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General Ariba Network features

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Extension of the confirmation and ship notice control keys and confirmation tolerances to all Ariba Network users

This Ariba Network feature is applicable to all buyer and supplier users.

With this enhancement, the order confirmation and ship notice control keys feature becomes available to all Ariba Network buyer and supplier users. The feature is no longer restricted to buyers with SAP Ariba Supply Chain Collaboration entitlement for buyers.

Enabling this feature

- For buyers with SAP Ariba Supply Chain Collaboration entitlement, this feature is enabled by default.
- For buyers without SAP Ariba Supply Chain Collaboration entitlement, this feature requires the Ariba Network **Enforce Control Keys for All Suppliers** entitlement option for buyers and is disabled by default. To enable this feature, please submit a Service Request to have the feature turned on for you.

Enhancements to routing exceptions for orders

This Ariba Network feature is applicable to:

- all supplier users

This feature allows Ariba Network suppliers to override their default routing method for orders that match up to five exceptions. Suppliers can use this feature to prevent types of orders from being routed to a supplier's external integration channel. An order that matches the condition specified for an exception is routed to up to five email addresses instead.

The following types of conditions are supported for each order routing exception you create:

- **External Document Type**
- **Item Category**
- **Extrinsic Transaction Category Type**
- **Location Code**

Suppliers can override order routing options only for individual customers or customer groups. However, to create customer groups you must subscribe to the Bronze subscription level or higher.

i Note

Ariba Network stores all transactions in the online Inbox regardless of routing methods you select.

Enabling this feature

This feature is enabled for all suppliers and is ready for immediate use.

Priority of alternate order routing

Ariba Network provides several ways to override default order routing for orders. Therefore, Ariba Network evaluates alternate routing in the following priority order:

1. Customer-configured alternate routing for supplier groups or individual suppliers.
2. Supplier-configured alternate routing for individual customers.
3. Supplier-configured alternate routing for customer groups.

If alternate routing has been configured with higher priority, then lower priority alternate routing is ignored. For example, if a customer configured alternate routing for a supplier, then the supplier-configured alternate routing (for customer groups or individual customers) is ignored.

i Note

Ariba Network evaluates routing exceptions in the order they appear in the user interface. The first matching exception for an order is used, and subsequent exceptions are skipped.

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Workflow for overriding default order routing for a customer

The following describes the workflow overriding default order routing for a customer:

1. A supplier administrator chooses to override the default order routing for a customer. They define up to five routing exceptions to override the default routing for orders.

i Note

The same routing exceptions can be applied to customer groups.

2. A customer sends an order with values that match the conditions for one of the routing exceptions.
3. Ariba Network overrides the supplier's default routing method and instead routes the order to the specified email addresses for the exception.
4. A supplier user opens the order from the email message. On the **Order History** tab, Ariba Network logged the following comment: "Email order was sent to *EmailAddress*," where *EmailAddress* is the email address of the supplier user.

Workflow for overriding default order routing for a customer group

The following describes the workflow overriding default order routing for a customer group:

1. A supplier administrator defines a customer group with one or more customers.

i Note

This functionality is supported by the Bronze subscription level or higher.

2. A supplier administrator chooses to override the default order routing for a customer. They define up to five routing exceptions to override the default routing for orders.
3. A customer sends an order with values that match the conditions for one of the routing exceptions.
4. Ariba Network overrides the supplier's default routing method and instead routes the order to the specified email addresses.
5. A supplier user opens the order from the email message. On the **Order History** tab, Ariba Network logged the following comment: "Email order was sent to *EmailAddress*," where *EmailAddress* is the email address of the supplier user.

Changes to existing functionality

Supplier user interface changes

Account Settings > Customer Relationships page

On the **Current Relationships** tab, suppliers can choose to **Override Routing** for a selected customer, which displays the **Override Default Routing** page. Suppliers can then click **Customize routing preferences**, and click **OK** to display the **Order Routing** page.

i Note

Suppliers with Bronze or higher subscription level can also override order routing options for customer groups.

Order Routing page

In the section called **New/Change/Cancel Orders Routing Exception**, suppliers can add up to five exceptions to override default routing for orders. The exceptions are processed in the order they appear in the user interface.

Routing Conditions for Orders page

Previously, this page supported only one condition, **Extrinsic Transaction Category Type**. The following new conditions have been added:

- **External Document Type**—Enter a text value for the external document type.
- **Item Category**—Select **subcontract**, **consignment**, or **thirdParty**.
- **Location Code**—Enter a text value for the location code.

Supplier administrator tasks

[How to override order routing for a customer \[page 8\]](#)

[How to override order routing for a customer group \[page 10\]](#)

How to override order routing for a customer

You can override the default routing method for orders from a customer based on specified conditions.

Prerequisites

- You must be an administrator to override routing for customers.

Procedure

- Click ► **Company Settings** ► **Customer Relationships** ►
The ► **Account Settings** ► **Customer Relationships** ► page appears, with the **Current Relationships** tab selected.
- Scroll to the **Current** section.
- Check the box for a customer, and click ► **Actions** ► **Override Routing** ►.
The **Override Default Routing** page appears.
- Select **Customize routing preferences**, and click **OK**.
The **Order Routing** page appears.
- Scroll to the **New/Change/Cancel Orders Routing Exception** section.
- Click **Add Exception**.
- Click **Conditions**.
The **Routing Conditions for Orders** page appears.
- Specify a value for one or more conditions.

i Note

The values you enter here depend on the customer's backend system.

For the **Condition** field, select **is** or **is not** from the dropdown.

