



Service Description Document for:

Procurement Expansion Package for SAP Cloud ERP

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NTT DATA Business Solutions

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We understand the business of our clients and know what it takes to transform it into the future. At NTT DATA Business Solutions, we drive innovation - from advisory and implementation, to managed services and beyond, we continuously improve SAP solutions and technology to make them work for companies - and for their people.

Aiming to transform, grow and become more successful? We provide you with more than in-depth expertise for SAP solutions: As your passionate partner, we connect your business opportunities with the latest technologies – and offer you a unique approach to get the job done as smoothly as possible. Our close ties to SAP and other partners give you access to innovative solutions and developments. Being part of the global NTT DATA group enables us to master any scope of project.

With operations in more than 30 countries, we have enabled thousands of companies become more efficient and effective during the last three decades. Our more than 14,000 experts around the world will also accompany you on your journey toward a truly intelligent enterprise – wherever you want to start! We have specialised in making SAP solutions work for companies – and for their people: We Transform. SAP® solutions into Value.

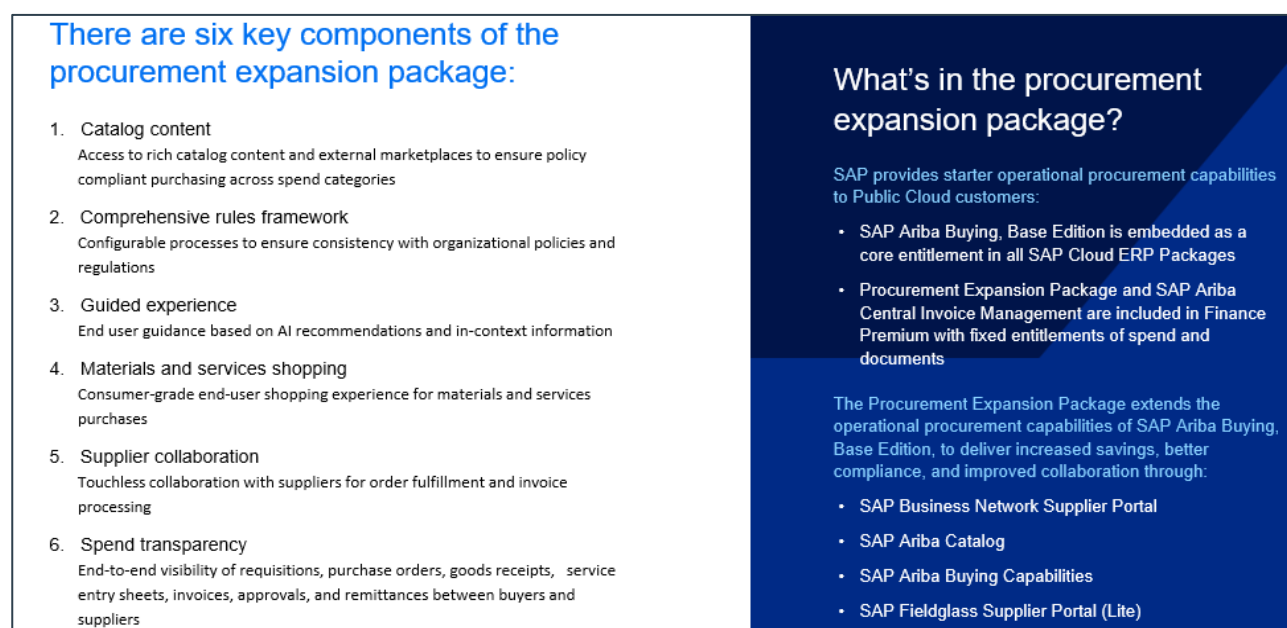
We are proud to be consistently recognised within the SAP ecosystem, having won multiple SAP accolades over the years. We are also delighted to announce our recent achievement of four SAP Pinnacle Awards in the categories of GROW with SAP, SAP Business AI Customer Adoption, Business Transformation Management, and Cross-Portfolio Success. These awards celebrate the exceptional performance of the world's foremost SAP partners, underscoring our commitment to excellence and innovation. With four wins and five finalist positions, we stood out as the leading winner in 2025. Additionally, our greatest asset and our most significant differentiator is our people. In 2025, the NTT DATA Group was named a Global Top Employer in 33 countries by the Top Employers Institute. This award highlights our dedication to creating a thriving work environment and confirms our status as a choice destination for IT professionals.

