF2 WP2	ADRP	NAME_LAST	Last Name	ROW China	BUT000	NAME_LAST	Last Name	Copy 1:1 (WHERE ADRP-NATION = BLANK)
6	PF2 WP2			KNOWN AS	ROW China	BUT000	NICKNAME	KNOWN AS	Not Used for L2C
7	PF2 WP2			NAME AT BIRTH	ROW China	BUT000	NAME_LAST2	NAME AT BIRTH	Not Used for L2C
8	PF2 WP2			MIDDLE NAME	ROW China	BUT000	NAMEMIDDLE	MIDDLE NAME	Not Used for L2C
9	PF2 WP2			SECOND FAMILY NAME	ROW China	BUT000	NAME_LAST2	SECOND FAMILY NAME	Not Used for L2C
10	PF2 WP2			NAME AFFIX 1/2	ROW China	BUT000	PREFIX1	NAME AFFIX 1/2	Not Used for L2C
11	PF2 WP2			NAME AFFIX 2/2	ROW China	BUT000	PREFIX2	NAME AFFIX 2/2	Not Used for L2C
12	PF2 WP2			ACADEMIC TITLE 1/2	ROW China	BUT000	TITLE_A1	ACADEMIC TITLE 1/2	Not Used for L2C
13	PF2 WP2			ACADEMIC TITLE 2/2	ROW China	BUT000	TITLE_A2	ACADEMIC TITLE 2/2	Not Used for L2C
14	PF2 WP2			NAME SUPPLEMENT	ROW China	BUT000	TITLE_ROYL	NAME SUPPLEMENT	Not Used for L2C
15	PF2 WP2			INITIALS	ROW China	BUT000	INITIALS	INITIALS	Not Used for L2C
16	PF2 WP2			FULL NAME	ROW China	BUT000	NAME1_TEXT	FULL NAME	Not Used for L2C
17	PF2 WP2			COUNTRY FOR FORMAT	ROW China	BUT000	NAMCOUNTRY	COUNTRY FOR FORMAT	Not Used for L2C
18	PF2 WP2			SPECIAL FORMAT	ROW China	BUT000	NAMEFORMAT	SPECIAL FORMAT	Not Used for L2C
19	PF2 WP2	KNVK	PARLA	CORRESPONDENCE LANGUAGE	ROW China	BUT000	LANGU_CORR	CORRESPONDENCE LANGUAGE	Copy 1:1
20	PF2 WP2	KNVK	PARLA	LANGUAGE	ROW China	BUS000FLDS	LANGU	LANGUAGE	Not Used for L2C

