

**SAP Sourcing**



# Basic Workbook Cookbook

**Applicable Release:** *Wave 7*

**SAP Sourcing**

**All Countries**

**English**

**October 2010**



## Table of Contents

<b>Introduction</b> .....	<b>3</b>
SAP Sourcing Workbooks .....	3
<b>Default versus Customer-Specific (Configurable) Data Tables</b> .....	<b>5</b>
Legend .....	5
Enterprise Workbook Tabs .....	5
Company Workbook Tabs .....	11
<b>Configuration Tab</b> .....	<b>13</b>
<b>Class Dependencies</b> .....	<b>14</b>
<b>Tab Help Comments</b> .....	<b>15</b>
<b>Column Headers</b> .....	<b>16</b>
<b>Workbook Extensions</b> .....	<b>17</b>
<b>Inactivating Records</b> .....	<b>18</b>
<b>Simple Export/Import Strategy</b> .....	<b>19</b>
<b>Worksheet Guide</b> .....	<b>20</b>
Extensions .....	20
Localized Resources .....	20
Value Lists .....	21
Value List Values .....	21
Page Customizations (UI Overrides) .....	21
<b>Integration Considerations</b> .....	<b>22</b>
<b>Copyrights, Trademarks, and Disclaimers</b> .....	<b>23</b>

## Introduction

This document is intended as a beginner's guide to using workbooks with SAP Sourcing. It details the basic knowledge required to become skilled at using the SAP Sourcing workbooks to meet customer data import requirements.

A workbook is a Microsoft Excel document that is used to maintain and upload all data, configuration, and extensions to the SAP Sourcing system. This document covers the basic concepts of workbooks for on-demand, on-premise, and hosted solutions, including general discussion, default versus customer data, the configuration tab, class dependencies, tab help information, column headers, handling extensions, inactivating records, and simple import/export strategies. More advanced topics documented elsewhere include Basic Customization, Reporting, Scripting, Workflow, and Object Migration. This cookbook guide is intended as supplemental training material for newer SAP Sourcing OnDemand consultants and will not attempt to recreate the field-by-field help in the SAP Sourcing system. It is assumed that the reader has a functional understanding of the SAP Sourcing application, navigation, and business value proposition. This guide is to be used in conjunction with the standard Enterprise and Company workbooks that are delivered in the system resource guide or online Reference Guide.

## SAP Sourcing Workbooks

The QuickStart workbooks can be found in the Reference Guide for each release and contain both default data and sample customer-specific data that must be cleansed prior to import. Column or default data changes can occur from release to release, and even from patch to patch, so it is generally recommended either to start with the correct version from the Reference Guide, or, if you have made extensive changes to a previous version workbook, at least to analyze the workbooks to accommodate any potential updates.

The workbooks include the Enterprise workbook, the Company workbook, and a Contracts workbook for importing Master Agreement and Agreement records and Line Item data. When bootstrapping a new SAP Sourcing (and/or CLM) system, the Enterprise workbook is loaded first as the Enterprise User, as it contains data needed to initialize the system. Typically, the SAP consultant will then create the Company record and a system admin user so that the Company workbook can be imported as the system admin user. The Company workbook contains company-focused data. Finally, the Contracts workbook can be loaded for a CLM implementation, as it allows customers to load legacy contract data into the CLM application. The Contracts workbook is optional. It is used only for handling legacy contracts. As the general characteristics of each unique workbook are the same, this document will cover them generally.

Each workbook is essentially a collection of tabs. Each tab or worksheet corresponds to an object in the SAP Sourcing application and contains the standard record layout for a given class of business data, including master data and configurations. Customer data can be collected in the workbooks prior to an import, but each individual record layout or tab can also be used as a standalone CSV file for that particular class of data. When importing the workbook, the import processor recognizes the workbook and refers to the Configuration tab to determine which classes of data to attempt to import. For individual CSV files, the Import processor will ask the user to pick the correct class of data for target import. For example, at a given customer site, there may be two different individuals responsible to provide the initial SAP Sourcing "seed" data for Suppliers and Materials. In this case, the consultant might take the layout provided in the individual tabs for Suppliers and Materials and give only the relevant layout to the responsible party. Typically, the customer (or customer consultant) will then write a query to the appropriate system of record in order to provide the data in the correct SAP Sourcing format per the provided record layout. Upon delivery, the SAP Sourcing consultant will have two individual CSV files, one for Supplier data and one for Material data. The data contained therein can

either be imported individually to the appropriate class or can be copied into the relevant workbook tab as a more comprehensive data collection tool.