Type	Value	cXML mapping
External Document Type	Enter a string for a document type from an external system. You can enter multiple values separated by commas.	Request.OrderRequest.OrderRequestHeader.OrderRequestHeaderIndustry.ExternalDocumentType.documentType

Type	Value	cXML mapping
Item Category	Item-level category, which indicates how a component or material is procured. Select one of the following values: <ul style="list-style-type: none"> ◦ <code>subcontract</code>—Procuring a material by providing component information to a contract manufacturer that makes the finished product. ◦ <code>consignment</code>—Managing a material through a special process where the payment to supplier is withheld until the material or service is consumed by the buyer. ◦ <code>thirdParty</code>—Procuring a material from a third-party vendor. 	Request.OrderRequest.Item- Out.itemCategory
Extrinsic Transaction Category Type	Enter the cXML extrinsic Transaction Category Type (<code>transactionCategoryOrType</code>). You can enter multiple values separated by commas.	Request.OrderRequest.Order- RequestHeader.Extrinsic.name="transactionCategoryOrType"
Location Code	Enter the location code for the order. This can be the buyer plant ID. You can enter multiple values separated by commas.	Request.OrderRequest.Order- RequestHeader.ShipTo.Address.addressID Request.OrderRequest.Order- RequestHeader.ShipTo.IdReference.identifier

i Note

The value of the domain attribute (`IdReference.domain` or `Address.addressIDDomain`) is "buyerLocationIDDomain". An `IdReference` value is taken into account only if `Address.addressID` is null or empty.

9. To enable a condition, check the **Enable** box.
10. Click **OK** to save the conditions.
11. In the **Email address** field, enter up to five email addresses separated by commas.
12. (Optional) Check either of these options:
 - **Attach cXML document in the email message**—Attaches a cXML copy of the order to the email.

i Note

Attachments are still available online.

- **Include document in the email message**—Includes a full purchase order, not just a hyperlink to the order.
13. (Optional) Repeat steps 6 [page 8] through 12 [page 9] to add more routing exceptions.

i Note

You can add up to five exceptions. Routing exceptions are processed in the order they appear in the user interface. For instance, if an order matches the first exception, subsequent exceptions are skipped.

14. When you are finished adding exceptions, click **Next**.
15. Indicate whether to expose routing details to the customer. Choose **Yes** or **No**.
16. Click **Next**.
17. Review the summary of the routing exception, and then click **Submit**.
You return to the ► **Account Settings** ► **Customer Relationships** ► page appears, with the **Current Relationships** tab selected.
18. Click **Save**.

How to override order routing for a customer group

If you created customer groups, you can override the default routing method for orders from customers in a group based on specified conditions.

Prerequisites

- You must be an administrator to override routing for customer groups.
- You must create a customer group, and add one or more customers to it.

Procedure

1. Click ►► **Company Settings** ► **Customer Relationships** ►.
The ►► **Account Settings** ► **Customer Relationships** ► page appears, with the **Current Relationships** tab selected.
2. Scroll to the **My Groups** section.
3. Check the box for a customer group, and click ►► **Actions** ► **Override Routing** ►.
The **Override Default Routing** page appears.
4. Select **Customize routing preferences**, and click **OK**.
The **Order Routing** page appears.
5. Scroll to the **New/Change/Cancel Orders Routing Exception** section.
6. Click **Add Exception**.
7. Click **Conditions**.
The **Routing Conditions for Orders** page appears.
8. Specify a value for one or more conditions.

i Note

The values you enter here depend on the customer's backend system.

For the **Condition** field, select **is** or **is not** from the dropdown.

Type	Value	cXML mapping
External Document Type	Enter a string for a document type from an external system. You can enter multiple values separated by commas.	Request.OrderRequest.OrderRequestHeader.OrderRequestHeaderIndustry.ExternalDocumentType.documentType
Item Category	Item-level category, which indicates how a component or material is procured. Select one of the following values: <ul style="list-style-type: none">○ <code>subcontract</code>—Procuring a material by providing component information to a contract manufacturer that makes the finished product.○ <code>consignment</code>—Managing a material through a special process where the payment to supplier is withheld until the material or service is consumed by the buyer.○ <code>thirdParty</code>—Procuring a material from a third-party vendor.	Request.OrderRequest.ItemOut.itemCategory
Extrinsic Transaction Category Type	Enter the cXML extrinsic Transaction Category Type (<code>transactionCategoryOrType</code>). You can enter multiple values separated by commas.	Request.OrderRequest.OrderRequestHeader.Extrinsic.name="transactionCategoryOrType"
Location Code	Enter the location code for the order. This can be the buyer plant ID. You can enter multiple values separated by commas.	Request.OrderRequest.OrderRequestHeader.ShipTo.Address.addressID Request.OrderRequest.OrderRequestHeader.ShipTo.IdReference.identifier

i Note

The value of the domain attribute (`IdReference.domain` or `Address.addressID-Domain`) is "buyerLocationIDDomain". An `IdReference` value is taken into account only if `Address.addressID` is null or empty.

9. To enable a condition, check the **Enable** box.
10. Click **OK** to save the conditions.
11. In the **Email address** field, enter up to five email addresses separated by commas.
12. (Optional) Check either of these options:

- **Attach cXML document in the email message**—Attaches a cXML copy of the order to the email.

i Note

Attachments are still available online.

- **Include document in the email message**—Includes a full purchase order, not just a hyperlink to the order.
13. (Optional) Repeat steps 6 [page 10] through 12 [page 11] to add more routing exceptions.

i Note

You can add up to five exceptions. Routing exceptions are processed in the order they appear in the user interface. For instance, if an order matches the first exception, subsequent exceptions are skipped.

14. When you are finished adding exceptions, click **Next**.
15. Indicate whether to expose routing details to the customer. Choose **Yes** or **No**.
16. Click **Next**.
17. Review the summary of the routing exception, and then click **Submit**.
You return to the ► **Account Settings** ► **Customer Relationships** ► page appears, with the **Current Relationships** tab selected.
18. Click **Save**.

Auto calculation of taxes on charge and allowance lines

This Ariba Network feature is applicable to:

- all buyer users
- all supplier users

Depending on the buyer configurations of Ariba Network, suppliers can add allowances and charges at both the line item level and the header level of invoices. Suppliers can also apply taxes to allowances and charges both at the header and line item levels of an invoice.

Previously, when suppliers specified the allowances and charges either at the header level or the line item level of an invoice and applied taxes on them, by default Ariba Network did not calculate the taxable amount in the **Tax** section. Suppliers had to calculate the taxable amount.