21	PF2 WP2	KNVK	ANRED	SALUTATION	ROW China	BUT000	TITLE_LET	SALUTATION	Copy 1:1
22	PF2 WP2	ADRP	SORTL	SEARCH TERM 1	ROW China	BUT000	BU_SORT1	SEARCH TERM 1	Copy 1:1
23	PF2 WP2	ADRP	SORT2	SEARCH TERM 2	ROW China	BUT000	BU_SORT2	SEARCH TERM 2	Copy 1:1
24	PF2 WP2			Address Number	ROW China	ADRC	ADDRNUMBER	Address Number	System
25	PF2 WP2	ADRC	NATION	Version ID for International Addresses	ROW China	ADRC	NATION	Version ID for International Addresses	Copy 1:1
26	PF2 WP2			BUILDING CODE	ROW China	ADRC	BUILDING	BUILDING CODE	Not Used for L2C
27	PF2 WP2			ROOM	ROW China	ADRC	ROOMNUMBER	ROOM	Not Used for L2C
28	PF2 WP2			FLOOR	ROW China	ADRC	FLOOR	FLOOR	Not Used for L2C
29	PF2 WP2	ADRC	NAME_CO	C/O	ROW China	ADRC	NAME_CO	C/O	Copy 1:1
30	PF2 WP2	ADRC	STR_SUPPL1	STREET 2	ROW China	ADRC	STR_SUPPL1	STREET 2	Copy 1:1
31	PF2 WP2	ADRC	STR_SUPPL2	STREET 3	ROW China	ADRC	STR_SUPPL2	STREET 3	Copy 1:1
32	PF2 WP2	ADRC	STREET	STREET NAME	ROW China	ADRC	STREET	STREET NAME	Copy 1:1
33	PF2 WP2	ADRC	HOUSE_NUM1	HOUSE NUMBER	ROW China	ADRC	HOUSE_NUM1	HOUSE NUMBER	Copy 1:1
34	PF2 WP2	ADRC	HOUSE_NUM2	SUPPL	ROW China	ADRC	HOUSE_NUM2	SUPPL	Copy 1:1
35	PF2 WP2	ADRC	STR_SUPPL3	STREET 4	ROW China	ADRC	STR_SUPPL3	STREET 4	Copy 1:1
36	PF2 WP2	ADRC	LOCATION	STREET 5	ROW China	ADRC	LOCATION	STREET 5	Copy 1:1
37	PF2 WP2	ADRC	CITY2	DISTRICT	ROW China	ADRC	CITY2	DISTRICT	Copy 1:1
38	PF2 WP2	ADRC	HOME_CITY	DIFFERENT CITY	ROW China	ADRC	HOME_CITY	DIFFERENT CITY	Copy 1:1
39	PF2 WP2	ADRC	POST_CODE1	POSTAL CODE	ROW China	ADRC	POST_CODE1	POSTAL CODE	Copy 1:1
40	PF2 WP2	ADRC	CITY1	CITY	ROW China	ADRC	CITY1	CITY	Copy 1:1
41	PF2 WP2	ADRC	COUNTRY	COUNTRY	ROW China	ADRC	COUNTRY	COUNTRY	Mapping
42	PF2 WP2	ADRC	REGION	REGION	ROW China	ADRC	REGION	REGION	Mapping
43	PF2 WP2			TIME ZONE	ROW China	ADRC	TIME_ZONE	TIME ZONE	System
44	PF2 WP2	ADRC	TAXJURCODE	TAX JURISDICTION	ROW China	ADRC	TAXJURCODE	TAX JURISDICTION	Copy 1:1
45	PF2 WP2	ADRC	TRANSPZONE	TRANSPORTATION ZONE	ROW China	ADRC	TRANSPZONE	TRANSPORTATION ZONE	Mapping
46	PF2 WP2			STRUCTURE GROUP	ROW China	ADRC	REGIOGROUP	STRUCTURE GROUP	Not Used for L2C
47	PF2 WP2			UNDELIVERABLE	ROW China	ADRC	DONT_USE_S	UNDELIVERABLE	Not Used for L2C
48	PF2 WP2	ADRC	PO_BOX	PO BOX	ROW China	ADRC	PO_BOX	PO BOX	Copy 1:1
49	PF2 WP2			PO BOX W/O NO.	ROW China	ADRC	PO_BOX_NUM	PO BOX W/O NO.	Not Used for L2C
50	PF2 WP2			DELIVERY SERVICE	ROW China	ADRC	DELIVERY_SERVICE_TYPE	DELIVERY SERVICE	Not Used for L2C
51	PF2 WP2			DELIVERY SERVICE NUMBER	ROW China	ADRC	DELIVERY_SERVICE_NUMBER	DELIVERY SERVICE NUMBER	Not Used for L2C
52	PF2 WP2			PO BOX LOBBY	ROW China	ADRC	PO_BOX_LOBBY	PO BOX LOBBY	Not Used for L2C
53	PF2 WP2	ADRC	POST_CODE2	POSTAL CODE	ROW China	ADRC	POST_CODE2	POSTAL CODE	Copy 1:1
54	PF2 WP2			OTHER CITY	ROW China	ADRC	PO_BOX_LOC	OTHER CITY	Not Used for L2C
55	PF2 WP2			OTHER COUNTRY	ROW China	ADRC	PO_BOX_CTY	OTHER COUNTRY	Not Used for L2C
56	PF2 WP2			OTHER REGION	ROW China	ADRC	PO_BOX_REG	OTHER REGION	Not Used for L2C