It is important for the SAP Sourcing consultant to determine the unique record identifier for each class of data. Typically, the EXTERNAL\_ID or INTERNAL\_NAME column is used for the record unique ID, but this is not always the case. Upon import, the Import Processor behaves as you would expect. If a match on the unique ID is found in the database, the Import Processor will update the existing record. If no unique ID is found, the Import Processor will create a new record.

# Default versus Customer-Specific (Configurable) Data Tables

The following tables outline which tabs on the Enterprise and Company workbooks can generally be imported as is and which ones might require clean-up and/or configuration. Note that the configurable data can always be imported at a later time, so it is somewhat common for a customer to begin with a very clean “plain vanilla” implementation and then import relevant data as it is collected.

The following are sample workbooks:



Enterprise Workbook  
Wave 6



Company Workbook  
Wave 6

As the tables below make clear, not all worksheets are needed for data collection. Therefore, a set of workbooks with a reduced number of worksheets is provided for data collection. **These are the preferred files to use for data collection:**



Enterprise  
Data\_Collection\_Template.xls



Company\_Data\_Coll  
ection\_Template.xls

Depending on the system landscape (on premise, on demand, hosted) along with any integration considerations, the recommendations below may vary.

If you are using an ECC system already from SAP, you can use the following report to extract the data directly into single CSV files:



ECC\_Config\_Data\_E  
xtract\_ERP\_Report.t

## Legend

\* indicates an object that is typically specific to integration with an ERP system



Configure



Import as is



Delete

## Enterprise Workbook Tabs

Object Name	Category	Enterprise Sourcing	Contract Lifecycle Management	Supplier Management
Numbering Table	Configuration			

Object Name	Category	Enterprise Sourcing	Contract Lifecycle Management	Supplier Management
Extension Definition	Configuration			
Extension Reference Type	Configuration			
Value List Type	Configuration			
Value List Value	Configuration	or ( with caution)	or ( with caution)	or ( with caution)
Currency ISO Code*	Master Data (ECC)	or	or	or
UOM ISO Code*	Master Data (ECC)	or	or	or
Inco Term	Master Data			or
Unit Of Measure	Master Data	or	or	or
Currency	Master Data	or	or	or
Currency Conversion	Master Data	or	or	or
Document Link Definition	Configuration			
Scheduled Task Type	Configuration			
Scheduled Task	Configuration			
Metric	Master Data	or	or	or
Security Profile	Security			
Security Rights	Security			

Object Name	Category	Enterprise Sourcing	Contract Lifecycle Management	Supplier Management
Time Period	Master Data	or	or	or
Reporting Calendar	Master Data	or	or	or
Collaborator Role	Security			
Document Security Template	Security			
Global Discussion Manager	Workbench			
Desktop Channels	Workbench			
IFrame Configuration	Workbench			
Channel Parameter Definition	Workbench			
Workbench Page	Workbench			
Channel Configuration	Workbench			
Integrated System Configuration*	Configuration	or	or	or
System Property	Installation			
Extension Attribute Definition	Configuration			
Directory Configuration	Installation			
Geography	Organizational	or	or	or

Object Name	Category	Enterprise Sourcing	Contract Lifecycle Management	Supplier Management
Location	Organizational	or	or	or
Payment Term	Master Data			
External Category	Master Data			
Internal Category	Master Data			
ERP Region*	Master Data (ECC)	or	or	or
Vendor Configurable Phases Definition	Configuration	or	or	or
Purchasing Group	Organizational (ECC)			
Logical System	Installation	or	or	or
Company Code	Organizational (ECC)	or	or	or
Purchasing Organization	Organizational (ECC)	or	or	or
Vendor Type	Configuration	or	or	or
Supplier	Supplier Configuration	or	or	or
Vendor Account Group	Supplier Configuration	or	or	or
Vendor Logical System	Supplier Configuration	or	or	or
Vendor Logical System Purchasing Organization	Supplier Configuration	or	or	or