Now, whenever suppliers add taxes to allowances and charges either at the line item level or the header level, Ariba Network uses the value specified in the **Allowance** field to calculate and populate the **Taxable Amount** field. However, suppliers can choose to overwrite the value populated in this field, and can also specify a negative value.

❖ Example

The subtotal price at a line item level of an invoice is \$ 100. The supplier adds an allowance of \$ 12 for this line item and adds a tax on this allowance. Ariba Network automatically calculates the taxable amount as \$12 and populates the **Taxable Amount** field.

Enabling this feature

This feature is enabled for all buyers and suppliers.

Creating a copy of a service entry sheet

This Ariba Network feature is applicable to:

- all supplier users
- Ariba Invoice Automation

In some business scenarios, suppliers are required to regularly create multiple service entry sheets for the same purchase order. Most of the new service entry sheets created may contain identical information. For example, some scenarios for copying service entry sheets include:

- resubmitting invoices for a balance due
- resubmitting corrected invoices in cases where the first attempt was rejected

With this feature, suppliers can edit and submit the new service entry sheet without having to reenter a lot of information.

Suppliers can use the **Copy This SES** button on the service entry sheet to create a copy of it. Ariba Network automatically links the copied service entry sheet to the purchase order and populates it with data from the original service entry sheet. The copied service sheet also includes information like extrinsics from the original service entry sheet. Suppliers can make the required changes to the new service entry sheet.

Example

A buyer creates a purchase order for supply of 100 labor contractors for ten months. The supplier has to generate a service entry sheet every month against the same purchase order. At the end of the first month, the supplier creates the service entry sheet. For every subsequent service entry sheet, the supplier may need to enter most of the same data which is very time consuming. Using the copy functionality, suppliers can create service entry sheets without having to reenter a lot of information and make the required changes.

Enabling this feature

This feature is enabled for suppliers.

Changes to existing functionality

Supplier user interface changes

On the service entry sheet page, Ariba Network displays a new **Copy This SES** button.

Hungarian invoice online reporting

From July 1, 2018, suppliers in Hungary must report all invoices that exceed a VAT of 100,000 Hungarian Forint (HUF) to the Hungarian National Tax and Customs Administration (NAV). This is a mandatory tax regulation initiated by the NAV in Hungary. The NAV is an online system. The invoicing system used by suppliers to create invoices (Ariba Network), must report such invoices online to the NAV immediately after the invoices are issued. Keeping in line with this tax requirement, invoices issued by suppliers in Hungary are reported to the NAV through the Ariba Network interface.

Ariba Network does not report invoices with VAT less than 100,000 HUF to the NAV. However, there is *no* regulation that discourages reporting invoices with less than or equal to 100,000 HUF.

This feature is applicable only to domestic invoices, where suppliers and buyers (or their tax representatives) are located in Hungary. This feature reports only mandatory invoice fields to the NAV.

Enabling this feature

This feature is enabled by default. In addition, the current feature has a dependency on an earlier feature *NP-8767 Hungary invoicing enhancements and invoice data reporting*. This feature is also enabled by default. There is no action required from SAP Ariba to enable this feature.

Prerequisites

- Supplier organizations must register at the NAV portal and generate their **Technical User ID, Password, Signature Key, and Replacement Key** and provide these details in their Ariba Network user accounts.
- If supplier organizations do not have their VAT ID, they must enter the tax ID of their tax representative in the regulatory profile section.

Limitations and risks

- When suppliers use the Ariba Network for invoicing in Hungary, they must ensure that the same invoice content is not reported from another invoicing system (e. g. supplier ERP system). Otherwise, there is a risk of duplication of invoice data at the NAV.
- Only invoices and line item credit memos are reported to the NAV through the Ariba Network interface.
- Supplier organizations are not allowed to create invoices that have a VAT of more than 100,000 HUF if the supplier organization has not registered at the NAV portal:
- Storno and technical annulments will be supported in future enhancements to this feature.

Workflow

1. Supplier organizations register at the NAV portal.
2. They generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key**.
3. They provide these details in their Ariba Network user accounts in the **Access information to the online invoice platform operated by NAV** section.
4. If an invoice contains a VAT value that is equal to or greater than 100,000 HUF, Ariba Network sends the mandatory invoice data to the NAV after the supplier submits the invoice.
5. The NAV processes the invoice data and sends back a status report to Ariba Network.
6. Suppliers can check the invoice status in the **History** tab of their user accounts in Ariba Network. If errors occur, the Invoice History page displays the status and reason.
7. If the invoice status is a success, and all other buyer defined invoice criteria are met by the invoice, Ariba Network propagates the invoice to the buyer organization.

Supplier administrator tasks

This sections describes supplier administrator tasks that suppliers in Hungary must complete.

How to set up a regulatory profile for Hungarian suppliers

Context

Regulatory profiles refer to supplier accounts registered with the tax authorities in Hungary for electronic invoicing procedures. Suppliers in Hungary can have multiple VAT IDs. However, one VAT ID can have only one regulatory profile associated with it. The **Set Up Legal Profile** check box is available to suppliers in Hungary. Ariba Network displays the **Set Up Legal Profile** check box only if you have selected the Country as Hungary.

i Note

All the existing (legacy) regulatory profiles associated with a supplier's VAT ID are migrated to the Legal Profile page. When you create the first regulatory profile, you will be asked to confirm if you wish to migrate your

existing regulatory profiles. The current enhancement facilitates the creation of new regulatory profiles in Ariba Network.

Procedure

1. Click ► **Company Settings** ► **Company Profile** ►.
2. Go to **Additional Company Addresses** section and click **Create** to configure additional supplier addresses.
3. Enter the following required fields in the **Address Name** section :
 - **Address Name** - Supplier's company address
 - **VAT ID** - Supplier's VAT ID
 - **Tax ID**

Supplier VAT ID can contain a maximum of 20 digits. It must begin with HU, and must be followed by a minimum of 8 digits.

Tax ID is an 8-digit numeric value. You cannot have same Tax ID for different supplier profiles.

