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User Guide for SAP Sustainability Data Exchange

THE BEST RUN

Content

1 What is SAP Sustainability Data Exchange?

SAP Sustainability Data Exchange enables you to manage and communicate Scope 3 Product Footprint information via a request/respond feature. This lets you share product carbon footprint (PCF) data with connected trading partners across your business network, and enables verified communication that is interoperable with standardized data models (for example, WBCSD PACT and CATENA-X Automotive extension).

This data exchange enables you to enrich your PCF calculation data accuracy, and in this way helps you to move away from using averages and estimates to using actual, real data from suppliers.

How does it work?

Based on standardized data models and exchange protocols, SAP Sustainability Data Exchange acts as network solution that allows companies to send and receive sustainability data to and from their supply chain partners. Sustainability data is captured in standardized data models and is then shared among partners using a standardized means of exchanging data.

Each organization in the network sends and receives sustainability data from customers and suppliers. These key functions are handled in the following apps:

- *Process Inbounds*
  You use this app to request sustainability data from suppliers. You can see which products you need to request data for, and can track the status of your requests.
- *Process Outbounds*
  You use this app to fulfill requests for data from your customers. You can see the pending requests, send footprints, and check the status of the available footprints.

Additionally, SAP Sustainability Data Exchange provides a range of apps that support these processes, including for data import, footprint management, and other administrative functions.

1.1 Using the Apps

The home page provides an entry point into the various parts of the solution. The table shows all the available apps, but what sections and apps each user sees depends on the assigned user roles.

Section	Tile	Description
Open Activities	*Pending Requests*	The tile shows you the number of customer requests that are pending. If there are no pending requests, the tile isn't shown. The tile navigates to the *Process Outbounds* app.
Process	*Process Inbounds*	This is the app you use when you want to request footprints from suppliers. See: Process Inbounds [page 5]
	Process Outbounds	This is the app you use when you want to send footprints to customers. See: Process Outbounds [page 7]
	Manage Footprints	In this app you can view and maintain footprints. See: Manage Footprints [page 8]
	Import Footprint Data	You can use this app to manually import footprint data in JSON or Excel files. See: Import Footprint Data [page 9]
Configuration	*Import Master Data*	Use this app to import your product and partner data using CSV files. For details, see: Configuration - Importing Master Data
	Manage Company Profile	In this app you can review the information about your company that you have imported into the system. See: Administration Apps [page 11]
	Manage Business Partners	In this app you can view and edit data about your business partners. See: Administration Apps [page 11]
	Manage Products	In this app you view and edit data about products. See: Administration Apps [page 11]
Administration	*Get Activity Logs*	In this app you can download business activity, configuration, and security logs. See: Administration Apps [page 11]
	Manage Business Partners	In this app you can review the data about your business partners that you have imported into the system. See: Administration Apps [page 11]

Section	Tile	Description
	Manage Products	In this app you can review the data about your products that you have imported into the system. See: Administration Apps [page 11]
	Manage Integrations	This app is part of the process for setting up integrations with other systems. For example: Integration with SAP Sustainability Footprint Management:

1.2 *Process Inbounds*

In this app, you can see the exchange history and send new requests for footprint data to suppliers. The *Inbounds* table gives real-time insight into the statuses of the various exchange channels (the unique combination of product and supplier). To see the summary of the available footprint, or to trigger a new request, you select an item in the table and then follow the on-screen prompts in the side panel that opens. You can select multiple items and request multiple footprints at the same time.

The app also allows grouping of exchange channels based on bill of materials structures. This can give you insight into missing component footprints that you can then send requests for.

The table has four key columns:

Column	Description
Product	The product that you can request data for. ⓘ Note The table only shows products that have a supplier assigned to them.
Supplier	The supplier or partner that you can send the request to.