Procurement Expansion Package for SAP Cloud ERP

Description

SAP Ariba Buying, base edition is included as an embedded offering in SAP Cloud ERP and offers starter level operational procurement capabilities. The Procurement Expansion Package extends these capabilities with functionalities to address advanced processes, access to the new catalogue channels, and Business Network-based supplier collaboration. As a result, customers realise increased savings per purchase, better compliance, and improved trading partner collaboration.

There are six key components of the procurement expansion package which are shown in the image below and which are enabled through SAP Ariba Buying, SAP Ariba Catalog, SAP Business Network Supplier Portal and SAP Fieldglass Supplier Portal (Lite) capabilities.



There are six key components of the procurement expansion package:

- 1. Catalog content**
Access to rich catalog content and external marketplaces to ensure policy compliant purchasing across spend categories
- 2. Comprehensive rules framework**
Configurable processes to ensure consistency with organizational policies and regulations
- 3. Guided experience**
End user guidance based on AI recommendations and in-context information
- 4. Materials and services shopping**
Consumer-grade end-user shopping experience for materials and services purchases
- 5. Supplier collaboration**
Touchless collaboration with suppliers for order fulfillment and invoice processing
- 6. Spend transparency**
End-to-end visibility of requisitions, purchase orders, goods receipts, service entry sheets, invoices, approvals, and remittances between buyers and suppliers

What's in the procurement expansion package?

SAP provides starter operational procurement capabilities to Public Cloud customers:

- SAP Ariba Buying, Base Edition is embedded as a core entitlement in all SAP Cloud ERP Packages
- Procurement Expansion Package and SAP Ariba Central Invoice Management are included in Finance Premium with fixed entitlements of spend and documents

The Procurement Expansion Package extends the operational procurement capabilities of SAP Ariba Buying, Base Edition, to deliver increased savings, better compliance, and improved collaboration through:

- SAP Business Network Supplier Portal
- SAP Ariba Catalog
- SAP Ariba Buying Capabilities
- SAP Fieldglass Supplier Portal (Lite)

Figure 1 Procurement Expansion Package

Capabilities comparison		SAP Ariba Buying, base edition	Procurement expansion package	Planned Roadmap
This package provides a natural extension to the capabilities that are currently embedded in SAP Cloud ERP through SAP Ariba Buying, base edition. 	Local catalog management		•	
	Catalog Administration		•	
	Catalog document exchange using SAP Business Network		•	
	Reporting		•	
	Catalog APIs		•	
	SAP Business Network Supplier Portal		•	
	Purchase order processing		•	
	Invoice processing		•	
	Service sheet processing		•	
	Payment Visibility Processing		•	
	Supplier enablement tools		•	
	Business Network integration with S/4HANA		•	
	Spend Bundling/ Lean Services		•	
	FG Supplier Portal		•	
	Amazon Business marketplace connectivity		•	
	Connecting to shopping sites	•		
	Requesting items and tracking the requests	•		
	Intelligent suggestions	•		
	Managing Approvals	•		
	Purchasing Experience			•
	Receiving Experience			•
	Contract Compliance Experience			•

Figure 3 Procurement Expansion Package Features

Technology Features

Catalogue content capabilities

- Comprehensive procurement catalogue content collection
- Connectivity to Amazon Business Marketplace to ensure policy-compliant purchasing across spend categories
- Multi-catalogue search capability, automated verification, and validation rules for faster updates and higher accuracy

Comprehensive rules framework

- Configurable processes for organisational and regulatory consistency
- Automated workflows to reduce cycle times, related costs, and errors
- Approval workflow configuration and management for buyer-created requests
- Responsibility framework for approving or rejecting requests

Guided experience

- Intelligent item recommendations, in-context user assistance, and carbon footprint information that direct users through the company catalogue
- Persona-based user experience and buying channel setups

Materials and services shopping

- Consumer-grade shopping experience
- Single requisition for unified ordering and fulfilment of materials and services
- Real-time visibility of service entry sheets, goods receipts, invoices, and approvals

Supplier Collaboration using the SAP Business Network Supplier Portal

- Touchless collaboration with suppliers for order fulfillment and invoice processing. Provide access to a self-service portal for all your suppliers for digital collaboration and visibility for purchase order processing, invoices, and payments
- 120+ pre-configured business rules that ensure exception free and regulatory consistent collaboration with suppliers
- Flexible onboarding programs that allow suppliers to join and transact with unlimited documents for free with the option to upgrade for additional capabilities

Spend transparency

- Real-time, end-to-end visibility of requisitions, purchase orders, goods receipts, service entry sheets, invoices, approvals, and remittances among buyers and suppliers.
- Visibility and insights into real-time status, benchmarks, invoice payment rates, and more for suppliers through SAP Business Network

Onboarding

The SAP software is made available to the customer from the point of contract signature as a Software-as-a-Service.

