



# Integrated Seller Transaction Guideline

June 2020

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## VERSION HISTORY

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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	6/1/2020	Ariba, an SAP Company	Initial Version of Document

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## THE HOME DEPOT MAPPING REQUIREMENTS AND DELTAS

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### Deltas

In the following excel workbooks you will find baseline cXML and EDI transactions accepted by the Ariba Network with the additional requirements for The Home Depot.

**cXML Delta:** *<insert cXML Excel Deltas Doc here>*    **EDI Delta:** *<Embed the EDI Excel Deltas Doc here>*

The following is a summary of the requirements that are unique to The Home Depot's procurement environment, as detailed in the Excel Delta's document.

#### **Purchase Order Specifics (Tab 1)**

- Payment terms will be sent on all POs
- PO will contain ship to IDs
- Deliver To address will be sent
  - Employee first and last name

#### **Invoice Specifics (Tab 2)**

- Required addresses and IDs: Ship From, Ship To, Bill To
- Backdating is allowed up to 30 days
- Taxes are supported at summary level
- Shipping and Handling are supported at summary level
- Invoice numbers can be reused only for:
  - Failed
  - Cancelled
- Canceling invoices are allowed
- Non-PO invoices are not allowed
- Invoices are limited to 16 characters

#### **Order Confirmation Specifics (Tab 3)**

- Optional
- Quantity and price cannot be changed
- Delivery dates are required

#### **Ship Notice Specifics (Tab 4)**

- Optional
- Delivery dates are required
- Actual or estimated shipping date is required

#### **Credit Memo (Tab 5)**

- Line Level Credit Memos are supported

#### **Service Invoice (Tab 6)**

- Start and end dates are not required

### Transaction Validation Rules

Please note, The Home Depot 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.**

## THE HOME DEPOT DETAILED SPECIFICATIONS AND REQUIREMENTS

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### Scope

**The Home Depot Prod ANID:** AN01450094146

**The Home Depot Test ANID:** AN01450094146 - 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	Blanket POs (BPO's)
Change/cancel POs	
Catalog POs	
Non-catalog POs	
POs with attachments	
Service POs	

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

### **Legacy Orders (Cut-Over Process)**

- Old POs will finish their lifecycle/closure via the old process in Taulia and new orders will be managed through Ariba.

### **Ship To Address**

- The Home Depot PO will send Ship To address at line level

### **Order Confirmation Details**

The Home Depot does not require Order Confirmation. Supported methods of providing them are:

- cXML
- EDI
- Online
- Email to requestor outside of Ariba Network

### **Ship Notice Details**

The Home Depot does not require Advanced Ship Notices. Supported methods of providing them are:

- cXML
- EDI
- Online
- Email to requestor outside of Ariba Network

### **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	Header Credit Memo
Line level credit supported by negative quantity at item level and positive unit price	Debit Memo
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Invoice against PCard
Cancel Invoice	Header Invoice: single invoice applying to single PO without item details
Duplicate Invoice: invoice numbers may be reuse in case of /fail/cancel of original invoice	

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

### **Tax Requirements**

- Tax is supported at the summary level.
- A summary tax amount is required on all invoices even if that amount is zero dollars.

### **Remit To Address Information**

- Remit To address information is not required on the invoice. <Indicate here what Remit To address Customer will use for bill payment>

### **Shipping and Special Handling Fees**

- Shipping and special handling charges are supported at the summary level

### **Line Level Validation**

- The following line level data cannot be changed from PO to Invoice.
  - Currency for Unit Price
  - Unit Price
  - Unit of Measure
  - Item Quantity Overage
  - Part Number



## SUPPLEMENTAL DOCUMENTATION

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This document contains The Home Depot 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:** The [Ariba cXML Solutions Guide](#) (URL to post documents to Ariba). 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](#)
- [810 Invoice Implementation Guidelines](#)
- [855 PO Acknowledgment Implementation Guidelines](#)
- [856 Ship Notice/Manifest Implementation Guidelines](#)
- [997 Functional Acknowledgment Implementation Guidelines](#)
- [ICS Interchange Control Structure \(Ariba Production and Test Interchange ID Details\)](#)

**Recommended Resources:** The [Ariba Network EDI Configuration Guide](#). 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

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Supplier Integration (SI) support is available to The Home Depot suppliers. SI support is available during the test phase and two weeks post-go live with The Home Depot, 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](mailto:askaribatech@ariba.com). Be sure to list The Home Depot 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](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 style="list-style-type: none"> <li>• Login at <a href="http://supplier.ariba.com">http://supplier.ariba.com</a></li> <li>• Once logged in, click on the '<i>Help</i>' link located on the upper right hand side of the page and choose <i>Help Center</i>.</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 style="list-style-type: none"> <li>• Go to <a href="http://supplier.ariba.com">http://supplier.ariba.com</a></li> <li>• For login issues select the "<i>Forgot Username</i>" or "<i>Forgot Password</i>" links near the top of the page.</li> <li>• Fill out the web form and select the <i>Submit</i> button.</li> </ul>

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