Object Name	Category	Enterprise Sourcing	Contract Lifecycle Management	Supplier Management
Relationship*				
Extension Collections	Configuration	or	or	or
Company	Organizational	or	or	or
Vendor Registration Category	Supplier Configuration	or	or	or
Organizational Unit	Organizational	or	or	or
Groups	Security or Configuration	or	or	or
Contact	Supplier Configuration (Supplier Logins)	or	or	or
User Account	Security (Buy Side Logins)	or	or	or
Localized Resources	Configuration			
Document Report Entry	Configuration			
UI Item Customizer	Configuration			
Toolbar Customizer	Configuration			
Event Terms Template	Configuration	or	or	or
Term	Configuration		or	
Master Agreement Type	CLM Configuration			

Object Name	Category	Enterprise Sourcing	Contract Lifecycle Management	Supplier Management
Contract Document Phase Configuration Defn	CLM Configuration			
Contract Document Type	CLM Configuration			
Projects Configuration Phases Definition	Projects Configuration			
Project Type	Projects Configuration			
RFx Type	RFx Configuration			
Auction Type	Auction Configuration			
DA Doc Type	Demand Configuration			
XPress Request Type	Xpress Configuration			
Self Registration Configuration	Supplier Configuration	or	or	
Transaction Type	Configuration	or	or	or

## Company Workbook Tabs

Object Name	Category	Enterprise Sourcing	Contract Lifecycle Management	Supplier Management
Extension Definition	Configuration	 or 	 or 	 or 
Document Security Template	Security	 or 	 or 	 or 
Extension Attribute Definition	Configuration	 or 	 or 	 or 
Activity	Accounting	 or 	 or 	 or 
Cost Center	Accounting	 or 	 or 	 or 
Cost Center Group	Accounting	 or 	 or 	 or 
Entity	Accounting	 or 	 or 	 or 
General Ledger Account	Accounting	 or 	 or 	 or 
Category Manager	Security	 or 	 or 	 or 
Utility Function	Configuration	 or 	 or 	 or 
System Answer Source	Configuration	 or 	 or 	 or 
Plant	Organizational (ECC)	 or 	 or 	 or 
Material	Organizational (ECC)	 or 	 or 	 or 
Phase	CLM Configuration			
Product Plant	Master Data	 or 	 or 	 or 

<b>Object Name</b>	<b>Category</b>	<b>Enterprise Sourcing</b>	<b>Contract Lifecycle Management</b>	<b>Supplier Management</b>
<b>Integrated Document Configuration</b>	<b>ECC Integration</b>	 or 	 or 	 or 
<b>Excluded Attribute List</b>	<b>ECC Integration</b>	 or 	 or 	 or 

# Configuration Tab

All three workbooks (Enterprise, Company, Contracts) have a Configuration Tab:

Enterprise Deployment Workbook							Project			
Internal Object Type	Contents	Sheet	Data Classification	Enabled	Description	Owner	Status	Notes	Desired?	
numbering_table	Numbering Table	numbering_tables	configurable	Yes	Define the format of IDs. For example, an ID					
extension_defn	Extension Definition	extension_definitions	configurable	Yes	Lists those enterprise-level objects which are					
extension_objref_attn_defn	Extension Reference Type	extension_references	configurable	Yes	There is a type of extension which allows an					
masterdata.ValueListType	Value List Type	value_list_types	configurable	Yes	Default value list types.					
masterdata.ValueListValue	Value List Value	value_list_values	configurable	Yes	Default value list values, such as countries.					
masterdata.UnitsOfMeasure	Unit Of Measure	units	configurable	Yes	Standard units of measure used throughout					
masterdata.Currency	Currency	currencies	configurable	Yes	A list of all currencies used by your organiza					
masterdata.CurrencyConversion	Currency Conversion	currency_conversions	configurable	Yes	Default values for any currency conversion					
masterdata.DocumentLinkDefinition	Document Link Definition	document_links	configurable	Yes	Lists the allowable kinds of document links.					
common.ManagedDaemonType	Scheduled Task Type	scheduled_task_types	configurable	Yes	Used to define categories of scheduled task					
common.ManagedDaemon	Scheduled Task	scheduled_tasks	configurable	Yes	Lists scheduled background tasks.					
masterdata.Metric	Metric	metrics	configurable	Yes	Used to define metrics for scorecards.					
masterdata.Term	Term	contract_terms	configurable	Yes	Used to define terms on contracts.					
contracts.ContractType	Master Agreement Type	contract_types	configurable	Yes	Types define what set of contract features a					
projects.ProjectType	Project Type	project_types	configurable	Yes	Types define what set of Project features a					
rfc.RfcType	RFc Type	rfc_types	configurable	Yes	Types define what set of RFc features are a					
doc.auction.auctiontype	Auction Type	auction_types	configurable	Yes	Types define what set of Auction features a					
da.DADocType	DA Doc Type	da_types	configurable	Yes	Types define what set of Demand features a					
services.ServicesDocType	XPress Request Type	services_types	configurable	Yes	Types define what set of XPress features a					
upp.role	Security Profile	security_profiles	configurable	Yes	Identifies the security profiles installed with					
upp.act_rights	Security Rights	security_rights	configurable	Yes	Defines the rights for each security profile.					
system.SelfRegistrationConfig	Self Registration Configuration	self_reg_config	configurable	Yes	Default Self-Registration Configuration					
masterdata.TimePeriod	Time Period	time_periods	configurable	Yes						
masterdata.ReportingCalendar	Reporting Calendar	reporting_calendars	configurable	Yes						
doc.collaborator_role	Collaborator Role	collaborator_roles	configurable	Yes						
doc.document_security_template	Document Security Template	doc_security_templates	configurable	Yes						
discussionsTMG.Global	Global Discussion Manager	global_discussions	configurable	Yes	Tags for the global (non-document) discuss					
portal.channels	Desktop Channels	wb_channels	configurable	Yes	Channels available on a user's desktop.					
desktop.frame_configuration	IFrame Configuration	wb_iframes	configurable	Yes	Data to create IFrames					
portal.param_defn	Channel Parameter Definition	wb_channel_config	configurable	Yes	Channel configuration parameters.					
portal.portal_page_doc	Workbench Page	wb_pages	configurable	Yes	Pre-defined desktop pages.					
portal.desktop_configuration	Channel Configuration	wb_page_configs	configurable	Yes	Channel content and placement settings.					
projects.ConfigPhaseDefnBo	Projects Configuration Phases Definition	project_config_phases	configurable	Yes	Configure the default phases for a Project					
doccommon.ContractDocPhaseConfig	Contract Document Phase Configuration	contract_doc_phases	configurable	Yes	Configure the default phases for a Contract					
doccommon.ContractDocumentType	Contract Document Type	contract_document_types	configurable	Yes	Define the types of legal Contract Document					
system.property	System Property	properties	custom	No	Various deployment settings, including mail					
extension_attn_defn	Extension Attribute Definition	extensions	custom	Yes	The actual extensions on enterprise-level ob					
usermgmt.directory_config	Directory Configuration	directories	custom	No	Used for the LDAP directory configuration					
masterdata.Geography	Geography	geographies	custom	Yes						
masterdata.location	Location	locations	custom	Yes	The locations of plants, companies and oth					
masterdata.PaymentTerm	Payment Term	payment_terms	custom	Yes						

The Configuration Tab lists all the classes of data on each of the subsequent tabs that contain the record layout for that class. While the Configuration Tab provides an overview of the potential contents of the given workbook, the most important column is Column E: Enabled. When you enter a Yes or a No in these fields, the Import Processor will either attempt to import data to that class (Yes) or will ignore that tab (No). This is useful, as data can continue to be collected while imports are ongoing. For example, the first time the consultant imports the workbook, many of the tabs may be Enabled = No, in cases where data is not yet finalized or still being collected. The consultant can still import the approved data into the system by marking Enabled = Yes. Note that the same result is generated when Enable = Yes and a relevant tab is null; that is, nothing is imported into the system. Enabled = No is useful when data is not yet finalized or perhaps has already been successfully imported and you do not want to overwrite existing system data.

The last four columns on the Configuration Tab can be used by the consultant to manage the data collection tasks of the project. That is, an Owner can be assigned and Status information and Notes/Issues can be tracked. The Contents column can also be used for reference when importing single objects or worksheets when being prompted for object type in a data import. For example, the extensions worksheet is listed as "Extension Attribute Definition," which corresponds to the name in the Contents column when selecting the object type for a single object/worksheet import in the system.