57	PF2 WP2			COMPANY POSTAL CODE	ROW China	ADRC	POST_CO DE3	COMPANY POSTAL CODE	Not Used for L2C
58	PF2 WP2			UNDELIVERABLE	ROW China	ADRC	DONT_US E_S	UNDELIVERABLE	Not Used for L2C
59	PF2 WP2	ADRC	LANGU	LANGUAGE	ROW China	ADRC	LANGU	LANGUAGE	Copy 1:1
60	PF2 WP2			Address Number	ROW China	ADR2	ADDRNU MBER	Address Number	System
61	PF2 WP2			Sequence Number	ROW China	ADR2	CONSNU MBER	Sequence Number	System
62	PF2 WP2	ADR2	TEL_NUMB ER	TELEPHONE	ROW China	ADR2	TEL_NUM B ER	TELEPHONE	Copy 1:1
63	PF2 WP2	ADR2	TEL_EXTE NS	EXTENSION	ROW China	ADR2	TEL_EXTE NS	EXTENSION	Copy 1:1
64	PF2 WP2	ADR2	TEL_NUMB ER	MOBILE PHONE	ROW China	ADR2	TEL_NUM B ER	MOBILE PHONE	Copy 1:1
65	PF2 WP2				ROW China	ADR2	FLGDEFA ULT	Standard Sender Address in this Communication Type	System
66	PF2 WP2	ADR2	FLG_NOU SE	Flag: This Communication Number is Not Used	ROW China	ADR2	FLG_NOU SE	Flag: This Communication Number is Not Used	Copy 1:1
67	PF2 WP2	ADR2	HOME_FL AG	Recipient address in this communication type (mail sys. grp)	ROW China	ADR2	HOME_FL AG	Recipient address in this communication type (mail sys.grp)	Copy 1:1
68	PF2 WP2			Address Number	ROW China	ADR3	ADDRNU MBER	Address Number	System
69	PF2 WP2			Sequence Number	ROW China	ADR3	CONSNU MBER	Sequence Number	System
70	PF2 WP2	ADR3	FAX_NUMB ER	FAX	ROW China	ADR3	FAX_NUM B ER	FAX	Copy 1:1
71	PF2 WP2	ADR3	FAX_EXTE NS	EXTENSION	ROW China	ADR3	FAX_EXT ENS	EXTENSION	Copy 1:1
72	PF2 WP2				ROW China	ADR3	FLGDEFA ULT	Standard Sender Address in this Communication Type	System
73	PF2 WP2	ADR3	FLG_NOU SE	Flag: This Communication Number is Not Used	ROW China	ADR3	FLG_NOU SE	Flag: This Communication Number is Not Used	Copy 1:1
74	PF2 WP2	ADR3	HOME_FL AG	Recipient address in this communication type (mail sys. grp)	ROW China	ADR3	HOME_FL AG	Recipient address in this communication type (mail sys.grp)	Copy 1:1
75	PF2 WP2			Address Number	ROW China	ADR6	ADDRNU MBER	Address Number	System
76	PF2 WP2			Sequence Number	ROW China	ADR6	CONSNU MBER	Sequence Number	System
77	PF2 WP2	ADR6	SMTP_AD DR	E-MAIL	ROW China	ADR6	SMTP_AD DR	E-MAIL	Copy 1:1
78	PF2 WP2				ROW China	ADR6	FLGDEFA ULT	Flag: this address is the default address	System
79	PF2 WP2	ADR6	FLG_NOU SE	Flag: This Communication Number is Not Used	ROW China	ADR6	FLG_NOU SE	Flag: This Communication Number is Not Used	Copy 1:1
80	PF2 WP2	ADR6	HOME_FL AG	Recipient address in this communication type (mail sys. grp)	ROW China	ADR6	HOME_FL AG	Recipient address in this communication type (mail sys.grp)	Copy 1:1
81	PF2 WP2	ADRCT	REMARK	COMMENTS	ROW China	ADRCT	REMARK	COMMENTS	Copy 1:1
82	PF2 WP2	ADR2	FLGDEFA ULT	Default Flag	ROW China	ADRU	COMM_TY PE	Comm. Method	IF ADR2-FLGDEFAULT = 'X' THEN COMM_TYPE = TEL ENDIF
83	PF2 WP2	ADR2	FLGDEFA ULT	Default Flag	ROW China	ADRU	COMM_U SAGE	USE	IF ADR2-FLGDEFAULT = 'X' THEN COMM_USAGE = AD_DEFAULT ENDIF
84	PF2 WP2	ADR2	FLGDEFA ULT	Default Flag	ROW China	ADRU	VALID_FR OM	VALID FROM	IF ADR2-FLGDEFAULT = 'X' THEN VALID FROM = Load Date ENDIF
85	PF2 WP2	ADR2	FLGDEFA ULT	Default Flag	ROW China	ADRU	VALID_TO	VALID TO	IF ADR2-FLGDEFAULT = 'X' THEN VALID FROM = 31.12.9999 ENDIF
86	PF2 WP2	ADR3	FLGDEFA ULT	Default Flag	ROW China	ADRU	COMM_TY PE	Comm. Method	IF ADR3-FLGDEFAULT = 'X' THEN COMM_TYPE = FAX ENDIF

