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**EMEA Integrated Seller Transaction Guideline 2019**

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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 | 18.03.2019 | Tsvetomira Vasileva | Initial Version of Document |
| 1.1 | 01.04.2019 | Tsvetomira Vasileva | Updated Version of Document – PO and SES samples added to cXML Delta |

# **NOURYON mapping requirements and deltas**

cXML Deltas:  Bill To:  Ship To: 

In the following excel workbooks you will find baseline cXML and EDI transactions accepted by the Ariba Network with the additional requirements for Customer **NOURYON.**

**cXML Delta:**
The following is a summary of the requirements that are unique to **Nouryon**’s procurement environment, as detailed in the Excel Delta’s document. For examples and cXML reference, please check the attached delta file

**Purchase Order Specifics (Tabs 1 to 4)**

* Ship To address at header level
* Ship to address will contain address ID
* Payment terms to be included in the PO
* Service POs contain isAdHoc element that determines the PO as non-catalog

**Order confirmation (Tab 5)**

* Multiple Order Confirmations are allowed
* Suppliers are not allowed to reject quantity for material orders at line item level in order confirmation
* Require delivery dates for order confirmations and ship notices
* Suppliers cannot change line item description on order confirmations
* Suppliers cannot increase item quantities on order confirmations
* Line level rejection reason is not required

**Invoice specifics (Tabs 6 to 8)**

* The invoice numbers of invoices in the Failed state can be reused
* Suppliers are not required to provide start and end dates on an invoice
* Attachments can be sent on invoices
* Non-PO invoices are not allowed
* Line item quantity is required to be above zero
* Header level and line level credit memos are allowed
* Line level debit memos are allowed
* Suppliers can create credit memos where the line-item quantity is zero
* Reason should be provided for each credit note
* Case-insensitive invoice matching is allowed
* Allowances and charges are not allowed to be added
* Suppliers c enter advanced pricing details at the line-item level on service sheets
* Net amounts can exceed subtotals
* Suppliers should include taxes on line level
* Supplier’s VAT ID is not required
* SoldTo, From, Ship From and Ship to addresses are required on the invoices
* Suppliers can increase line items subtotals
* Service Invoices are allowed

**Advance shipment notice (Tab 9)**

* Cancellation of shipment notices is allowed
* Delivery date is required
* Actual or estimated shipping date is required
* Zero quantity line items are not accepted
* Multiple delivery dates are allowed
* Quantity changes are not allowed on the shipping notice

**Additional tabs for Service entry sheet, PO and invoice from ERP**

**NOURYON** **Transaction Validation Rules (Tab 13)**

* NOURYON has configured custom validation rules on the Ariba Network which apply specifically to POs, Order Confirmations, Ship Notices, PO based Invoices. Review these settings from your supplier account on the Ariba Network.

# **NOURYON** **detailed specifications and requirements**

## Scope

**NOURYON** Prod ANID: AN01429164915

**NOURYON** Test ANID: AN01429164915-T

Required Transactions PO, SES, OC, ASN, INV

Purchase Order

**Optional Transactions**

* Order Confirmation
* Service Entry Sheet – only for service POs
* Advanced Ship Notice
* Invoice

## Purchase Order Details

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

Table 1 - Purchase Order Types Supported/Not Supported

## Order Confirmation Details

Order Confirmation is optional. Supported methods of providing are:

* + cXML
	+ EDI
	+ Online

## Ship Notice Details

Ship Notice is optional. Supported methods of providing 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. | Non-PO Invoice: invoice against PO not transacted via the Ariba Network |
| Partial invoice: Invoice against a portion of the items on a PO. | Non-PO invoice against contract or master agreement |
| Invoice against material PO | Invoice against Blanket PO |
| Invoice against service 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” | Cancel Invoice |
| Line level Debit Memo | Header Debit Memo |
| Header Credit Memo | Invoice against PCard |
|  | Duplicate Invoice: invoice numbers may be reuse in case of reject/fail/cancel of original invoice  |
|  | Header Invoice: single invoice applying to single PO without item details for EMEA |
|  | Information Only Invoice |

Table 2 - Invoice Types Supported/Not Supported

## VAT Requirements

* + Tax is supported at the line level.
	+ The following Tax details need to be present in the invoice:
	+ Category
	+ percentagRate
	+ TaxableAmount
	+ TaxAmount
	+ Description - optional
	+ TaxLocation - optional