## Class Dependencies

The natural out-of-the-box class dependencies have already been accounted for using the standard workbooks. That is, the Import Processor will import the data one tab at a time, moving from left to right. The tabs to the left generally contain records that subsequent tabs may reference. Thus, some of the subsequent tabs have dependencies on the initial tab records. An example of this can be seen in the Enterprise Workbook, where Value List Values (VLV) are imported in the tab preceding the Units of Measure (UOM) tab, as the UOM tab references the VLV as a required field for Category in this case.

Not all of the classes have dependencies and the natural order of the workbook can change based on potential configuration by the consultant. A common example is when the consultant adds a required object reference extension to a given class. In this case, the consultant just implemented a dependency that might not have been accounted for with the natural order of the workbook tabs. In this case, the consultant will accommodate this change by importing the requisite reference data (perhaps as a standalone CSV file) prior to importing records dependent on this data.

# Tab Help Comments

# Field	Type	Required	Notes
# DISPLAY_NAME	String	true	
# DOCUMENT_DESC	String	false	
# IN_EURO	Boolean	false	
# DISPLAY_PRECISI	Integer	true	
# STORAGE_PRECIS	Integer	true	
<b>DISPLAY_NAME</b>	<b>DOCUMENT_DESCRIPTION</b>	<b>IN_EURO</b>	<b>DISPLAY_PRECISION</b>
USD	US Dollar	FALSE	2
JPY	Japanese Yen	FALSE	0
DKK	Danish Krone	TRUE	2
GBP	British Pound	FALSE	2
EUR	Euro	FALSE	2
CAD	Canadian Dollar	FALSE	2
SEK	Swedish Krona	TRUE	2
CHF	Swiss Franc	FALSE	2
AUD	Australian Dollar	FALSE	2
WON	Korean	FALSE	2

Each data tab on each of the workbooks has some header (or comment) data, as indicated by a pound sign or hash key (#) as the first character in column A. This symbol essentially tells the Import Processor to ignore that line. Thus, the pound sign is useful for comments or dividing up a worksheet into sections for easier readability and organization. The out-of-the-box workbook tabs all contain comments to help the consultant understand the record layout in terms of what type of field a column is expecting, if it is a required column, and perhaps some notes about the required syntax for the column. The actual record layout begins with the column headers (highlighted in blue-green above). You can add new helpful comments by adding a row prior to the header utilizing the pound (#) sign (hash key).

## Column Headers

The column headers (highlighted in blue-green in the previous figure) are used by the Import Processor to determine the subsequent rows of data. When a consultant plans to implement standalone CSV files, it is most important that the CSV file contain these column headers. The column headers tend to be case sensitive. The order of the column headers can be changed and non-required column headers can be removed from the layout if desired. For example, a customer might pull data from a legacy system by writing a query or report to extract the data from the legacy system in the correct CSV format. At a minimum, this legacy extract CSV file will need the standard column headers for the required fields. Again, the out-of-the-box workbooks simply contain the standard record layouts for each class of data. The workbooks can be used to collect data or individual CSV files can be created using the workbook layouts as a guide.

# Workbook Extensions

Extensions can be added to workbooks by modifying the Workbooks or CSV file layouts. That is, as extensions are created in the system, the consultant can simply add a new column header to the existing record layout to handle the extension. It might also be wise for the consultant to add a comment line (#) in the comments section to describe the extension column. When you create an extension, the Internal Name of that extension becomes the column header in the record layout. The workbooks thus become extremely extensible: as the system is extended to meet customer requirements, so is the ability to import data to those extensions. In column F in the figure below, an extension with an Internal Name of EXTENSION INTERNAL NAME has been added to the standard record layout. Additional extensions could be added in subsequent columns. In the example below, EXTENSION\_INTERNAL\_NAME would be replaced with the internal name of the extension you want to include in the import worksheet.