87	PF2 WP2	ADR3	FLGDEFAULT	Default Flag	ROW China	ADRU	COMM_USAGE	USE	IF ADR3-FLGDEFAULT = 'X' THEN COMM_USAGE = AD_DEFAULT ENDIF
88	PF2 WP2	ADR3	FLGDEFAULT	Default Flag	ROW China	ADRU	VALID_FROM	VALID FROM	IF ADR3-FLGDEFAULT = 'X' THEN VALID FROM = Load Date ENDIF
89	PF2 WP2	ADR3	FLGDEFAULT	Default Flag	ROW China	ADRU	VALID_TO	VALID TO	IF ADR3-FLGDEFAULT = 'X' THEN VALID FROM = 31.12.9999 ENDIF
90	PF2 WP2	ADR6	FLGDEFAULT	Default Flag	ROW China	ADRU	COMM_TYPE	Comm. Method	IF ADR6-FLGDEFAULT = 'X' THEN COMM_TYPE = INT ENDIF
91	PF2 WP2	ADR6	FLGDEFAULT	Default Flag	ROW China	ADRU	COMM_USAGE	USE	IF ADR6-FLGDEFAULT = 'X' THEN COMM_USAGE = AD_DEFAULT ENDIF
92	PF2 WP2	ADR6	FLGDEFAULT	Default Flag	ROW China	ADRU	VALID_FROM	VALID FROM	IF ADR6-FLGDEFAULT = 'X' THEN VALID FROM = Load Date ENDIF
93	PF2 WP2	ADR6	FLGDEFAULT	Default Flag	ROW China	ADRU	VALID_TO	VALID TO	IF ADR6-FLGDEFAULT = 'X' THEN VALID FROM = 31.12.9999 ENDIF
94	PF2 WP2	ADRP	NATION	Address Version	ROW China	ADRP	NATION	Address Version	Copy 1:1
95	PF2 WP2	ADRP	NAME_FIRST	First Name	ROW China	ADRP	NAME_FIRST	First Name	Copy 1:1 (WHERE ADRP-NATION NOT BLANK)
96	PF2 WP2	ADRP	NAME_LAST	Last Name	ROW China	ADRP	NAME_LAST	Last Name	Copy 1:1 (WHERE ADRP-NATION NOT BLANK)