## Address requirements

* Bill To address is required
* Bill To address ID is required
* Sold To address is required.
* From address is required
* Ship From and ShipTo addresses are required. Both are always used together. If one is used, the other is mandatory. Always to be used the ShipTo address from the invoiced PO
	+ ShipTo address ID is required – to be retrieved from the invoiced PO
* Remit To Address Information
* Remit To address information is not required on the invoice.
* Business entity type + Capital amount - not required according to the client selection
* Supplier commercial identifier- not required according to the client selection

# **Supplemental Documentation**

This document contains **Nouryon** 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](http://cxml.org/) Download [InvoiceDetail.zip](http://xml.cxml.org/current/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:** The [Ariba cXML Solutions Guide](https://uex.ariba.com/sites/default/files/imported_files/en_6b638bcb85d8118796a9d91c8546a7bc3ab8ee14_412ba108d0a31014a748ee1cf3fe6955.pdf) (URL to post documents to Ariba) and [14s Ariba Network Release Guide](https://uex.ariba.com/sites/default/files/imported_files/en_d13642757e61609bcc1eb06232b72073e4e5329c_a5b7b0004d0c42a5ac449d545a3cf66a.pdf). May also be downloaded via login to your supplier account (<https://supplier.ariba.com>) on the Ariba Network:

1. Click the ‘Help’ link in the upper right hand section of the page.
2. Select ‘Help Center’ from the drop down menu.
3. Enter Search… key words or full document name.
4. Click on the pdf document name to open and download.

**EDI Section for Supplemental Documentation**

New EDI supplier to Ariba’s Network must review the following:

* [850 Purchase Order Implementation Guidelines](https://uex.ariba.com/downloads/filename/imported_files/en_5f64e7c3e188372102b78a7ef2a976861c0334f0_850purchaseOrder.pdf/fid/81580)
* [810 Invoice Implementation Guidelines](https://uex.ariba.com/downloads/filename/imported_files/en__810Invoice.pdf/fid/77442)
* [855 PO Acknowledgment Implementation Guidelines](https://uex.ariba.com/downloads/filename/imported_files/en__855poAcknowledgment.pdf/fid/77445)
* [856 Ship Notice/Manifest Implementation Guidelines](https://uex.ariba.com/downloads/filename/imported_files/en__856shipNotice.pdf/fid/77446)
* [997 Functional Acknowledgment Implementation Guidelines](https://uex.ariba.com/downloads/filename/imported_files/en__997functionalAcknowledgment.pdf/fid/77447)
* [ICS Interchange Control Structure](https://uex.ariba.com/downloads/filename/imported_files/en__icsInterchangeControlStructures.pdf/fid/77440) (Ariba Production and Test Interchange ID Details)

**Recommended Resources:** The [Ariba Network EDI Configuration Guide](https://uex.ariba.com/sites/default/files/imported_files/en__ddcece77f0181014a3d4a81626ede92f.pdf) and [14s Ariba Network Release Guide](https://uex.ariba.com/sites/default/files/imported_files/en_d13642757e61609bcc1eb06232b72073e4e5329c_a5b7b0004d0c42a5ac449d545a3cf66a.pdf). May also be downloaded via login to your supplier account (<https://supplier.ariba.com>) on the Ariba Network:

1. Click the ‘Help’ link in the upper right hand section of the page.
2. Select ‘Help Center’ from the drop down menu.
3. Enter Search… key words or full document name.
4. Click on the pdf document name to open and download.

# **Ariba Network Support Information**

Supplier Integration (SI) support is available to **Nouryon** suppliers. SI support is available during the test phase and two weeks post-go live with **Nouryon**, 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 **Nouryon** 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** |
| * Login at [http://supplier.ariba.com](http://supplier.ariba.com/)
* Once logged in, click on the *‘Help*’ link located on the upper right hand side of the page and choose *Help Center.*
* Select Support located in the top right hand side of the page.
* Options in the bottom right hand side of the page are Live Chat or By Phone.
* An Online Service Request can also be submitted by selecting the “Email SAP Ariba Customer Support” button in the top center of the page.
 | * Go to [http://supplier.ariba.com](http://supplier.ariba.com/)
* For login issues select the *“Forgot Username”* or *“Forgot Password”* links near the top of the page.
* Fill out the web form and select the *Submit* button.
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