The SAP Onboarding Resource Center provides a one-stop-shop for onboarding information, with step-by-step guides, assets and webcast sessions to ensure a smooth and seamless onboarding experience.

Full use of the service is enabled through an implementation project. NTT DATA Business Solutions (NDBS) are able to deliver the implementation project through our listing for SAP Cloud Support Services (Implementation), also on G-Cloud.

General Implementation Approach

NDBS offer implementation and advisory consulting services for the implementation and onboarding of the SAP software, available through our Lot 3 listing – NDBS Cloud Support Services (Implementation). These services cover:

- Application skills for implementation, configuration, testing support.
- Value Added services for: change management, training and training strategy, data migration.
- Technical skills for development of applications, enhancements, and integrations to the SAP platform

Customers achieve fast and cost-efficient deployment of SAP products and innovations through a consistent and proven methodology, SAP Activate.

	DISCOVER	PREPARE	EXPLORE	REALIZE	DEPLOY	RUN
Project Management		Getting Started & Onboarding Project Initiation & Governance Project Standards, Plans & Kick-off	Execution and Monitoring of Project Sprint Planning and Execution			
Customer Team Enablement		Customer Team Self-Enablement				
Technical Architecture & Infrastructure		Supporting Tools for Implementation Initial Access to SAP Cloud ALM, WalkMe & SAP Ariba		Initial Access for SAP Ariba Production System	System Go-Live	Technical Monitoring and Management Release and Update Cycles
Application Design and Configuration	Application Value and Scoping	Fit-to-Standard Workshops Preparation Transition Planning	Fit-to-Standard Workshops, Documentation & Validation Delta Design Workshops and Documentation User Access, Permissions and Security Planning and Design	Solution Configuration & Walkthrough Request Configuration Design Freeze Identify and Access Management Configuration in the Test System		Release and Update Cycles Continuous Improvement Identify Innovation and Growth Opportunities
Extensibility			Extension Planning and Design	Extension Development & Configuration		
Integration		Prepare Integration Setup	Integration Planning and Design	Integration Configuration in Test and Production Systems		
Testing			Test Planning	Test Preparation & Execution		
Data Management		Customer Team Self-Enablement	Data Load Preparation	Data Migration in Test Tenant Cutover Preparation	Production Cutover System Go-Live	Ongoing System Operations Identify Innovation and Growth Opportunities
Operations & Support				Support Operations and Handover Plan Operations Implementation	Operation Readiness Handover to Support Organization	Post Go-Live Hypercare Support Incident and Problem Management Ongoing System Operations Release and Update Cycles
Solution Adoption	Introduction to SAP Business Suite	Organizational Change Management Learning Needs Analysis Enablement Strategy Value Determination	Communication Plan Execution Supplier Enablement	Change Impact Analysis Enablement Content Development & Delivery Buyer & Supplier Enablement	End User and Supplier Learning	User Adoption Analysis Value Management Recurring Supplier Enablement
Analytics			Analytics Planning and Design	Analytics Configuration		

The implementation approach encompasses the management of the key workstreams (left axis) throughout the 6 phases of implementation (top axis). Key activities during implementation include:

Discover Phase Activities:

The purpose of the Discover phase is to understand the functionality of the solutions in scope and how they can bring benefits to the business. The phase ends with the software contract being signed.

- Solution scoping via the SAP digital discovery assessment tool.
- Value discovery.

Prepare Phase Activities:

The purpose of the Prepare phase is to perform the initial planning and preparation for the project. In this phase, the project is started, plans are finalised, project team is assigned, and work is under way to start the project optimally.

- Define project goals, a high-level scope, and a project plan.
- Identify and quantify business value objectives.
- Best practices installation
- Establish project standards, organisation and governance.
- Define and secure approval for the implementation/upgrade strategy.
- Define roles and responsibilities for the project team.
- Validate the project objectives.
- Establish project management, tracking, and reporting mechanisms for value delivery.
- Begin self-enablement.
- Develop enablement strategy.
- Receive and access the initial systems.
- Kick off the project.

