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# Integrated Seller Transaction Guideline
September 2017

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## VERSION HISTORY

This log is updated each time this Process Document is updated.  The log identifies the version number, the date the version was completed, the author of the changes, and a brief description of the changes.

| Version | Date | Author | Description |
|---------|------|--------|-------------|
| 1.0 | 5/09/2017 | Aleks Spirkoski<br>Ariba, an SAP Company | Initial Version of Document |

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## IAG MAPPING REQUIREMENTS AND DELTAS

### Deltas

In the following excel workbooks you will find baseline cXML and EDI transactions accepted by the Ariba Network with the additional requirements for IAG noted in **red.**

**cXML Delta:**

The following is a <u>summary</u> of the requirements that are unique to IAG's procurement environment, as detailed in the Excel Delta's document.

**<u>Purchase Order Specifics (Tab 1)</u>**
- Payment terms will be sent on all POs

**<u>Invoice Specifics (Tab 2)</u>**
- Required addresses and IDs: Bill To, Sold To, Remit To
- Unit price can only be changed within a 2% tolerance from the value sent on the PO
- Tax category must be a value from the configured values (see page
- Shipping and Special handling costs can be handled as separate invoice lines

**<u>Order Confirmation Specifics (Tab 3)</u>**
- N/A

**<u>Ship Notice Specifics (Tab 4)</u>**
- N/A

**<u>Extrinsics (Tab 5)</u>**

**<u>Credit Memo (Tab 6)</u>**

**Transaction Validation Rules**

Please note, IAG has configured custom validation rules on the Ariba Network which apply specifically to POs, BPOs, Order Confirmations, Ship Notices, PO based Invoices, and non-PO based Invoices. **Review these settings from your supplier account on the Ariba Network**.

## IAG DETAILED SPECIFICATIONS AND REQUIREMENTS

### Scope

**IAG Prod ANID:** AN01052029069
**IAG Test ANID:** AN01052029069-T

**Required Transactions**

- Purchase Order
- Invoice

**Optional Transactions**

- Order Confirmation
- Advanced Ship Notice

### Purchase Order Details

| Purchase Order Types Supported | Purchase Order Types Not Supported |
|---|---|
| New POs | |
| Change/cancel POs | |
| Non-catalog POs | |
| POs with attachments | |
| Blanket POs (BPO's) | |
| Service POs | |

**Table 1 - Purchase Order Types Supported/Not Supported**

**Ship To Address**

- IAG PO will send Ship To address at header level
- IAG PO will contain Ship To address IDs

### Order Confirmation Details

IAG does not require Order Confirmation. Supported methods of providing them are:
- cXML
- EDI
- Online

### Ship Notice Details

IAG does not require Advanced Ship Notices.  Supported methods of providing them are:
- cXML
- EDI
- Online

### Invoice Details

| Invoice Types Supported | Invoice Types Not Supported |
|---|---|
| Individual Detail Invoice: applies against a single PO referencing line items; line items may be material items or service items. | Debit Memo |
| Partial invoice: Invoice against a portion of the items on a PO. | Cancel Invoice |
| Invoice against material PO | Invoice against PCard |
| Invoice against service PO | |
| Non-PO Invoice: invoice against PO not transacted via the Ariba Network | |
| Non-PO invoice against contract or master agreement | |
| Invoice against Blanket PO | |
| Line level credit supported by negative quantity at item level and positive unit price | |
| lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo" | |
| Header Credit Memo | |
| Duplicate Invoice: invoice numbers may be reuse in case of reject/fail of original invoice | |
| Header Invoice: single invoice applying to single PO without item details | |

**Table 2 - Invoice Types Supported/Not Supported**

### Tax Requirements

- Tax is supported at the line level or summary level or both.

- A summary tax amount is required on all invoices even if that amount is zero dollars.

### Shipping and Special Handling Fees

- Shipping and special handling charges are supported at the line level or summary level or both.

- Shipping and special handling may be submitted as separate line items.

  - If yes, shipping and special handling is supported as a single SERVICE line for ALL special handling charges and a single SERVICE line for ALL shipping charges.