Column	Description
Activity Status	The current status of the exchange: • *Not Requested* • *Requested* • *Received* • *Failed* This happens when the product ID isn't recognized on the receiving end. In this situation, the receiver isn't notified of the request, because their system doesn't know which product the request is for. Additionally, when you use the *Group by Bill of Materials* function to structure the table, you also see: • *Associated Not Requested* • *Associated Requested* • *Associated Received* • *Associated Failed* *Associated* refers to one of the product footprints that has been grouped under an item. For example, you see *Associated Not Requested* for a product when one of the associated footprints has the status *Not Requested*.
Footprint Status	The status of the latest footprint that was received: • *No Data* No footprint is available. • *Valid* The footprint is available and can be used for calculations. • *Expires Soon* the footprint is available and valid, but expires within the next 30 days. • *Expired* The footprint is available but is no longer valid. • *Deprecated* The footprint has been deprecated by its creator.

Note that a product can appear in the table multiple times, because a product can be supplied by multiple suppliers. In contrast, the combination of product and supplier is unique and appears only once.

Triggering a new request for a footprint

When you select one or more items from the table, a side-panel opens with the following sections:

- *Product Footprint*
  A summary of the available footprint (for single selections only).
- *Inbound Process*
  You can request footprints if the status is "Not Requested" or "Received" (that is, there isn't already an open request for the footprint).
  If any of the selected footprints already have the status "Requested", you see an *Unable to Request* notification that shows how many from your selection can't be requested.
  Under *Activity Status*, you see the number of "Not Requested" and "Received" footprints that you selected, and you can click *Request Footprint* to send the requests for these footprints. You can add a comment to your request if required.
- *Activity*
  Shows you a timeline of previous exchange activities (for single selections only).

Finding missing component footprints

You can use the *Group Bill of Materials* button to group exchange channels based on bill of materials structures. This gives you insight into missing component footprints. You can then act on those insights by requesting the missing footprints.

1.3 Process Outbounds

In this app, you can see pending requests and send footprint data to customers. The *Outbounds* table gives real-time insight into the statuses of the various exchange channels (the unique combination of product and supplier). To see the summary of the available footprint, or to send a footprint, you select an item in the table and then follow the on-screen prompts in the side panel that opens.

The table has four key columns:

Column	Description
Product	The product that the data is for and that you can send foot-prints for. **Note** The table only shows products that have a customer assigned to them.
Customer	The customer or partner that you can send the request to.

Column	Description
Activity Status	The current status of the exchange: • *Not Requested* No request has been received yet. • *Requested* A request has been received and is waiting for a response. • *Sent* A footprint has been sent to the customer.
Footprint Status	The status of the most recently calculated footprint: • *No Data* No footprint is available to send. • *Valid* The footprint is available and is within validity. • *Expires Soon* The footprint is available and valid, but expires within the next 30 days. • *Expired* The footprint is available but is no longer valid. It can't be sent to a customer. • *Deprecated* The footprint has been deprecated by its creator.

Note that a product can appear in the table multiple times, because a product can be sold to multiple suppliers. In contrast, the combination of product and customer is unique and appears only once.

Sending Footprints

To send a footprint to a customer, select the footprint in the table and follow the on-screen prompts in the side-panel that opens. Whether you can send footprint data to a customer depends on a combination of factors and there are multiple scenarios. The default scenario is a response to a customer request:

- *Footprint Status*
  The footprint data must be available and within the validity period (that is, it can't be 'Expired').
- *Activity Status*
  The customer has requested footprint data for the product.

1.4 *Manage Footprints*

In this app, you can see all your footprints and manage the footprints that you own. The table in the app shows you the current status of the available footprints, which can help you to identify missing data. Select an item in the table to see details of the footprint, and you can also edit the data of footprints for products that are produced in-house and that your company is the owner of.

The table has three key columns:

Column	Description
Product	The product the footprint is for.
Data Owner	The company that owns the footprint. This is either your company or one of your suppliers.
Footprint Status	The status of the latest received or calculated footprint: • *No Data* No footprint is available to send. • *Valid* The footprint is available and is within validity. • *Expires Soon* The footprint is available and valid, but expires within the next 30 days. • *Expired* The footprint is available but is no longer valid. It can't be sent to a customer. • *Deprecated* The footprint has been deprecated by its creator.

Note that a product can appear in the table multiple times, because a product can be supplied by multiple suppliers. In contrast, the combination of product and supplier is unique and appears only once.