4. Enter the following required fields in the **Address** section:
 - **Address 2** - Your company's additional branch address in Hungary.
 - **Postal Code** - This is a four digit number.
 - **Country**
5. Select the **Set Up Legal Profile** check box.

Results

The regulatory profile for the VAT ID is created, and suppliers can now set up tax invoice number ranges for this regulatory profile. After a standard invoice or line item credit memo is submitted, Ariba Network processes these invoices sequentially and assigns a folio number that is configured in the regulatory profile. This number is captured in the `taxInvoiceNumber` extrinsic. The document is then sent to TrustWeaver for digital signing.

How to set up a tax invoice number range

Context

A tax invoice number range (also called a folio) is a range of numbers that a supplier defines in Ariba Network. When a standard tax invoice is created, Ariba Network automatically assigns a number sequentially from the active range to the invoice. Note that even though you can have multiple tax invoice number ranges defined, only one range can be active at any time.

To create a tax invoice number range:

Procedure

1. In the **Financial Information** section, select **Standard Invoice** or **Line Item Credit Memo** depending on the invoice type you want to create.
2. Click **Create**.
3. Enter your choice of numbers in the **Initial Tax Invoice Number** and **Final Tax Invoice Number** fields.
4. If you want to make this the active tax invoice number range, click **Activate**.

The **Legal Profile Status** column displays the registration status with SAP Ariba's accredited service provider.

5. Click **Save**.

A tax invoice number range already in use cannot be deleted.

How to register NAV information

Context

Supplier organizations in Hungary must register at the NAV portal and generate their **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** and provide these details in their Ariba Network user accounts.

To register your NAV information as a supplier in Hungary, follow these instructions:

Procedure

1. Visit the online portal of the Hungarian National Tax and Customs Administration (NAV) and generate the required information by following the instructions in the online portal.
2. Log in to your Ariba Network supplier account.
3. Set up your legal profile and provide your financial information in their respective sections. For details, see sections [How to set up a regulatory profile for Hungarian suppliers \[page 15\]](#) and [How to set up a tax invoice number range \[page 16\]](#).
4. In the section **Access information to the online invoice platform operated by NAV**, enter your **Technical User ID**, **Password**, **Signature Key**, and **Replacement Key** information (that you generated in the NAV portal)

in their respective fields.

Access information to the Online Invoice Platform operated by NAV

For invoices with a total VAT amount equal to or higher than 100.000 HUF and issued for the domestic partner registered under the Hungarian VAT law, SAP Ariba will submit the mandatory invoice information to the Online Invoice Platform maintained by the Hungarian National Tax and Customs Administration (NAV; Nemzeti Adó- és Vámhivatal). SAP Ariba will not report invoice data for invoices with a total VAT amount below 100.000 HUF. Ensure that you do not report this invoice data also from any other system (e. g. ERP system) to avoid duplication of your invoice data at the NAV. SAP Ariba may change this threshold (currently 100.000 HUF) if there is a future regulatory requirement. You may contact SAP Ariba customer support in case you do not accept the current threshold applicable to your invoices maintained by SAP Ariba. ⓘ

Technical User ID:	<input type="text"/>
Password:	<input type="password"/>
Signature Key:	<input type="text"/>
Replacement Key:	<input type="text"/>

Enter the technical user information that you have configured during your registration process in the NAV-system here, in order to enable Ariba to report your invoice data.

5. Click **Save**.

Appendix A - Sample XML document sent to NAV

This is a sample cXML invoice:

Sample Code

```
<?xml version="1.0" encoding="UTF-8"?>
<Invoice xmlns="http://schemas.nav.gov.hu/OSA/1.0/data" xmlns:xalan="http://
xml.apache.org/xalan" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://schemas.nav.gov.hu/OSA/1.0/datahttp://
schemas.nav.gov.hu/OSA/1.0/data/invoiceData.xsd">
  <invoiceExchange>
    <invoiceHead>
      <supplierInfo>
        <supplierTaxNumber>
          <taxpayerId>12342659</taxpayerId>
        </supplierTaxNumber>
        <supplierName>hungaryAddress</supplierName>
        <supplierAddress>
          <simpleAddress>
            <countryCode>HU</countryCode>
            <postalCode>7163</postalCode>
            <city>Budapest</city>
            <additionalAddressDetail>jUnitDummy</
additionalAddressDetail>
          </simpleAddress>
        </supplierAddress>
      </supplierInfo>
      <invoiceData>
        <invoiceNumber>120703</invoiceNumber>
        <invoiceCategory>NORMAL</invoiceCategory>
        <currencyCode>HUF</currencyCode>
        <invoiceAppearance>ELECTRONIC</invoiceAppearance>
      </invoiceData>
    </invoiceHead>
    <invoiceLines>
      <line>
        <lineNumber>1</lineNumber>
        <advanceIndicator>>false</advanceIndicator>
        <lineDescription>ddd</lineDescription>
        <quantity>10</quantity>
      </line>
    </invoiceLines>
  </invoiceExchange>
</Invoice>
```

```

        <unitOfMeasure>EA</unitOfMeasure>
        <unitPrice>100000.09</unitPrice>
    </line>
</invoiceLines>
<invoiceSummary>
    <summaryNormal>
        <invoiceNetAmount>1100000.91</invoiceNetAmount>
        <invoiceVatAmount>100000.01</invoiceVatAmount>
        <invoiceVatAmountHUF>100000.01</
invoiceVatAmountHUF>
    </summaryNormal>
</invoiceSummary>
</invoiceExchange>
</Invoice>

```

Appendix B - APIs invoked by Ariba Network

The NAV in Hungary has made the following APIs available to enable suppliers to register and report invoices:

- `tokenExchange`: This API is invoked to receive a token which in turn is used to invoke the other APIs
- `manageInvoice`: This API is invoked to report invoice data to the NAV
- `queryInvoiceStatus`: This API is invoked to check the status of the invoice after it is sent to the NAV
- `queryTaxpayer`: This API is invoked to check if a supplier is registered at NAV

Invoice enhancements to assist audit/tax inspector

Ariba Network has effected a few enhancements to invoice fields to facilitate readability and to ensure a more conducive tax audit process. The following sections describe the enhancements in further detail.

