FAQ SAP S4/HANA

#	Topic	Category	Keywords	Question	Answer
1	General	Overall questions	comments in dbBuyer, handling with comments	How are Comments being handled?	We will be able to load two comments per PO and line: 1. Comment (Header) 1.1 Visible to supplier
2	General	Overall questions	FAQ vendors, FAQ suppliers	Is there a separate FAQ list for the suppliers?	Yes, a separate FAQ list has been made available on the Vendor Portal. (Link: https://vendor-portal.db.com/Working-Together/faqSAP)
9	General	Overall questions	handling VOB during freeze	How are new/open supplier assets handled during the freeze?	Existing suppliers of company code 0841 and 0872 will be migrated into S4 HANA from the 15 of June. Afterwards new creations and changes will be performed directly in S4 HANA and no more in SAP ECC.
16	Freeze Periods	Overall questions	overall freeze dbBuyer	How long is the freeze period in dbBuyer?	dbBuyer freeze is from June 22nd until July 1st, which means last day for any action is June 21st.
17	Freeze Periods	Overall questions	deadline processing PR, deadline PR approval	By when do PRs have to be fully approved in dbBuyer/Guided Buying?	PRs must be fully approved by June 21st (eob).
18	Freeze Periods	Overall questions	new creation PR	When is it possible to create new PRs in dbBuyer/Guided Buying again?	A new creation of PRs is possible again from 1st of July .
19	Freeze Periods	Overall questions	paper invoices, deadlines	When is the latest day to submit paper invoices?	The last day for the supplier to submit paper invoices is June 15th.
20	Freeze Periods	Overall questions	eInvoicing, deadlines	When is the latest day to submit eInvoices?	The last day for the supplier to submit eInvoices is June 21st.
21	Freeze Periods	Overall questions	last payment run	When will the last payment run take place before changeover?	The last payment run for company code 0841 and 0872 will take place on June 23rd as per the general monthend timeline.
22	Freeze Periods	Overall questions	first payment run	When will the first payment run take place after changeover?	The first payment run after Go-Live of SAP S4/HANA will take place on July 3rd.
23	Freeze Periods	Reopen dbBuyer	reopen dbBuyer, new creation PR/PO/invoice	When will dbBuyer open again?	The limitation in dbBuyer for users of company code 0841 and 0872 lasts until July 01st. Afterwards new Purchase requsitions can be created and aproved in company code 0841 and 0872 again
27	Freeze Periods	Overall questions	Bestellungswünsche während Freeze	How do you deal with order requests during the freeze period?	Please only post the invoice after you have received the new Purchase order number (from the 11 of July). Invoices for migrated purchase orders posted from 22. of June will be rejected and must be submitted afetr the 11 of July against the new PO number
28	Freeze Periods	Overall questions	Supplier freeze, no change master data	Is it possible to adjust the supplier master data during the freeze?	Existing suppliers will be migrated till the 22nd June and can afterwards be changed. There might be a slightly delay in Vendor Onboarding
34	Purchase Requestion (PR)	New PR Processing post Cut-Off	New PR Processing post Cut-Off, rejection PR	In-flight PR Rejection after Cut-Off Date ? Will users be informed through the "PO Migration tool" or dbBuyer, that PR is rejected?	All submitted PR´s not fully approved by COB June 21nd to be rejected by Accenture Ops using PO Migration tool and will require re-submission by user after including minor items/ catalogue items/ stationary/ client flowers/ client gifts.
38	Purchase Order (PO)	PR/PO Migration	access dbBuyer	Will it be possible to access the "old system" with "Alt PO's", "Alt PR" including the attached documents (LSRB board, contracts, SOWs, approval mails, ...)?	Yes, all data can still be accessed, i.e. migrated and non-migrated orders, as well as the attachments.
41	Purchase Order (PO)	PR/PO Migration	Migration Scope	What are the PO criteria for migration?	PO's will be eligible for migration if all the below criteria are met: a) Purchase Orders are in status: Ordered, Receiving, Received b) Purchase Orders with order closed status on PO level: 1 – Open 2 – closed for change 3 – Closed for receiving c) POs raised for 0841 and 0872 company code only.
42	Purchase Order (PO)	PR/PO Migration	Migration Scope	Which POs will not be migrated?	POs in status Ordering or Cancelling, Cancelled POs that are Closed for all Actions OR Closed for Invoicing POs created before the 01.01.2019 Service POs which have a service end date > 6 months and the last invoice was posted more than 6 months ago Goods PO which were created more than 6 months ago and last invoice was posted more than 6 months ago
47	Purchase Order (PO)	PO number change	PO number change	Will there be a PO number change information?	PO owner and vendor will be informed about closed PO# and new PO#.
50	Purchase Order (PO)	PO number change	Mapping table for old PO numbers	Mapping table for old PO numbers with new PO numbers?	There will be a mapping table for old PO numbers with new PO numbers (incl. old & new PR). Table is available on the dbBuyer-Portal as well as on the Vendor Portal (Link: https://vendor-portal.global.db.com/Working-Together/faqSAP).
52	Purchase Order (PO)	PR/PO Migration	Purchase Order, amount 0,01	What happens to POs that have an amount of 0,01?	There are a few known scenarios where POs have been created with a line value of 0.01 e.g., for ordering cell phone sim cards, requesting items that are already 'in stock' in DB, onboarding resources that have no cost associated with them. They will not be migrated.
53	Purchase Order (PO)	PR/PO Migration	line items below and above threshold	What happens to POs with some lines within the thresholds and some lines out?	Once a PO has one line that is relevant for migration, then all line items are migrated. Exceptions: 1) Lines that are 100% invoiced will not be migrated. 2) Lines where the open un-invoiced amount is less than 0.5% of the PO value will not be migrated.
55	Purchase Order (PO)	PR/PO Migration	communication, adjusting old PO, closing new PO	Who gets communication from the system when Old POs are adjusted, and New POs are closed?	**1) All Vendors** will receive updates to Old Service POs (where amounts are reduced, and service end dates brought forward) and New POs (Via Ariba Network or email) **2) Employees:** Requestor and On behalf of will receive updates to Old Service POs (where amounts are reduced) and New POs **Exception:** Vendors do not receive communication when a PO is "Closed for All Actions" as this is an internal status, therefore vendors for Goods POs will not receive an update for the Old PO, but will receive the New PO with the agreed text "This PO replaces …"
68	Invoice/Payments Processing	Invoice/Payments Processing general	e-Invoice submission	By when can vendors submit eInvoices at the latest?	Vendors to submit e-Invoices until June 21st.