Anglo American
EMEA

cXML Integrated Seller Transaction Guideline V1.1 August 2018

SAP STATEMENT OF CONFIDENTIALITY AND EXCEPTIONS

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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	09/08/2018	Ariba, an SAP Company	Initial Version of Document
1.1	09/15/2018	Ariba, an SAP Company	Material PO, Invoice, Advance Ship Notice added to cXML Delta Requirements.

ANGLO AMERICAN MAPPING REQUIREMENTS AND DELTAS

Deltas

In the attached excel workbook you will find baseline cXML accepted by the Ariba Network with the additional requirements for Customer **Anglo American** noted in red.

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

Anglo American Transaction Validation Rules (Tab 7, Tab 8)

Anglo American has configured custom validation rules on the Ariba Network which apply specifically to POs, BPOs Service Orders, PO based Invoices, and non-PO based Invoices:

Ariba applies the following set up logic for sellers:

- o **Default Transaction Rules:** Default Transaction rules have been set to reflect Anglo American specific validation requirements in terms of transactions on Ariba Network. Default transaction rules apply by default whenever Country Based Rules are disabled or seller is **NOT** placed in a specific group.

- o **Country Based Transaction Rules**: Anglo American has set country based transaction rules with regards to the different countries currently transacting with this customer. Country based rules for Anglo American override the Default transaction rules set for sellers. Please refer to **Tab 6 and 7** of the attached cXML Delta Requirements workbook.

- o **Group Based Rules:** Customers can create specific groups with specific custom requirements at need.

Transaction requirements (rules) for all sellers will also be available in your **Seller Ariba Network accounts**, regardless of the set-up logic applied by the customer.
It is strongly recommended for Sellers to look up the Tra**nsaction Validation Rules** applied for each Customer to their respective **Seller Ariba Network accounts** for reference.

ANGLO AMERICAN DETAILED SPECIFICATIONS AND REQUIREMENTS

Please note that this is an e-invoicing project and the emitter must ensure all invoices are compliant with the legislation of their country of emission. For more information on legal invoice compliance process and archiving options with Ariba Network, please get in touch with your Seller Integrator or Anglo American.

Scope

ANGLO AMERICAN Prod ANID: AN01048242614
ANGLO AMERICAN Test ANID: AN01048242614-T

Required Transactions

- Purchase Order - cXML OrderRequest
- Order Confirmation- cXML ConfirmationRequest
- Invoice - cXML InvoiceDetailRequest

Optional Transactions

- Advanced Ship Notice- cXML ShipNoticeRequest

PURCHASE ORDER DETAILS

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

Table 1 - Purchase Order Types Supported/Not Supported

Purchase Order Specifics (Tab 1,Tab 2)

- Payment terms will be sent on all POs. Suppliers **ARE required** to return the payment term information on all invoices.
- Anglo American will send **several attachments** with orders.
  Attachment - Copy of the customer PO in PDF – no attachment that is shared needs to be consumed in vendor ERP.

- Orders will contain additional terms related to the goods purchased on the orders. Information will be delivered within the extrinsic field **Extrinsic name = "Term">** at header level of orders.
- The following addresses will be sent on all orders – **Bill to, Ship to**
- **Sold To** is **NOT** sent on Purchase orders.
- **Tax information** is provided on all Purchase Orders. Suppliers **ARE required** to match the tax details on invoices as provided on POs, when tax information provided at line item level. Information is controlled in customer's ERP.

Legacy Orders (Cut-Over Process)

At the time of Go Live and PO cut-over to the Ariba Network, **Anglo American** will **NOT** send POs that are open and outstanding to the Ariba Network as Legacy Orders. Any PO that is still open (unbilled items remain on the PO) will be handled outside the Ariba Network.