Enabling this feature

The features described in this document are not enabled by default. Contact SAP Ariba Support to have them enabled for your organization.

Changes to existing functionality

The following changes have been made to the existing functionality in terms of invoice enhancements.

Capability to Hide Bill From address

Buyers can hide the **Bill From** address field on the invoice. To hide the **Bill From** Address field in the invoice, buyers must check the rule **Hide Bill From address on invoices** in the **Invoice Address Rules** section of **Default Transaction Rules**. This rule is unchecked by default.

New contact type - Customer Tax Representative

A contact type called **Customer Tax Representative** is included in the invoice. This is on the lines of the existing contact type, **Supplier Tax Representative**. To make this field visible on the invoice, buyers must check a rule **Allow the Customer Tax Representative to be displayed in GUI, cXML, and PDF** in the **General Invoice Rules** section of **Default Transaction Rules**. This rule is unchecked by default.

i Note

This contact information is provided in the purchase order, and is flipped to the invoice during invoice creation. If this information does not already exist in the purchase order, it is **not** shown in the invoice.

cXML Extract

```
<Contact role="customerTaxRepresentative">
  <Name xml:lang="en-US">Jane Doe</Name>
  <PostalAddress>
    <Street>123 Anystreet</Street>
    <City>Sunnyvale</City>
    <State>CA</State>
    <PostalCode>94089</PostalCode>
    <Country isoCountryCode="US">United States</Country>
  </PostalAddress>
  <Email>jdoe@company.com</Email>
</Contact>
```

Capability to group by tax category and tax rate

Buyers can group the tax summary fields by Tax Category and Tax Rate. To group by Tax Category and Tax Rate, buyers must check a rule **Enable Tax Summary by Tax Category and Tax Rate** in the **Invoice Address Rules** section of **Default Transaction Rules**. This rule is unchecked by default.

Capability to reorder invoice summary

The order of the fields **Total Tax** and **Total Shipping** are re-ordered to show the **Total Shipping** field above the **Total Tax** field.

Page number on the invoice PDF

When users click the **Print** or **Download PDF** options, the invoice opens and displays the number of the page and the total number of pages at the end of the page. For example 2 of 5.

Buyer user tasks

The following sections describe buyer user tasks.

How to hide the Bill From address

Context

Buyers can hide the **Bill From** address field on the invoice. To hide the **Bill From** address field on the invoice, follow these steps:

Procedure

1. In the upper right corner of the Ariba Network Home page page, click **Manage Profile**.
2. On the **Configuration** page, click **Default Transaction Rules**.
3. Scroll down in the **Default Transaction Rules** to the **Invoice Address Rules** section.
4. Check the rule **Hide Bill From address on invoices**.

The **Bill From** field does not appear in the invoice.

How to add the contact type Customer Tax Representative

Context

A contact type called **Customer Tax Representative** is included in the invoice. This is on the lines of the existing contact type, **Supplier Tax Representative**. To make this field visible on the invoice, follow these steps:

Procedure

1. In the upper right corner of the Ariba Network Home page page, click **Manage Profile**.

2. On the **Configuration** page, click **Default Transaction Rules**.
3. Scroll down in the **Default Transaction Rules** to the **General Invoice Rules** section.
4. Check the rule **Allow the Customer Tax Representative to be displayed in GUI, cXML, and PDF**.

The **Customer Tax Representative** field appears on the invoice. Note that this information must be provided in the purchase order for it to be flipped to the invoice during invoice creation.

How to group by Tax Category and Tax rate

Context

Buyers can group the tax summary fields by Tax Category and Tax Rate. To group by Tax Category and Tax Rate, buyers must check a rule **Enable Tax Summary by Tax Category and Tax Rate** in the **Invoice Address Rules** section of **Default Transaction Rules**. This rule is unchecked by default.

Procedure

1. In the upper right corner of the Ariba Network Home page, click **Manage Profile**.
2. On the **Configuration** page, click **Default Transaction Rules**.
3. Scroll down in the **Default Transaction Rules** to the **Invoice Address Rules** section.
4. Check the rule **Enable Tax Summary by Tax Category and Tax Rate**.

The tax fields on the invoice are grouped by Tax category and Tax Rate.

Functional acknowledgement and transaction advice in status update requests

This Ariba Network feature is applicable to:

- All buyer users
- All integrated supplier users

The functional acknowledgement and transaction advice in status update requests enhancement supports additional capabilities for the advanced ship notice feature, such as functional acknowledgment and transaction advice.

Enabling this feature

This feature is enabled for all customers and ready for immediate use.

Prerequisites

Buyer systems and integrated supplier systems must be configured to use EDI 824 messages for status update release documents.

Changes to existing functionality

Buyer and supplier user interface changes

- The document statuses **Declined** and **Accepted** are added for purchase order and ship notice documents.

cXML changes

The following attribute types are added to the **DocumentStatus** element to provide distinction between routing status and validity of status update request content. These attribute types indicate an error in the content of the document, rather than a routing error.

- **Accepted** - The buying or supplying organization has accepted the document content.
- **Declined** - The buying or supplying organization has rejected the document content.

Broadcast messages to all suppliers

This Ariba Network feature is applicable to:

- All buyer users
- All integrated supplier users

Buyers require a way to send broadcast messages to their suppliers to inform suppliers about any events they need to know, such as holiday schedules, production facility closure, or completion of certain activities such as planning run completion. With the broadcast messages to all suppliers feature, buyers can use cXML to send a single notification to all their integrated suppliers using a status update request.

Enabling this feature

This feature is enabled for all buyers and integrated suppliers and is ready for immediate use.

Prerequisites

Integrated suppliers must check **Status Update Request** in ► **Company Settings** ► **Notifications** ► and enter an email address to receive broadcast messages from the buyer.

Limitations

Broadcast messages cannot be sent or accessed from the Ariba Network user interface.