1.5 *Import Footprint Data*

With this app you can manually import JSON or Excel files containing product carbon footprint data. Drag and drop your files, or use `Import File` to select the files you want.

The *Imports* section shows you the status of your imports:

Status	Notes
Importing	The import is in progress.
Completed	The data was imported without any issues.
Partially Imported	Part of the data was imported successfully, but some entries couldn't be imported. You can download the file with the import log to see which entries had issues.
Not Imported	None of the data in the file could be imported. You can download the file with the import log to see what the issues were.

For each file that has been processed, you can see a "download" icon that gives you two options:

- *Download Original File*
  This lets you download the file in the exact form that you imported it. That is, with no annotations.
- *Download File with Import Log*
  This gives you an annotated version of your file, which shows you any entries that were not imported because of one or more issues.

1.6 Configuration Apps

The apps in this section are used to set up your network for data exchange and to maintain your product information. The *Configuration* section of the launchpad is visible to users with administrator permissions.

Manage Company Profile

Use this app to view and edit information about your company directly on the user interface, without the need to import data using CSV files. You can edit your company name, company ID, Business Partner Number, and SAP Business Network ID.

> ⚠ Caution
>
> Please note that when you have the status "Public", your company name is visible to all other organizations using this product. Typically, this means using your company name in its standard public format. For testing purposes and other situations where you use different naming, you might prefer to keep the status as "Private".

Other information in this app includes:

- *Status*
  This shows either "Private" or "Public". This indicates whether your company is visible to all peer companies using this product.
- *View Peer ID*
  Use this to get your *Peer ID*. This is an identifier for your company that you can send to partners to enable them to send you invites to connect. You are always free to accept or decline any invites you receive.
  You also use your peer ID when setting up integration with SAP Business Network in the 'supplier' role. For details, see: Integration with SAP Business Network.

Manage Products

With this app you can create and edit products directly on the user interface (that is, without using CSV files). The app shows you a list of your products, and you can drill down to see and edit details of each product.
You can edit the same range of information that you can edit via CSV file. This includes associating business partners with products (defined as either customer or supplier), adding the partner's ID for the product, and assigning components to the product.

You can also "Delete" a product, which removes that product from active use but currently does not remove it entirely from the system. When a product is "Marked for Deletion", it is no longer visible in the process apps (*Process Inbounds*, *Process Outbounds*, *Manage Footprints*) and no new data can be created. However, existing data is not deleted, and you have the option to "Restore" a deleted product.

Manage Business Partners

With this app you can view and edit information about your business partners. The entry for each business partner includes data such as partner name and ID, connection status, SAP Business Network ID (BNO ID), and so on. When you create an entry, the mandatory fields are *Partner Name* and *Partner ID*. The values here should be the identifiers your company uses to refer to the partner organization.

> ⓘ Note
>
> When a business partner has the status "*Connected*", the information in the *Identification Details* section is maintained on the partner side, and can't be edited in this app.

Import Master Data

Use this app to import your product and partner master data using CSV files.

For details, see: Configuration - Importing Master Data.

1.7 Administration Apps

The *Administration* section of the launchpad is visible to users with administrator permissions, and contains the apps described here.

Get Activity Logs

When you click on the *Get Activity Logs* tile on the launchpad, a dialog box opens and you can select a type of log and the user whose data you want to download. The log shows changes made by that user.

This table shows the types of logs that are available:

Log	Users	Available Categories
Business Activity Log	Any	Conversion
		Credit Transfer

Log	Users	Available Categories
		Inbound
		Orders
Configuration	`admin` or Unknown	Address Book
		Company
		Network
Security	Unknown	Forbidden
		Unauthorized

In each case, you also have the option to select all the available logs.

Manage System Setup

With this app you can set your company status as either "Public" or "Private" using the "Company name visibility in the *Manage Peer Connections* app" setting. This indicates whether your company is visible to all peer companies using this product.

Manage Integrations

This app is used for one of the steps in setting up integration with your SAP Sustainability Footprint Management system. This integration enables simplified and automated transfer of footprint data between the two systems.

For details of the integration setup process, see: Integration with SAP Sustainability Footprint Management.

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