## Transformation Rules (S2P Vendor)

- From DCT source

Rule #	Source system	Source Table	Source Field	Source Description	Target System	Target Table	Target Field	Target Description	Transformation Logic
1	DCT	BPCContact_DCT	zLegacyPARTNER	Legacy BP Contact	ROW China	BUT000	PARTNER	BUSINESS PARTNER	External number range  1000000000 - 2000000000
2	DCT	BPCContact_DCT	BU_GROUP	GROUPING	ROW China	BUT000	BU_GROUP	GROUPING	Default : BP09
3	DCT	BPCContact_DCT	TITLE	TITLE	ROW China	BUT000	TITLE	TITLE	Copy
4	DCT	BPCContact_DCT	NAME_FIRST	First Name	ROW China	BUT000	NAME_FIRST	First Name	Copy
5	DCT	BPCContact_DCT	NAME_LAST	Last Name	ROW China	BUT000	NAME_LAST	Last Name	Copy
6	DCT	BPCContact_DCT	LANGU_CORR	CORRESPONDENCE LANGUAGE	ROW China	BUT000	LANGU_CORR	CORRESPONDENCE LANGUAGE	Copy
7	DCT	BPCContact_DCT	BU_SORT1	SEARCH TERM 1	ROW China	BUT000	BU_SORT1	SEARCH TERM 1	Copy
8	DCT	BPCContact_DCT	BU_SORT2	SEARCH TERM 2	ROW China	BUT000	BU_SORT2	SEARCH TERM 2	Copy
9	DCT	BPCContact_DCT	STR_SUPPL1	STREET 2	ROW China	ADRC	STR_SUPPL1	STREET 2	Copy
10	DCT	BPCContact_DCT	STR_SUPPL2	STREET 3	ROW China	ADRC	STR_SUPPL2	STREET 3	Copy
11	DCT	BPCContact_DCT	STREET	STREET NAME	ROW China	ADRC	STREET	STREET NAME	Copy
12	DCT	BPCContact_DCT	STR_SUPPL3	STREET 4	ROW China	ADRC	STR_SUPPL3	STREET 4	Copy

		DCT					L3		
13	DCT	BPContact_DCT	LOCATION	STREET 5	ROW China	ADRC	LOCATION	STREET 5	Copy
14	DCT	BPContact_DCT	CITY2	DISTRICT	ROW China	ADRC	CITY2	DISTRICT	Copy
15	DCT	BPContact_DCT	POST_CODE1	POSTAL CODE	ROW China	ADRC	POST_CODE1	POSTAL CODE	Copy
16	DCT	BPContact_DCT	CITY1	CITY	ROW China	ADRC	CITY1	CITY	Copy
17	DCT	BPContact_DCT	COUNTRY	COUNTRY	ROW China	ADRC	COUNTRY	COUNTRY	Copy
18	DCT	BPContact_DCT	REGION	REGION	ROW China	ADRC	REGION	REGION	Copy
19	DCT	BPContact_DCT	PO_BOX	PO BOX	ROW China	ADRC	PO_BOX	PO BOX	Copy
20	DCT	BPContact_DCT	TEL_NUMBER	TELEPHONE	ROW China	ADR2	TEL_NUMBER	TELEPHONE	Copy
21	DCT	BPContact_DCT	TEL_EXTENS	EXTENSION	ROW China	ADR2	TEL_EXTENS	EXTENSION	Copy
22	DCT	BPContact_DCT	MOBILE_NUMBER	MOBILE PHONE	ROW China	ADR2	TEL_NUMBER	MOBILE PHONE	Copy
23	DCT	BPContact_DCT	FAX_NUMBER	FAX	ROW China	ADR3	FAX_NUMBER	FAX	Copy
24	DCT	BPContact_DCT	FAX_EXTENS	EXTENSION	ROW China	ADR3	FAX_EXTENS	EXTENSION	Copy
25	DCT	BPContact_DCT	SMTP_ADDR	E-MAIL	ROW China	ADR6	SMTP_ADDR	E-MAIL	Copy
26	DCT	BPContact_DCT	REMARK	COMMENTS	ROW China	ADRCT	REMARK	COMMENTS	Copy

## Transformation Mapping

[Transformation Mapping Document Link](#)

Mapping Table Name	Mapping Table Description
MAP_LAND1	COUNTRY
MAP_REGION	REGION
MAP_LZONE	TRANSPORTATION ZONE
N/A for Vendor	

## 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
Validate the record count	Verify that the data extracted from the legacy system or DCT is complete and accurate by comparing record counts and contact person against the source system
Validate the mandatory fields	Validate there is value for all the mandatory fields

### Accuracy

Task	Action
Validate the transformation	Verify that all transformation rules have been correctly applied and that transformed fields display the expected target values
Validate the extraction	Verify that all copied fields accurately reflect the source system values to ensure the extraction process has correctly transferred the data.