ORDER CONFIRMATION DETAILS

Customer requires Order Confirmation. Supported methods of providing them are:

- cXML
- Online

Order Confirmation Specifics (Tab 4)

- Suppliers **ARE required** to create an **order confirmation** for the PO **before creating an invoice.**
- Suppliers **are NOT allowed** to send order confirmations for **service orders** at the **line-item level**.
- Suppliers **ARE allowed** to confirm an order **multiple times**.
- Suppliers **WILL receive** an automatic reminder for unconfirmed orders after **2 days**.
- Suppliers **ARE allowed** to issue an Order Confirmation at **header and item level** for material orders.
- Suppliers **ARE allowed** to fully **reject quantities for material orders** at the line-item level.
- Suppliers **ARE required** to fully confirm **line items before fulfillment.**
- Suppliers **ARE allowed** to **reject entire purchase orders.**
- Suppliers **ARE NOT alllowed** to **change line item description** on order confirmations.
- Suppliers **are NOT allowed** to **change unit price and item quantities** on order confirmations.
- Suppliers **are NOT allowed** to **change the currency for unit** price on order confirmations.
- **Anglo American does NOT allow** header and line item **comments** on order confirmations for backordered and changed items. The customer **is working on allowing suppliers to send item comments and backordered items – to be supported in the near future.**
- Suppliers **ARE allowed** to **change advanced pricing details** on order confirmations at the line-item level.
- Suppliers **ARE NOT allowed** to edit the **Supplier Part ID and Auxiliary Part ID** fields on order confirmations at the line-item level.
- Suppliers **ARE required** to **provide delivery dates** on order confirmations at item level.
- Suppliers **ARE NOT allowed** to edit **estimated shipping dates, delivery dates, and quantities.**
- Suppliers **ARE NOT required** to provide an **estimated shipping date** on order confirmations.

SHIP NOTICE DETAILS

Customer does not require Advance Ship Notices. Document type is optional and supported methods of providing them are:

- cXML
- Online

Ship Notice Specifics (Tab 5)

- Suppliers **ARE NOT required** to create a ship notice for the PO **before creating an invoice.**
- Suppliers **are NOTallowed** to **cancel ship notices** that they create.
- Suppliers **ARE required** to send **delivery dates** on ship notices.
- Suppliers **ARE required to** provide **an actual or estimated shipping date** on ship notices.
- Suppliers **are NOT required** to provide **ship notice type** on ship notices.
- Suppliers **ARE NOT allowed** to add **delivery and transport information** to ship notices.
- Suppliers **are NOT allowed** to send **non-PO ship notices** through cXML.

- Suppliers are **NOT allowed** to add **zero-quantity line items** in ship notices sent through cXML
- Suppliers are **NOT required** to provide **a unique asset serial number** for each purchase order line item on a ship notice.
- Suppliers **ARE required** to provide an **unique Packing Slip ID** on all ship notices.
- Suppliers **are NOT allowed** to create **invoice number automatically from Packing Slip ID** when creating a ship notice.
- Suppliers **are NOT required** to provide a **unique Global Individual Asset ID** for line items on ship notices.
- Suppliers **are NOT allowed** to **increase item quantities** on ship notices.
- Suppliers **ARE allowerd** to send **multiple Ship To addresses** on ship notices.

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.	Invoice against Blanket PO
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	Information Only Invoice
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Header Invoice: single invoice applying to single PO without item details
Duplicate Invoice: invoice numbers may be reuse in case of reject/fail of original invoice	Non-PO Invoice
	Header Credit Memo
	Debit Memo

Table 2 - Invoice Types Supported/Not Supported

Invoice Specifics (Tab 3, Tab 4)

- Required addresses and IDs: From, Ship From, Ship To, Bill To, Sold To
- Suppliers **ARE NOT required to** send attachments with invoices and credit memos. However, receiving attachments with invoices and credit notes is supported by Anglo American.
- Suppliers **ARE allowed** to send invoices service information.
- Suppliers **ARE allowed** to **back-date** invoices for up to 0 days.
- Suppliers **ARE allowed** to reuse invoice numbers in Failed *routing* status only. Invoice numbers for invoices in *invoice* status Rejected **CANNOT** be reused.
- Suppliers **are NOT allowed** to change the Payment net/discount terms on invoices.
- Suppliers **ARE NOT allowed to** omit payment net/discount terms on invoices.
- Suppliers **ARE allowed to** change the unit price on invoices.
- Suppliers **are NOT allowed to** increase item quantities.
- Suppliers **are NOT allowed to** change part number on their invoices.
- Suppliers **ARE allowed to** reuse invoice numbers from past calendar years.