[Changes to existing functionality \[page 24\]](#)

Changes to existing functionality

Supplier user interface changes

This feature adds a **Status Update Request Broadcast** section with a **Status Update Request** email notification type to the ► **Company Settings** ► **Notifications** ► page.

cXML changes

Status code 211 is added for the `Status` element of a `StatusUpdateRequest` document, to send a broadcast message to all integrated suppliers. Broadcast message syntax is:

```
<StatusUpdateRequest>
  <Status code="211" text="OK">Your message here</Status>
</StatusUpdateRequest>
```

To receive broadcast messages, suppliers must check **Status Update Request** on the ► **Company Settings** ► **Notifications** ► page and enter an email address.

Fixed bin location addition to ship notices at line item level

This Ariba Network feature is applicable to:

- All buyer users
- All supplier users

Buyers might include fixed bin locations in order documents. To help in putting received goods in the proper storage location, fixed bin location information that is provided in order documents is now displayed by Ariba Network in ship notice line items and optionally on printed ship notice barcode labels.

Enabling this feature

Buyers: To enable this feature, please contact your SAP Ariba Customer Engagement Executive or Account Manager to request a customization project to expose order data on the ship notice.

Prerequisites

- The buyer has created a custom field for fixed bin location information.
- (Optional) The buyer has configured ship notice barcode labels to include the custom field for the fixed bin location.

Limitations

- Buyers can see the custom fixed bin location field only when viewing a ship notice in the Ariba Network user interface.
- Suppliers can see the custom fixed bin location field only when using the Ariba Network user interface.

[Changes to existing functionality \[page 25\]](#)

Changes to existing functionality

User interface changes

For both buyers and suppliers, the value of the custom fixed bin location field in a purchase order is displayed by Ariba Network in the same line-item level of corresponding ship notices. The value is also displayed on the printed ship notice barcode labels, if configured.

SAP Ariba Supply Chain Collaboration features

[Serial numbers upload \[page 26\]](#)

[Advanced ship notice by third-party integrated suppliers \[page 27\]](#)

[Material status update in planning collaboration \[page 29\]](#)

Serial numbers upload

This Ariba Network feature is applicable to:

- All SAP Ariba Supply Chain Collaboration buyer users
- All supplier users with a relationship with one or more SAP Ariba Supply Chain Collaboration buyers

With the serial numbers upload feature, buyers can require suppliers to provide serial numbers for finished goods in a purchase order. Suppliers can bulk upload this information in a CSV file. A CSV template can be downloaded which checks that serial numbers uploaded in the template match purchase order and line item numbers.

Enabling this feature

This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration features, and requires no configuration. Enable particular suppliers for SAP Ariba Supply Chain Collaboration functionality. For more information, see **Getting a Buyer System Entitled and Integrated for SAP Ariba Supply Chain Collaboration** and **Enabling and Disabling SAP Ariba Supply Chain Collaboration for Suppliers in the SAP Ariba Supply Chain Collaboration integration and configuration guide**.

[Changes to existing functionality \[page 26\]](#)

Changes to existing functionality

The serial numbers upload feature provides the following functionalities:

- Buyers can require suppliers to provide serial numbers with a purchase order for finished goods.
- Suppliers can bulk upload serial numbers to the buyer.
- Suppliers can use a CSV template to provide serial numbers, which will verify the serial numbers against purchase order numbers and line item numbers.

Buyer user interface changes

The serial numbers upload feature provides the following:


- Transaction rule **Require suppliers to provide asset serial numbers for the total shipped quantity of line items on ship notices**. is added to the **Order Confirmation and Ship Notice** section of ► **Administration** ► **Configuration** ► **Default Transaction Rules** ►.

Supplier user interface changes

The serial numbers upload feature provides the following:

- In the **Required Information** section of the **Ship Notice** page, a **Serial Numbers** button is added.
- A **Manage Serial Numbers** button is added to the **Create Ship Notice** page that provides the following pop-up menu choices:
 - **Upload new file**
 - **Download template** - Downloads a CSV template for uploading a ship notice, with columns limited to **Supplier batch id**, **Batch quantity**, **Production date**, **Expiration date**, **Serial no.**, and **Asset tag**. Serial numbers that are uploaded using this template are verified to match purchase order numbers and line item numbers.

cXML changes

The cXML 1.2.037 DTD introduced cXML elements and attributes that support serial numbers upload. For information about cXML, see the DTD and *cXML User's Guide* available at <http://www.cxml.org> . Also, see the *cXML Solutions Guide* on Ariba Network.

Advanced ship notice by third-party integrated suppliers

This Ariba Network feature is applicable to:

- All SAP Ariba Supply Chain Collaboration buyer users
- All supplier users with a relationship with one or more SAP Ariba Supply Chain Collaboration buyers

In distributed inventory or vendor-managed inventory scenarios, suppliers often hold inventory in warehouse locations close to a customer's facilities. When the customer needs materials to be delivered, for example to their manufacturing site, the materials are retrieved from those warehouse locations. Often, a third-party logistics provider is involved to transport the materials on behalf of the supplier. In such scenarios, the third-party logistics provider often assumes the responsibility for creating documents related to transportation of materials on behalf of the supplier.

With the advanced ship notice by third-party integrated suppliers feature, third-party logistics providers can create advanced ship notices against copy purchase orders. This enables third-party logistics providers to collaborate and update shipping information among all interested parties.

Enabling this feature

This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration features, and requires no configuration. Enable particular suppliers for SAP Ariba Supply Chain Collaboration functionality. For more information, see **Getting a Buyer System Entitled and Integrated for SAP Ariba Supply Chain Collaboration** and **Enabling and Disabling SAP Ariba Supply Chain Collaboration for Suppliers in the SAP Ariba Supply Chain Collaboration integration and configuration guide**.

Limitations

- This feature is not available from the Ariba Network user interface.
- Settlement of charges to the buyer or original supplier for transportation-related costs cannot be made through the Ariba Network.
- Third-party logistics providers cannot cancel or update ship notices.
- Third-party logistics providers cannot create order confirmations or invoices against copy purchase orders or change purchase orders.
- Buyers cannot send status update requests to third-party logistics providers.
- Status update requests sent by buyers to original suppliers are not copied to third-party logistics providers.