#	Field	Type	Required	Notes			
2	# DISPLAY_NAME	String	true				
3	# DOCUMENT_DESCRIPTION	String	false				
4	# IN_EURO	Boolean	false				
5	# DISPLAY_PRECISION	Integer	true				
6	# STORAGE_PRECISION	Integer	true				
8	DISPLAY_NAME	DOCUMENT_DESCRIPTION	IN_EURO	DISPLAY_PRECISION	STORAGE_PRECISION	EXTENSION INTERNAL NAME	
9	USD	US Dollar	FALSE	2	4		
10	JPY	Japanese Yen	FALSE	0	2		
11	DKK	Danish Krone	TRUE	2	4		
12	GBP	British Pound	FALSE	2	4		
13	EUR	Euro	FALSE	2	4		
14	CAD	Canadian Dollar	FALSE	2	4		
15	SEK	Swedish Krona	TRUE	2	4		
16	CHF	Swiss Franc	FALSE	2	4		
17	AUD	Australian Dollar	FALSE	2	4		
18	WON	Korean	FALSE	2	4		

# Inactivating Records

Records can be inactivated by using the same technique described for extensions. That is, the system generally has an out-of-the-box Inactive column for each class. By simply extending the workbook with a new column labeled INACTIVE, you can toggle records between active and inactive using simple logic of TRUE or FALSE. When the INACTIVE column is not specified (as is the case with all out-of-the-box layouts), a record is assumed to be active. In the figure below, the USD record will be imported as active and all others as inactive. Again, at runtime, the Import Processor will attempt to match on the record unique ID. If a match is found, the existing record will be updated (made active or inactive in this case) and if no match is found, a new record will be created.

Since a new record is created if no match is found, it is important to double-check all spelling and always try and copy and paste whenever possible. One typo can result in an erroneous new record being created rather than updating the intended record.

# Field	Type	Required	Notes	DISPLAY_NAME	DOCUMENT_DESCRIPTION	IN_EURO	DISPLAY_PRECISION	STORAGE_PRECISION	INACTIVE
2	String	true		USD	US Dollar	FALSE	2	4	FALSE
3	String	false		JPY	Japanese Yen	FALSE	0	2	TRUE
4	Boolean	false		DKK	Danish Krone	TRUE	2	4	TRUE
5	Integer	true		GBP	British Pound	FALSE	2	4	TRUE
6	Integer	true		EUR	Euro	FALSE	2	4	TRUE
				CAD	Canadian Dollar	FALSE	2	4	TRUE
				SEK	Swedish Krona	TRUE	2	4	TRUE
				CHF	Swiss Franc	FALSE	2	4	TRUE
				AUD	Australian Dollar	FALSE	2	4	TRUE
				WON	Korean	FALSE	2	4	TRUE

## Simple Export/Import Strategy

A simple strategy to make changes to existing records is to use the native capabilities of the natural system integration to Microsoft Excel. For example, you might want to provide a mass update to all existing External Category records in order to accommodate a change. For a simple example, let us assume the customer no longer has a need for External Category data, as the customer has completed a transformation to make use of standard UNSPSC codes within their internal Product Category records. The customer now desires to inactivate all External Category records, but has lost track of the original import file for these records. A simple strategy here is to run the All External Category query in the system and then click the Export to Excel button. From here, you can simply update the column headers and add an INACTIVE column marked as TRUE for all records. Note that the report from the system contains a label for the column, not the actual column header. Thus, by modifying the report results in Excel to match the record layout column headers, you can now use this as a CSV file to import back into the system and perform a mass update to these records.

If you require a worksheet import template and an Enterprise or Company workbook is not available, you can always run a pseudo import, as follows:

1. Navigate to Setup → System Administration → Import/Export Data → Import Data.
2. Select **Upload File to Server**.
3. Select a dummy Microsoft Excel file (ensure that it is not an actual workbook) and click **Next**.
4. When prompted for the object type, select the object type for which you need a template.  
**NOTE:** Be sure to check the **Preview the Import** checkbox.  
Click **Next**.
5. At the top of the next screen, a template.csv file should appear that corresponds to the object type you selected.

This pseudo import can be used when a template is needed for any object that can be imported using single worksheets.

## Worksheet Guide

### Extensions

Extensions are additional fields or data elements that can be created on any object within the SAP Sourcing application. *Extension* in the literal sense means extending a class to include additional data elements outside of the standard out-of-the-box fields. Extensions are best maintained in workbooks, as there is no way to migrate them to other environments via the built-in system object migration with .oma files.