- Suppliers **are NOT allowed** to change auxiliary part id on invoice, if present.
- Suppliers **are NOT allowed** to include allowances and charges in the unit price.
- Suppliers **are NOT allowed** to send invoices with a contract reference.
- Suppliers **are NOT allowed** to change ShipTo information as shown on purchase orders.
- Suppliers **are NOT allowed to** send non-PO invoices (invoice against PO not transacted via the Ariba Network).
- Suppliers **ARE allowed to** enter discounts at the header level.
- Suppliers **are NOT allowed to** cancel invoices they create.
- Suppliers **are NOT allowed to** future-date their invoices.
- Suppliers **are NOT allowed to** include allowances and charges to invoices.
- Suppliers **are NOT allowed to** change the item currency or unit of measure on invoices.
- Suppliers **ARE allowed to** increase line item subtotals on invoices.
- Suppliers **are NOT allowed to** enter/change advanced pricing details at the line-item level on invoices.
- Suppliers **are NOT allowed to** add line items to PO invoices.
- Suppliers **are NOT required to** provide line item descriptions on invoices.
- Shipping and special handling charges **ARE supported** at the line level only.
- Shipping and special handling **CANNOT BE** submitted as separate line items.
- Shipping tax **CANNOT BE** entered at header level.

Credit Memo

- Suppliers **ARE NOT allowed** to send header and line item credit memos.
- Suppliers **ARE required** to provide a reason for each credit memo. Reason for credit memo is delivered within the **Comments field** at header level of each cXML InvoiceDetailRequest as seen below.


```
</InvoiceDetailShipping>
<PaymentTerm payInNumberOfDays = "30">
 <Discount>
  <DiscountPercent percent = "0.000"/>
 </Discount>
</PaymentTerm>
<Comments>Reason for Credit Memo is required in the comments field</Comments>
<Extrinsic name = "invoiceSourceDocument">PurchaseOrder</Extrinsic>
<Extrinsic name = "invoiceSubmissionMethod">cXML</Extrinsic>
</InvoiceDetailRequestHeader>
```

Extrinsics(Tab 6)

Please refer to **Tab 5** of the attached cXML Delta Requirements workbook for a list of extrinsic elements in scope for Anglo American or the transaction samples provided within the previously mentioned attached file.

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INVOICE ADDRESS REQUIREMENTS

- The following addresses ARE required on invoices: **From, Sold To, Bill To, Ship From, Ship To, Remit To**

From address requirements

- From address **IS required** on all invoices.
- From address determines the country of origin on all invoices uploaded on Ariba Network. The isoCountryCode on From address acts as primary criteria enforcing application of country/customer specific invoice requirements on the Ariba Network.
- Below is a sample of a standard From segment.

```
<InvoicePartner>
 <Contact role = "from">
  <Name xml:lang = "en-ZA">Supplier (PTY) LTD</Name>
  <PostalAddress>
   <Street>PO Box 111</Street>
   <Street/>
   <Street/>
   <Street/>
   <City>Halfway House</City>
   <State>Gauteng</State>
   <PostalCode>1685</PostalCode>
   <Country isoCountryCode = "ZA">South Africa</Country>
  </PostalAddress>
 </Contact>
</InvoicePartner>
```

Bill To address requirements

- Anglo American PO **WILL** send Bill To address at **header level of all orders.**
- Anglo American PO **WILL** contain Bill To **address IDs**. Bill To address IDs will NOT be required on invoices.
- If a Bill To address list is required for implementation of the above-mentioned requirements, please make sure to request one from your assigned Ariba Network Seller Integrator or directly from your contact at Anglo American.

```xml
<InvoicePartner>
 <Contact role = "billTo">
  <Name xml:lang = "en">Rustenburg Platinum Mines</Name>
  <PostalAddress name = "Rustenburg Platinum Mines Limited">
   <Street>Rustenburg Platinum Mines Ltd.</Street>
   <City>Rustenburg</City>
   <PostalCode>0300</PostalCode>
   <Country isoCountryCode = "ZA"/>
  </PostalAddress>
  <Phone>
   <TelephoneNumber>
    <CountryCode isoCountryCode = "ZA">27</CountryCode>
    <AreaOrCityCode/>
    <Number>(014) 598-1110</Number>
   </TelephoneNumber>
  </Phone>
  <Fax>
   <TelephoneNumber>
    <CountryCode isoCountryCode = "ZA">27</CountryCode>
    <AreaOrCityCode/>
    <Number>(014) 598-1346</Number>
   </TelephoneNumber>
  </Fax>
 </Contact>
</InvoicePartner>
```