[Workflow for advanced ship notice by third-party integrated suppliers \[page 28\]](#)

Workflow for advanced ship notice by third-party integrated suppliers

The following describes the workflow for advanced ship notice by third-party integrated suppliers:

1. An original equipment manufacturer (OEM) issues a purchase order to a supplier.
2. The buyer specifies the third-party logistics provider in the purchase order cXML file.
3. The supplier sends an order confirmation to the OEM.
4. The supplier advises the LP, outside of the system, that the product is available for transport to the OEM.
5. The LP sends the OEM an advanced ship notice on behalf of the supplier, and the supplier receives a copy advanced ship notice. The advanced ship notice is visible to the OEM.
6. The OEM issues a goods receipt notification to the supplier.
7. Settlement is triggered by one of the following:
 - The OEM by evaluated receipt settlement
 - The supplier by invoice

Material status update in planning collaboration

This Ariba Network feature is applicable to:

With the material status update in planning collaboration feature, buyers can change a material item's status between **Inactive** and **Active**, and clear data values of **Active** materials. Items changed to **Inactive** are not visible to suppliers unless searched for specifically.

Enabling this feature

This feature is enabled by default for all buyers entitled for SAP Ariba Supply Chain Collaboration features, but requires configuration. To configure this feature, see the information that follows. Then, enable particular suppliers for SAP Ariba Supply Chain Collaboration functionality. For more information, see **Getting a Buyer System Entitled and Integrated for SAP Ariba Supply Chain Collaboration** and **Enabling and Disabling SAP Ariba Supply Chain Collaboration for Suppliers in the SAP Ariba Supply Chain Collaboration integration and configuration guide**.

This feature requires that buyers are also entitled for the forecast collaboration component or the inventory collaboration component.

Prerequisites

This feature requires that the buyer administrator has assigned to the buyer user a role with **Part status for planning collaboration** permissions.

[Changes to existing functionality \[page 29\]](#)

Changes to existing functionality

The material status update in planning collaboration feature provides the following functionalities:

Buyer administrator interface changes

This feature adds the permission **Part status for planning collaboration** to the **Administration > Manage Roles** page.

Buyer user interface changes

The **Supplier managed inventory** page adds the following components for buyer users with **Part status for planning collaboration** permissions:

- The **Show parts with inactive status** checkbox is replaced by a **Part status** filter with radio buttons to display either **Active** or **Inactive** materials.
- Checkboxes are added to choose line items on which to perform update actions.
- When **Active** materials are shown, a **Make inactive** button appears.
- When **Inactive** materials are shown, a **Make active** button appears.
- A **Clear data** button is added to change data values of selected **Active** materials to null. The data of **Inactive** materials cannot be cleared.

Supplier user interface changes

On the **► Planning ► Planning Collaboration ►** page, material items with the **Inactive** status are not displayed unless searched for by checking the **Inactive** radio button of the **Part status** filter.

APIs

[Managing your own APIs on SAP Ariba developer portal \[page 31\]](#)

[Progress display for API access on the SAP Ariba developer portal \[page 33\]](#)

[Access to SAP Ariba REST APIs is now extended to sites in UAE \[page 34\]](#)

Managing your own APIs on SAP Ariba developer portal

This feature is available in the following solutions:

- SAP Ariba developer portal

Customers in an SAP Ariba buyer organization might need access, within their custom forms, to their own APIs. This feature allows you to publish your own RESTful APIs that call your internal systems, to the SAP Ariba developer portal for use in your custom form applications.

To access **Organization Admin** functions related to your APIs, log in to the SAP Ariba developer portal as a user with the **Organization Admin** role and choose **Manage** from the left-hand navigation area. From the **My APIs** tab, you can perform the following actions related to your APIs:

- Publish a new API, either by clicking **Get Started** for your first API or by clicking the plus sign (near the **Search** bar on the left) for subsequent APIs. Fill out the form as follows:
 - Required. Enter a name for the API in the **API name** field.
 - Required. Enter the target URL in the **Target URL** field. This is the URL for the API you want to publish, such as `https://www.someapipurveyor.com/api/v2`. This URL must provide a complete path to the API. It may not include parameters. Parameters should be entered in the **URL query parameters** section or added at runtime. An internet protocol such as `https` is required.
 - Required. Enter a brief description in the **Description** field.
 - Required. In the **Whitelisted Tenants** dropdown, select the realms from which you wish this API to be accessible.
 - Optional. You can enter static headers and values as desired in the **Header parameters** table. To add additional rows, click **Add a row** for each. Do not add headers with variable values to this table. Headers entered in this table will be submitted with every request to the API. Additional headers can also be sent at runtime.
 - Optional. You can enter static URL query parameters and values in the **URL query parameters** table. To add additional rows, click **Add a row** for each. Do not add parameters with variable values to this table. Parameters and their values entered in this table will be submitted with every request to the API. Additional parameters can also be specified at runtime.
 - The **Authentication type** dropdown allows you to instruct SAP Ariba to perform authentication tasks. Possible values are **None**, **Basic authentication**, and **OAuth 2.0**. Default is **None**.

None

Choose this if you do not need SAP Ariba to perform authentication tasks.

Basic authentication

Choose this if your API requires HTTP basic authentication. Enter username and password in the form.

OAuth 2.0.