The extensions worksheet can contain all extensions for every object you wish to modify. The INTERNAL\_NAME field is the unique identifier and drives how the field will live in the system and be stored within the database. It is important to note that, as with many objects and configurations, **there is no way to delete extensions once they are created**. Furthermore, there is no way to change the data type of an extension once it has been created. As a general rule of thumb, always be sure of the data type (string, Boolean, value list, etc.), the name, and any additional parameters (i.e., strength length limit) before you create an extension. Many of these attributes cannot be changed once an extension has been created.

You can split up the extensions worksheet into sections by using the # sign to comment out a row and mark it as a new section.

### Localized Resources

Localized Resources are constant values used to represent text in all languages in the user interface in the SAP Sourcing system. Any text changes made within the user interface must be tied to a Localized Resource. The system will display the localized resource corresponding to the selected language of the user. Never use spaces in the resource id or bundle name; always use underscores.

Localized resources typically follow the naming convention below:

```
<bundle>$<resource_id>
```

*Bundle* can represent the client's name or CUSTOM to indicate that it is not a standard out-of-the-box localized resource.

*Resource id* refers to the applicable area in the system. If the localized resource is generic and used in many places lbl.<localized\_resource\_id> can be used.

Examples:

```
CUSTOM$query.notification_date
```

```
CLIENT$projects.actual_spend
```

Standard out-of-the-box localized resources have bundle names and IDs specific to the area of the system they refer to. It is typically recommended never to change the default value of a standard localized resource. However, it is possible to use workbooks to add a CUSTOM\_VALUE column which uses the Value Override section of a localized resource to change the system standard language. This approach should be used with caution, as all standard localized resources are potentially updated during an upgrade and could wipe out any existing customizations or value overrides. Therefore, use a custom localized resource whenever possible.

## Value Lists

A value list is a drop-down list of predefined values from which a user can select. Each value in a value list is called a *value list value*. Standard out-of-the-box system value lists use value list codes under 1000. Any value lists that have been created or configured for a client must always be greater than 1000. The value list code and the internal name are the unique identifier. Typically, value lists can be in the following format:

Naming convention for value lists would be as follows

vl.<name>

Example:

vl.contract\_region

Value Lists can be reused throughout the system in one or more extensions and business documents.

## Value List Values

A value list value is a value that appears in the value list when a user opens a pull-down menu. Value list values are tied to localized resources in the system and can be maintained in multiple languages. Value list values cannot be deleted from a value list once associated, only inactivated.

Value list values are where the majority of ongoing maintenance or changes occur in value lists, since typically it is only the values themselves that are changing.

## Page Customizations (UI Overrides)

Page customizations are used to change the look and feel of the standard ESO/CLM user interface. You can customize page elements in a variety of ways, including the following:

- Change a field label
- Make a field editable or read-only
- Hide a field
- Make a field required
- Add a field description
- Change a field position
- Rename a tab

## Integration Considerations

It is important with any SAP Sourcing/CLM implementation to take into account any systems ESO/CLM will be interfacing with. This section will only cover integration to SAP ERP (R/3 4.6 or later) system.

Integration to SAP ERP is handled using separate integration workbooks. As of SAP Sourcing 5.1/CLM 2.0, these workbooks are not a part of the standard delivered package available in the Reference Guide, but can be found in the Service Marketplace.

Integration can be broken down into four high-level sections:

- Master Data Integration
- Master Agreement → Outline Agreement
- Purchase Req → RFx
- Vendor Master Integration

Workbooks are primarily affected by the Master Data Integration. When a system is initially configured and jump-started, Master Data can be loaded via workbooks or extracted from SAP and imported into Sourcing/CLM. Depending on what Master Data elements will be integrated and how often, certain decisions need to be made as to integration frequency, what Master Data elements will have change pointers associated, and if there will be any master data that exists only in ESO/CLM and not in SAP.

With the standard integration package offered by SAP, you can extract data from the respective ECC Master Data tables via ABAP code. You can find the integration package available on service marketplace for your specific release or open a customer message for your specific version of SAP Sourcing/CLM.

# Copyrights, Trademarks, and Disclaimers

© Copyright 2010 SAP AG. All rights reserved.

The current version of the copyrights, trademarks, and disclaimers at <http://www.sap.com/about/company/legal/copyright/index.epx> is valid for this document.