Ship From/ShipTo address requirements

- Ship From/Ship To is required on all invoices.
- Suppliers **ARE NOT** allowed to change Ship To information from purchase orders.
- Anglo American PO **WILL contain** Ship To **address IDs**. Address IDs will NOT be required on invoices.
- Processing the address data from the order entry is recommended. If a ShipTo address list is required for implementation of the above-mentioned requirements, please make sure to request one from your assigned Ariba Network Seller Integrator or directly from your contact at Anglo American.
- **DeliverTo** element is not mandatory on invoices.

```xml
<InvoiceDetailShipping>
 <Contact role = "shipFrom">
  <Name xml:lang = "en-ZA">Supplier Pty Limited</Name>
  <PostalAddress>
   <Street>PO Box 111</Street>
   <City>Halfway House</City>
   <State>Gauteng</State>
   <PostalCode>1685</PostalCode>
   <Country isoCountryCode = "ZA">South Africa</Country>
  </PostalAddress>
 </Contact>
 <Contact addressID = "WB00" role = "shipTo">
  <Name xml:lang = "en">RPM (AS) – 28 SHAFT TUMELA UPPER</Name>
  <PostalAddress name = "default">
   <Street>Thabazimbi Road</Street>
   <City>Amandelbult</City>
   <State>LP</State>
   <PostalCode>0362</PostalCode>
   <Country isoCountryCode = "ZA"/>
  </PostalAddress>
  <Phone>
   <TelephoneNumber>
    <CountryCode isoCountryCode = "ZA">27</CountryCode>
    <AreaOrCityCode/>
    <Number>(014) 784 1733</Number>
   </TelephoneNumber>
  </Phone>
  <Fax>
   <TelephoneNumber>
    <CountryCode isoCountryCode = "ZA">27</CountryCode>
    <AreaOrCityCode/>
    <Number>(014) 784 1769</Number>
   </TelephoneNumber>
  </Fax>
 </Contact>
</InvoiceDetailShipping>
```

Remit To address requirements

- Remit To address **IS required** on all invoices.
- Please refer to the country specific rules on Tab 7 of the cXML Delta Requirements attached for country requirements.
- Suppliers should notify Customer of any **changes to their Remit-To** address information.
- Suppliers **ARE allowed** to use remittance addresses without remittance IDs.
- Below is a sample of a standard **Remit To** segment.

```
<InvoicePartner>
 <Contact role = "remitTo">
  <Name xml:lang = "en-ZA">Suppplier Pty Limited</Name>
  <PostalAddress>
   <Street>PO Box 714</Street>
   <Street/>
   <Street/>
   <Street/>
   <City>Halfway House</City>
   <State>Gauteng</State>
   <PostalCode>1685</PostalCode>
   <Country isoCountryCode = "ZA">South Africa</Country>
  </PostalAddress>
 </Contact>
</InvoicePartner>
```

Sold To address requirements

- Sold To address **IS NOT provided** on Orders.
- Sold to address **IS required** on invoices.
- Suppliers **ARE required to** match the invoice Sold To Name and Country to PO Bill To Name and Country (or Sold To information if available).
- Below is a sample of a Sold To address segment.

```
<InvoicePartner>
 <Contact role = "soldTo">
  <Name xml:lang = "en-ZA">Rustenburg Platinum Mines</Name>
  <PostalAddress>
   <Street>Rustenburg Platinum Mines Ltd.</Street>
   <Street/>
   <Street/>
   <Street/>
   <City>Rustenburg</City>
   <PostalCode>0300</PostalCode>
   <Country isoCountryCode = "ZA">South Africa</Country>
  </PostalAddress>
 </Contact>
</InvoicePartner>
```

INVOICE TAX REQUIREMENTS

Tax Requirements

- Tax is supported at the line and summary level. Tax Details **ARE required** at line and summary level on all invoices.
- A **summary tax amount** is required on all invoices even if that amount is zero.
- Tax segment must include detailed information on tax category, percentage rate, supply date (tax point date), tax amount, taxable amount and amounts in alternate currency (if applicable).

```xml
<Tax>
 <Money
  alternateAmount = "12673.55"
  alternateCurrency = "ZAR"
  currency = "ZAR">12673.55</Money>
 <Description xml:lang = "en">Tax</Description>
 <TaxDetail category = "vat" percentageRate = "15.00">
  <TaxableAmount>
   <Money currency = "ZAR">84490.34</Money>
  </TaxableAmount>
  <TaxAmount>
   <Money
    alternateAmount = "12673.55"
    alternateCurrency = "ZAR"
    currency = "ZAR">12673.55</Money>
  </TaxAmount>
  <Description xml:lang = "en">15% Input VAT</Description>
 </TaxDetail>
</Tax>
```