## Business

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

### Completeness

Task	Action
Validate the record count	Verify that the data extracted from the legacy system or DCT is complete and accurate by comparing record counts and contact person against the source system
Validate the mandatory fields	Validate there is value for all the mandatory fields

### Accuracy

Task	Action
Validate the transformation	Validate the fields which require transformation have the value after transformation instead of the original field value
Validate the extraction	Verify that all copied fields accurately reflect the source system values to ensure the extraction process has correctly transferred the data.

## 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).	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

### Configuration

Item #	Configuration Item
1	Role BUP001 is configured and valid in the target system in table TB003

### Conversion Objects

Object #	Preceding Object Conversion Approach
3003	Business Partners - Customer (Sales and Service) - FLCU01
3007	Business Partners - General (Role 000000)
3026	Business Partners - 3rd Party Suppliers-FLVN01

### Error Handling

Error Type	Error Description	Action Taken
1	The value XXX for field XXX doesn't exist	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
2	There is mandatory field XXX missing	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

## Post-Load Validation

## Project Team

### Completeness

Task	Action
Validate Record count in the backend	Validate the main tables BUT100 is loaded.
Display Records	Pick up few random BP numbers, and Run the BP Report to validate the BUP001 information can be displayed without any error

### Accuracy

Task	Action
Check values in key fields for accuracy	Post-load reports will have the same structure as the load file and some additional columns as required to facilitate the post load validation.  Leverage on tool to create a Post Load report that reports S/4HANA loaded records along with the legacy values side-by-side to allow for 100% check of all these fields in the shortest possible time.  <u>Any</u> mismatch will be reported under the Post Load - Error report.

## Business

### Completeness

Task	Action
Record Count Check	Review the record count report from the Data Team and ensure it is correct by cross-checking with the record count confirmed during Pre-load Business Validations

### Accuracy

Task	Action
Spot check	Business should choose some business partners, display the contact person with transaction code "BP" and perform comprehensive check on all loaded details

## Key Assumptions

- Master Data Standard is up to date as on the date of documenting this conversion approach and data load.
- 3011 is in scope based on data design and any exception requested by business.

## See also

# Change log

Version	Published	Changed By	Comment
<b>CURRENT (v. 83)</b>	<b>Apr 15, 2026 05:39</b>	<b>CELEDONIO-ext, Arnold</b>	
v. 82	Mar 30, 2026 15:21	LEW-ext, Chun Ming	Correct TPAR-NRART
v. 81	Mar 13, 2026 11:26	LEW-ext, Chun Ming	
v. 80	Mar 04, 2026 07:48	LEW-ext, Chun Ming	Update for the number range
v. 79	Feb 26, 2026 10:15	CELEDONIO-ext, Arnold	Update FAX mapping typo ADRC to ADR3
v. 78	Feb 23, 2026 13:28	LEW-ext, Chun Ming	Remove CUI portion
v. 77	Feb 11, 2026 10:24	CELEDONIO-ext, Arnold	Remouve CUI references for Vendor
v. 76	Feb 04, 2026 10:36	LEW-ext, Chun Ming	
v. 75	Feb 02, 2026 15:53	CELEDONIO-ext, Arnold	
v. 74	Feb 02, 2026 15:43	CELEDONIO-ext, Arnold	

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# Workflow history

Title	Last Updated By	Updated	Status
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.

From Mar 30, 2026 to Apr 15, 2026	Actor	Type	Activity	Version
Approved	LEW-ext, Chun Ming and CELEDONIO-ext, Arnold	Edit	multiple updates from  LEW-ext, Chun Ming and  CELEDONIO-ext, Arnold	
	JAIN-ext, Gaurav	State	changed state to <b>Approved</b> at 1:39 pm	v82
Revision under Review	JAIN-ext, Gaurav	State	gave <i>Minor change</i> approval at 1:39 pm	
	LEW-ext, Chun Ming	State	changed state to <b>Revision under Review</b> at 10:19 am	v81
<b>Mar 18, 2026</b>				
Revision in Progress	WENNINGER-ext, Sascha	State	changed state to <b>Revision in Progress</b> at 5:49 pm	v81