Explore Phase Activities:

The purpose of the Explore phase is to perform a fit-to-standard analysis to validate the solution functionality included in the project scope and to confirm that the business requirements can be satisfied. Identified delta configuration values are added to the backlog for use in the next phase.

- Fit-to-standard workshop.
- Configuration definition.
- Integration prerequisites confirmation.
- Solution extension preparation.
- Data load preparation.
- Finalise and prioritise the project backlog and release/sprint planning.
- Collect organisation and supplier information, analyse learning needs, and develop a learning deployment strategy.
- Phase closure.

Realise Phase Activities:

The purpose of the Realise phase is to use a series of iterations to incrementally build and test an integrated business and system environment that is based on the business scenarios and process requirements identified in the previous phase. During this phase, data is loaded, adoption activities occur, and operations are planned.

- Plan and execute on sprint plan
- Implement the solution in the test environment in time-boxed iterations (sprints).
- Conduct overall end-to-end testing of the solution.
- Set up production environment.
- Prepare for data migration and data archiving.
- Finalise organisational and supplier training materials and documentation
- Conduct project team and key user training.
- Finalise end user training materials and documentation.
- Track and report on value delivery.

Deploy Phase Activities:

The purpose of the Deploy phase is to set up the production system(s), conduct cutover, confirm customer organisation readiness, and to switch business operations to the new system(s).

- Finalise the solution and business processes for production go-live
- Production cutover
- Resolve all crucial open issues
- Conduct system tests
- Proceed with cutover activities including data migration and organisational change management (OCM).
- Track and report on value delivery.
- Develop post-go live support plan.

Run Phase Activities:

The purpose of the Run phase is to further optimise and automate the operability of the solution. Operability is the ability to maintain IT systems in a functioning and operating condition, guaranteeing system availability and required performance levels to support the execution of the enterprise's business operations.

- Ongoing system operations
- Continuous change management
- Continuous learning
- Continuous improvement
- Release cycles

Our approach embeds the following principles:

- START with BEST PRACTICES - with the solution delivered through proven, re-useable knowledge assets and pre-built content, including process flows, pre-configuration, test scripts, data migration assets, and end-user documentation and help.
- VALIDATE the SOLUTION - validation to best practices and fit-gap analysis.
- MODULAR and AGILE – SAP provides the ability to deliver the solution incrementally, ensuring to value and focus on key business benefits.
- PRE-ASSEMBLY and CLOUD READY – Pre-built Best Practices enable customers to accelerate implementation whilst leveraging the flexibility and speed of the cloud.
- QUALITY BUILT-IN – A stage gate approach with embedded quality milestones delivers early identification and management of risk, with a “total quality” approach to implementation.
- A FOCUS on ADOPTION – Utilisation of Best Practices as an accelerator allows the project to focus less on the technical aspects of the solution, and more on the data and adoption aspects that are critical to success.

Implementation projects for all products and services are tailored to the customer, and delivered in line with client needs and requirements.

Service Levels and Support

For productive system the service level for availability is 99.7%. For non-productive systems (development, test) the service level for availability is 99.5%.

Software Support is provided by SAP Enterprise Support. Additional cost options are available for enhanced support from SAP and details are available on request.

NDBS can also provide additional application and technical managed service support for the application which enhances the SAP Enterprise Support with additional support for the application and the technical elements of the application. This can include ‘how do I?’ and ‘break-fix’ type support.

Maintenance Windows

For Public Cloud, there is a weekly maintenance window (Saturday 22:00 UTC) for 4 hours. In addition, there are up to 4 major upgrade windows per year (Saturday 19:00 UTC) for 4 hours.

Offboarding, and Access to Data

When offboarding, for the Public Cloud solution SAP provides tools to download the data from the service. It is the customer responsibility to download the data prior to contract termination. Additional cost options can provide enhanced support from NDBS to support the customer in the offboard and data extraction elements up to the contract termination.

Business Continuity

For SAP Cloud ERP, backup services include regular data backups and archive log backups to ensure data protection and recovery. The database is backed up based on the following strategy

- Productive system: Daily data backups, with archive logs backed up multiple times a day
- Nonproductive system: Weekly data backups, with archive logs backed up multiple times a day

The backups are stored in a secure offsite location which ensures data safety and redundancy.

After Sales Support

SAP provides Enterprise Support for the duration of the subscription (software support). NDBS can enhance the Enterprise Support, by providing highly flexible Application and Technical Managed Services for the buying organisation. As these can be tailored for individual customer requirements, NDBS can provide specific detail on application.