VAT Requirements

- Suppliers **ARE required** to provide detailed VAT information in invoice summary and line items.
- Suppliers **ARE required** to provide supply date (**taxPointDate** - the date at which VAT becomes due) when **VAT** is chosen as tax category.
- Tax amounts, subtotal and amount due are required **in local currency,** when two currencies are applied.

```
<Tax>
 <Money
  alternateAmount = "12673.55"
  alternateCurrency = "ZAR"
  currency = "ZAR">12673.55</Money>
 <Description xml:lang = "en">Tax</Description>
 <TaxDetail category = "vat" percentageRate = "15.00">
  <TaxableAmount>
   <Money currency = "ZAR">84490.34</Money>
  </TaxableAmount>
  <TaxAmount>
   <Money
    alternateAmount = "12673.55"
    alternateCurrency = "ZAR"
    currency = "ZAR">12673.55</Money>
  </TaxAmount>
  <Description xml:lang = "en">15% Input VAT</Description>
 </TaxDetail>
  </Tax>
```

- **Zero-Value VAT Entries -** When the **VAT** is **0%** for certain goods or services in the invoice, suppliers can specify if the VAT is **exempt** or **zero rated**. The **exemptDetail attribute and tax description** in the **TaxDetail element** is required if a buying organization enables the invoice rule. "Require explanation for zero-rate VAT." Explanation for Zero-Value VAT Entries are Mandatory for Anglo American.

  The above requirement is applied at country level, please refer to **Tab 7** of the attached cXML Delta Requirement document for details.

- Exempt Tax Detail is mapped as follows:

```
<Tax>
   <Money currency="EUR">0.00</Money>
   <Description xml:lang="en-US">total tax</Description>
   <TaxDetail category="vat" percentageRate="0"exemptDetail="zeroRated" taxPointDate = "2018-05-28T00:00:00+02:00">
        <TaxableAmount>
            <Money currency="EUR">100.00</Money>
        </TaxableAmount>
        <TaxAmount>
             <Money currency="EUR">0.00</Money>
        </TaxAmount>
        <Description xml:lang="en-US">explanation for the 0 percentage</Description>
   </TaxDetail>
 </Tax>
```

- **Supplier/Customer VAT ID** – Anglo American requires suppliers to provide customer/supplier VAT/Tax IDs on all invoices.

  Information is mapped as **standard extrinsic at header level of cXML** invoices, as shown below.

```
<Extrinsic name = "buyerVatID"> 4310113111</Extrinsic>
<Extrinsic name = "supplierVatID"> 4940259111</Extrinsic>
```

- **Supplier Commercial Identifier/commercial registration ID** is required for some countries. The extrinsic field is provided at header level of all invoices.

```
<Extrinsic name = "supplierCommercialIdentifier">put a valid value for SA</Extrinsic>
```

- **Tax Invoice flag –** Please use the below header extrinsic with the following label "**TaxInvoice"** to flag the invoice as tax invoice/legal proof of transaction. Default value within the extrinsic element is "**This is a tax invoice**"

```
<Extrinsic name = "TaxInvoice"> This is a tax invoice</Extrinsic>
```

LINE LEVEL VALIDATION OF INVOICES

- The following line level data cannot be changed from PO to Invoice.

  - Ship To address and Id
  - Bill To address and Id
  - Payment net/discount terms
  - Unit Price
  - Currency for Unit Price
  - Supplier Part ID
  - Unit of Measure
  - Item Quantity Overage
  - Price Basis Quantity

SUPPLEMENTAL DOCUMENTATION

This document contains **Anglo American** 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.

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) and 14s Ariba Network Release 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

Supplier Integration (SI) support is available to **Anglo American** suppliers. SI support is available during the test phase and two weeks post-go live with **Anglo American**, 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 **Anglo American** 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 - 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 - 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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