Choose this if your API requires OAuth 2.0 authentication. Complete the fields with the data required to authenticate to the external APIs authentication server, as follows:

- **Token endpoint** (required): Enter the endpoint used to retrieve the access token for your API.
- **Client Id** (required): Enter client ID for your API. This ID should be provided by the administrator of the external API.
- **Client secret** (required): Enter the client secret for your API. This secret should be provided by the administrator of the external API.
- **Grant type** (required): Enter the grant type for your API.
- **HTTP Request Method**: Choose **POST** or **GET** from the dropdown. Default is **POST**.
- **Body Content Type**: Choose **FORM_URL_ENCODED** or **JSON** from the dropdown. Default is **FORM_URL_ENCODED**.
- **OAuth header parameters** (optional): Header parameters and their assigned values entered in this table will be sent with the access token.
- **OAuth URL query parameters** (optional): URL query parameters and their assigned values entered in this table will be sent with the access token.
- **OAuth form parameters** (optional): Form parameters and their assigned values entered in this table will be sent with the access token.

i Note

If your API does not conform to the OAuth 2.0 standard, this authentication option will not succeed.

- Required. Upload a swagger file for the API by clicking **Browse file...** This file provides the methods and schema for the API.

To publish, click **Publish** at the bottom of the dialog. To cancel, click **Cancel**. Once the API is published, it can be used by SAP Ariba your custom form setup.

- Browse your current external APIs by clicking the desired API on the left. You can see authentication details and target URL in this area. To see the schemas associated with the API, click the desired method in the **Detailed documentation** area.
- Edit the displayed API by choosing **Edit API** from the **Actions** menu.
- Deactivate the displayed API, so that it remains visible on the **My APIs** tab but cannot be called during runtime by SAP Ariba applications. Choose **Deactivate API** from the **Actions** menu.
- Delete the displayed API by choosing **Delete API** from the **Actions** menu. If you delete an API, any applications that rely on the deleted API will no longer be functional
- Download the swagger document associated with the displayed API by choosing **Download document** from the **Actions** menu.

Enabling this feature

This feature is enabled for use by all customers registered to use the SAP Ariba developer portal who subscribe to the applicable solution or solutions with which it is included.

Prerequisites

To use this feature, you must fulfill the following prerequisites:

- You must be registered to use the SAP Ariba developer portal.
- You must have the **Organization Admin** role to use this feature.
- To use this feature with Custom Forms, Custom Forms must be configured to call an external API.
- This feature comes with a new Terms of Use. Before you can use this feature you will be required to accept the new Terms of Use.

Limitations

APIs published on the **My APIs** tab can be called only from Custom Forms.

These APIs must use the REST protocol.

These APIs may not duplicate the functionality of an SAP Ariba API in any way.

SAP Ariba recommends against the exchange of personal data using these APIs. If such information is passed or received using calls to these API, the customer takes full responsibility for that data.

Upon request by SAP Ariba, Customer will provide SAP Ariba with documentation as to any External API call and confirmation as to license rights obtained for connection to the SAP Ariba Cloud Service. SAP Ariba may implement new requirements or a certification process regarding external API calls with advance notice to Customer. SAP Ariba may disable or reject use of any external API call in SAP's discretion or to protect the SAP Ariba system operations or security.

Progress display for API access on the SAP Ariba developer portal

This feature is available in the following solutions:

- SAP Ariba developer portal
- SAP Ariba APIs

This feature replaces the **What's Next** text description on the SAP Ariba developer portal **Manage Applications** page for each of your applications, with a graphical progress display showing the steps required to create and publish an application using SAP Ariba APIs. Each node on the graphical progress tracker represents a step in the process. The label on each node provides a brief description of the represented step, and you can hover the pointer over a node for a more detailed explanation of the step itself and how to execute it.

When a step is completed, the node representing that step changes color, and its hover text changes to reflect completion, allowing you to track your progress. Completed steps are green and contain a check mark. The next step in the process is a green circle with no check mark. Subsequent incomplete steps are gray circles with no check mark.

Some of the steps in the process refer to the need for production access. Production access enables your application to use a specific API in the test or production realm. In addition to the graphical progress display, this

feature introduces a new action allowing the developer to trigger the request for production access right in the developer portal UI.

By choosing **Ask your admin to request production access** from the **Actions** menu, the developer alerts the organization admin of the need to request production access for the current application.

Enabling this feature

This feature is enabled for use by all customers registered to use the SAP Ariba developer portal who subscribe to the applicable solution or solutions with which it is included.

Access to SAP Ariba REST APIs is now extended to sites in UAE

This feature is applicable to the following solutions:

- SAP Ariba APIs
- SAP Ariba developer portal

This feature extends access to the SAP Ariba APIs and the SAP Ariba developer portal to sites hosted by SAP Ariba in the United Arab Emirates.

Extension of API access to the United Arab Emirates data center enables users and their organizations to

- discover, learn and consume APIs through a central repository
- manage developer onboarding, application registration and other administrative functions
- access a rich set of developer resources such as API guides, an API Catalog and Sandbox, a mock business environment for rapid development, and prototyping
- easily and securely extend SAP Ariba solutions
- reduce the cost and time needed to develop unique industry- and region-specific applications

For access to the SAP Ariba developer portal in the United Arab Emirates data center, go to <https://mn1.developer.ariba.com/api>

To register your organization to use the SAP Ariba developer portal in United Arab Emirates, follow these steps:

1. Do one of the following:
 - Open your browser to <https://developer.ariba.com/api> and choose **UAE Portal** from the **Portals** dropdown. Or
 - Open your browser directly to <https://mn1.developer.ariba.com/api>.
2. Click **Request an account** and fill out the form.
3. You will receive email in response to the form. To receive login credentials for a user with the **Organization Admin** role, follow the instructions in the email.
4. Open your browser to <https://developer.ariba.com/api> again, choose **UAE Portal** from the **Portals** dropdown, and log in using the credentials you received in the previous step.

Enabling this feature

This feature is enabled for use by all customers registered to use the SAP Ariba developer portal.

Revision history

The following table provides a brief history of the updates to this guide. SAP Ariba updates the technical documentation for its cloud solutions if:

- Software changes delivered in service packs or hot fixes require a documentation update to correctly reflect the new or changed functionality
- The existing content is incorrect or user feedback indicated that important content is missing

SAP Ariba reserves the right to update its technical documentation without prior notification. Most documentation updates will be made available in the same week as the software service packs are released, but critical documentation updates may be released at any time.



Month/year of update	Updated topics	Short description of change
July 2018	n/a	Initial version

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