

Appendix 6b – Supplier Facing Activities and Milestones

When the Client is ready to initiate the project, the following implementation activities are completed as part of implementation process in a collaboration with the Client and their customers.

- ✓ Responsible
- ✓ Assists

Activity	Milestone	TrueCommerce	Client
Initiation			
Project kick-off meeting	✓	✓	✓
Provide specifications for the interfaces to the Client's business system			✓
Confirm the document types (orders, invoices etc.) in project scope and provide sample documents			✓
Confirm list of suppliers and supplier contact information			✓
Review client requirements – walkthrough of document flows and data		✓	✓
Define test scenarios	✓	✓	✓
Create scope and design		✓	
Scope and design sign-off	✓		✓
Provide sample files for each test case, for messages to be generated by the Client's business system			✓
Provide test files for each test case, for messages to be imported to the Client's business system		✓	
Create project plan and set delivery date	✓	✓	
Implementation			
Set up communication	✓	✓	✓
Create TrueCommerce Hub	✓	✓	
Develop transformation maps to convert messages to and from the Client's format	✓	✓	
Configure document flows	✓	✓	
Test all transformation maps that convert messages to and from the Client's format	✓	✓	✓
Import test messages to the Client's business system and verify correct processing		✓	✓
Sign off on integration maps			✓
Create portal user profiles		✓	

Activity	Milestone	TrueCommerce	Client
Provide supplier questionnaire, letter & FAQ samples to the Client	✓	✓	
Approve Supplier questionnaire, letter & FAQ			✓
Create and/or configure supplier maps		✓	
Provide mapping guidelines and sample messages to suppliers	✓	✓	
Define supplier onboarding expectations, criteria, testing timeline and escalation process			✓
Initial communication to suppliers (send questionnaire and FAQ)	✓	✓	✓
Provide portal training materials to suppliers	✓	✓	
Testing with pilot suppliers	✓	✓	
Go-Live			
Agree to go-live date with Client		✓	✓
Agree to go-live date with each supplier		✓	✓
Transition to the TrueCommerce Managed Service Desk		✓	✓
Hypercare		✓	✓
Project closing – sign off on service	✓	✓	✓