

**Integrated Supplier Transaction Guideline**

July 2022

INTERNAL





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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 | Description |
| 1.0 | 07/2022 | Initial Version of Document |

# ALDI Mapping Requirements and Deltas

**Deltas**

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

**cXML Delta: EDI Delta**: **  
The following is a summary of the requirements that are unique to ALDI’s procurement environment, as detailed in the Excel Delta’s document.

**Purchase Order Specifics (Tab 1)**

* Payment terms will be sent on all Pos
* Ship To and Bill To information will be sent on the Pos.

**Invoice Specifics (Tab 2)**

* Required addresses and IDs: From, Ship From, Ship To, Bill To, Sold To
* Payment terms required on all invoices.
* Require invoice Sold To Name and Country to match PO Bill To Name and Country (or Sold To information if available).
* Tax supported at Line-Level.
* Shipping and Special handling charges are supported at Header.
* Invoice numbers can be re-used in case of Rejected state.

**Order Confirmation Specifics (Tab 3)**

* Delivery dates are not required for Order Confirmation.
* Estimated Shipping dates can be entered on the Order Confirmation at line-item level.
* Suppliers can reject quantities for material orders at line-Item Level Partially.

**Ship Notice Specifics (Tab 4)**

* Delivery dates are not required for Ship Notice.
* Delivery and transport Information can be added on the Ship Notice.

**Credit Memo (Tab 5)**

* Contains negative quantity and summary amounts with positive unit prices in cXML
* Contains positive quantity, line-level unit price, and summary amounts for EDI.

**Transaction Validation Rules**

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

# ALDI Detailed Specifications and Requirements

## Scope

ALDI Prod ANID: **AN01052282178**

ALDI Test ANID: **AN01052282178-T**

Required Transactions

* + Purchase Order
  + Order Confirmation
  + Advanced Ship Notice
  + Invoice

**Optional Transactions**

## Purchase Order Details

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

Table 1 - Purchase Order Types Supported/Not Supported

**Ship To Address**

* + ALDI PO will send Ship To address at header level and line-item level.
  + ALDI PO will contain Ship To address IDs.

## Order Confirmation Details

ALDIdoes require Order Confirmation. Supported methods of providing them are:

* + cXML
  + EDI
  + Online
  + Email to requestor outside of Ariba Network

## Ship Notice Details

ALDIdoes 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. | Invoice against service PO |
| Partial invoice: Invoice against a portion of the items on a PO. | Non-PO Invoice: invoice against PO not transacted via the Ariba Network |
| Invoice against material PO | Non-PO invoice against contract or master agreement |
| Invoice against Blanket 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 reject of original invoice |  |
|  |  |

Table 2 - Invoice Types Supported/Not Supported

**Tax Requirements**

* Tax is supported at the line level and 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.

**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

This document contains ALDIspecific information regarding transaction requirements. Information in this document does not cover the complete technical aspects of integrating with the Ariba Network.

Below are three sections for supplemental documentation to be used with this document for cXML, EDI x12 or PIDX transaction formats. Only refer to the section that pertains to the format your organization with be sending or receiving.

**cXML 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

**SAP Ariba Cloud Integration Gateway (CIG)**

Information in this document does not cover the complete technical aspects of integrating with the SAP Ariba Cloud Integration Gateway (CIG).

Below is a list of supplemental documentation to be used with this document for CIG connectivity, CIG EDI x12 and PIDX transaction file formats. These documents can be viewed or downloaded from the CIG Resource Portal. How to login to [SAP Cloud Integration Gateway](https://help.sap.com/viewer/76c114b292d84c379d1626cff721acec/cloud/en-US/12c97457e7494a35ba53d84a1c6e0554.html).

**New Cloud Integration Gateway Supplier**

* Cloud Integration Portal Guide (aka. CIG “How to Guide”)

**EDI x12 Supplemental Documentation via SAP Ariba Cloud Integration Gateway**

* SAP Ariba PO850 4010 Purchase Order
* SAP Ariba PC860 4010 Purchase Order Change
* SAP Ariba PR855 4010 PO Acknowledgment (Order Confirmation)
* SAP Ariba IN810 4010 Invoice
* SAP Ariba SH856 4010 Ship Notice
* SAP Ariba RA820 4010 Remittance Advice
* SAP Ariba AG824 4010 Application Advice (inbound)
* SAP Ariba AG824 4010 Application Advice (outbound)
* SAP Ariba FA997 4010 Functional Acknowledgment (inbound)
* SAP Ariba FA997 4010 Functional Acknowledgment (outbound)

**PIDX Supplemental Documentation via SAP Ariba Cloud Integration Gateway**

* SAP Ariba PIDX OrderCreate OrderChange 1.61 Outbound
* SAP Ariba PIDX OrderResponse 1.61 Inbound
* SAP Ariba PIDX Invoice 1.61 Inbound
* SAP Ariba PIDX InvoiceResponse
* SAP Ariba PIDX Receipt Outbound

If you do not yet have user access to CIG, the SAP Ariba Supplier Integration Specialist will forward these documents. Once user access is obtained, the current CIG documentation may be viewed in or downloaded from the CIG Resources section.

# SAP Ariba customer Support for Suppliers

**How to utilize Help Center and access Customer Support**

At SAP Ariba, our goal is to empower Suppliers with the information and tools they need to seamlessly navigate through Ariba Solutions. You can find the answers you need about Ariba products in the SAP Ariba Help Center. You can also contact SAP Ariba Support directly through the Help Center, when necessary.

**Access the Help Center After Supplier Account Login**

[Login to your account](https://service.ariba.com/Supplier.aw) (supplier.ariba.com) look to the top right-hand side of your screen and click on the

 icon to view the Help Center panel.

**Using the Help Center**

The Help Center is the first place to start if you have questions about any Ariba Solution. You can search for answers to functional and navigational questions from the search bar or view Documentation.

The following tutorials are helpful when you’re getting started:

* + [Supplier Basics](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_5cifob4w" \t "_blank)
  + [Invoices](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_p6kxxwhq)

**Still need more help? Contact Customer Support**

If you don’t find your answer after searching, you can request direct support via the Help Center webform.

**To Request Direct Support:**

1. Clicking the  icon in the top-right corner will take you to Help Center Home.
2. Select **Contact Us** on the menu bar.
3. Search for your issue in the **I need help with** search bar.

Based on your search, FAQ and Support Help articles will appear for review. If the guided content does not resolve the issue, click on **Something else** from the options menu at the bottom.

1. A pop window will appear at the bottom with “**Can’t find what you’re looking for?**” message. Click on the **Contact Us** button to the right.
2. The Service Request form will appear, fill it out including all required fields and contact information. Provide details and attached screen shots of any error messages. Click on **One last step** button at the bottom right.
3. Next window will appear with options for contact via **Email**, **Phone** or **Live chat.** Select the preferred contact method and click on **Submit** button at the bottom right.