**Line Level Validation**
- The following line level data cannot be changed from PO to Invoice
    o Currency for Unit Price
    o Unit Price (can only be changed within a 2% tolerance)
    o Unit of Measure

## SUPPLEMENTAL DOCUMENTATION

This document contains IAG specific information regarding transaction requirements.  Information in this document does **NOT** cover the complete technical aspects of integrating with the Ariba Network.  Below are two sections for supplemental documentation to be used with this document for EDI or cXML transaction formats.  Only refer to the section that pertains to the format your organization with be sending/receiving from the Ariba Network (EDI or cXML).

### cXML Section for Supplemental Documentation
New cXML supplier to Ariba Network must:
1) Support a DTD (document type definition) validation tool internally and download the document type definitions (DTD's) for all supported transactions.
2) Support HTTPS protocol.  Ariba supports HTTPS (not HTTP) only for cXML transactions.
3) Review the cXML Solutions Guide and cXML User Guides.

### cXML Document Type Definitions (DTD's):
- http://cxml.org Download InvoiceDetail.zip for the InvoiceDetailRequest.dtd.
- http://cxml.org Download cXML.DTD for the OrderRequest
- http://cxml.org Download Fulfill.dtd for ConfirmationRequest/ShipNoticeRequest

**Recommended Resources:** Please log into your supplier account on the Ariba Network in order to access the cXML and EDI solution and configuration guides as well as supplemental EDI documentation. The steps for accessing this information is outlined below.

1) Log into your supplier account on the Ariba Network.
   https://supplier.ariba.com
2) Select **Help Center >>**
3) Select **Documentation**
4) Expand **cXML and ERP Integration**

Within the *cXML and ERP Integration* section, you will see the cXML and EDI solution and configuration guides. Based on your selected integration method, please download the appropriate document.
- Ariba cXML Solutions Guide
- Ariba Network EDI Configuration Guide

### Supplemental EDI Documentation
To access the supplementation EDI documentation, proceed to step 5.
5) Expand ANSI X12 implementation resources



Within the *ANSI X12 implementation resources* section, you will find supplemental EDI documentation for the following EDI documents:
- 850 Purchase Order Implementation Guidelines
- 810 Invoice Implementation Guidelines
- 855 PO Acknowledgment Implementation Guidelines
- 856 Ship Notice/Manifest Implementation Guidelines
- 997 Functional Acknowledgment Implementation Guidelines
- ICS Interchange Control Structure (Ariba Production and Test Interchange ID Details)

**ARIBA NETWORK SUPPORT INFORMATION**

Supplier Integration (SI) support is available to IAG suppliers.  SI support is available during the test phase and two weeks post-go live with IAG, or until the first production transactions are exchanged.  After that period, suppliers must leverage Ariba Technical Support for any production issues.  To contact SI support, send an email to askaribatech@ariba.com. Be sure to list IAG in the subject line of the email.

Depending on your transaction volume across all Buyers on the Ariba Network you will be automatically subscribed to a Supplier Membership Program Subscription.  These subscriptions provide your organization access to many premium features and services that are exclusively available to members at these levels.  The Premier, Enterprise, and Enterprise Plus levels provide ongoing technical electronic document support.  To find out more go to:

http://www.ariba.com/assets/uploads/documents/Datasheets/SMP_Subscription_Datasheet.pdf.
To find out your Program Subscription, log on to https://supplier.ariba.com, click the Property Navigator toolbar on the upper right corner of the page and select **Service Subscriptions** in the drop down box.

**Until subscribed to one of Ariba's support programs**, limited assistance regarding account registration, access and configuration is available from Ariba:

**By Web:**

| If you can log into your Ariba Network Account | If you cannot log into your account |
|---|---|
| <ul><li>Login at http://supplier.ariba.com</li><li>Once logged in, click on the *'Help'* link located on the upper right hand side of the page and choose *Help Center.*</li><li>Select Support located in the top right hand side of the page.</li><li>Options in the bottom right hand side of the page are Live Chat or By Phone.</li><li>An Online Service Request can also be submitted by selecting the "Start" button in the top center of the page.</li></ul> | <ul><li>Go to http://supplier.ariba.com</li><li>For login issues select the *"Forgot Username"* or *"Forgot Password"* links near the top of the page.</li><li>Fill out the web form and select the *Submit* button.</li></ul> |