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**SAP Ariba Supplier Solution Blueprint**

March 2023



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# VERSION HISTORY

This log is updated each time an update is made to this guide. 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 | 22/02/2021 | Lilyana Atanasova | Initial version |
| 1.1 | 06/12/2021 | Lilyana Atanasova | Update on invoicing requirements |
| 1.2 | 07/01/2022 | Lilyana Atanasova | Update on tax requirements for zero rated and exempt |
| 1.3 | 06/06/2022 | Rositsa Shishmanyan, SAP | Updated version of document:   * Added system limitation for line-item description characters on invoices |

# DOCUMENT PURPOSE

This document defines the scope of the project and documents various business and technical aspects that relates to the integration.

The aim is to identify all possible integration requirements from both parties in order to facilitate a smooth and swift implementation.

Any exceptions and areas of concern are analyzed and documented prior to the beginning of the project next phase (design).

In some sections below, both Arla Foods and supplier’s information may be captured side-by-side. In these cases, Arla Foods information will be provided in blue font, and <SUPPLIER> information will be provided in dark orange. *(see example table below).*

|  |  |  |
| --- | --- | --- |
| **Item** | **Buyer** | **Supplier** |
| Company Name | Arla Foods | <SUPPLIER> |

# BUSINESS OVERVIEW

## Buyer

### Business Overview

Arla Foods wants to develop their role as a global food company that adds value to people’s lives through natural nutrition and responsible operations.

In order to succeed, Arla Foods will:

• Excel in eight dairy categories  
• Focus on six geographical regions  
• Win as one united and efficient Arla

*Excel in eight dairy categories*

We have matched our own strengths in the dairy categories to the consumer needs we see globally. This has led us to identify growth opportunities on a global or regional scale in eight categories. In these, we want to excel with innovative products, a world class supply chain, compelling marketing, and strong partnerships with our customers. The prioritized categories and our ambitions for them are:

**Milk and powder:** We want to lead and shape the market with nutritious value-added products.  
**Milk-based beverages:** We want to shape the market for on-the-go products that are made from natural ingredients.  
**Spreadable cheese:** We want to be a leader with both cream cheese that is made from natural ingredients and high quality processed cream cheese.  
**Yogurt:** We want to build a strong position that is based on health benefits and natural ingredients.  
**Butter and spreads:** We want to be a global leader with world class products made from natural ingredients.  
**Specialty cheese:** We want to be a leading player with creatively crafted products and concepts.  
**Mozzarella:** We want to create a global foodservice position with high quality mozzarella.  
**Ingredients:** We want to be the global leader in value-added whey.

*Focus on six regions*

We will focus on six regions in which we believe Arla has the greatest potential to grow a long-term profitable business for our farmer-owners.

Over the years Arla has built a strong position in Northern Europe where we are the preferred dairy company for consumers, and the Middle East where our brands are among the strongest in the food industry. We will continue to build on these market positions as we also develop our business in four other regions and China, Nigeria, USA, and Russia as our main focus markets.

Towards 2020, we expect 50 per cent of our growth to come from Europe. The other 50 per cent will come from the regions outside Europe.

*Win as one Arla*

Over the past years Arla has grown significantly in Europe with no less than six mergers in Central Europe, the UK and Sweden. We have been aligning the different companies into one and harvesting the synergies that the mergers created. We will now take this unity to the next level.

We will strengthen our global category and brand building, our innovation across borders and our commercial excellence. Our marketing will become more global, improving the spend effectiveness, and we will drive more radical innovation across our six regions.

Our entire supply chain will be even more efficient as we will establish one European milk pool to ensure a more holistic use of our milk across the Arla group. Overall, we have set a new ambitious cost improvement target of EUR 400 million to be reached by the end of 2019.

### Implementation Goals

Arla has been using Ariba Network since years to send electronic PO to their vendors. Now in scope for vendors, Arla Foods will add the e-invoice through Ariba to provide Buyers and Suppliers transparency and automation on transacted documents and close the procure to pay cycle. Suppliers will have the opportunity for automation in different electronic formats for invoice: cXML, EDIFACT, CSV and PDF. Optional documents will be available as well for sellers: order confirmation and advance ship notice.

Discount Management is also deployed, and this functionality provides Buyers and Suppliers transparency and automation of their approved invoice and payment transactions. A payment term related discount savings, faster invoice cycle time, reducing invoice exceptions, and automation reducing processing costs are all value drivers for Ariba Network deployment with Discount Management embedded functionality.

### Business Units

The following Business Units are included in Arla Foods’s SAP Ariba implementation.

<Document if there are any differences on how business is performed from one location to another. Give Details in section Unique Requirements in below table.>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Arla Foods  **Company Name** | **Location (City/State)** | **Business ID** | **In Scope for <Supplier> (Y/N)** | **Unique Requirements** |
|  |  |  |  |  |
|  |  |  |  |  |
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## Supplier

### Business Overview

<Provide a brief overview of who the supplier is, what industry they are in, how do they do business with this particular buyer.>

### Business Units

The following Business Units are included in <Supplier>’s SAP Ariba implementation.

<Document if there are any differences on how business is performed from one location to another. Give details>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company Name** | **Location (City/State)** | **Business ID/ Vendor ID** | **ANID** | **In Scope for Arla Foods (Y/N)** | **Unique Requirements** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# ARIBA NETWORK PROFILE SETUP

## Business Identifiers / Cross References

|  |  |  |
| --- | --- | --- |
| Value | Buyer Test | Buyer Production |
| ANID | AN01014707685-T | AN01014707685 |
| DUNS | Out of scope | Out of scope |
| DUNS\_4 |  |  |

|  |  |  |
| --- | --- | --- |
| Value | **Supplier Test** | **Supplier Production** |
| ANID |  |  |
| DUNS |  |  |
| DUNS\_4 |  |  |

## Technical Landscape

|  |  |  |
| --- | --- | --- |
|  | **Buyer ERP** | **Supplier ERP** |
| **ERP** | SAP ECC 6.0 | SAP R/3 v4.7  SAP ECC 5.0  SAP ECC 6.0  SAP S/4 HANA  Oracle 12c v11.2.0.4  Oracle 12c v12.1.0.2  Oracle 12c v12.2.0.1  PeopleSoft |
| **Middleware** | \*\* CIG | \*\* List all sources |
| **3rd Party** | IBM |  |
| **Key Countries/Priority** |  |  |
| **Solutions Purchased** | SAP Ariba Buying (PO)  SAP Ariba Commerce Automation (INV)  Discount Management | N/A |
| **UoM Classification** | ISO | UNECE UOM  ISO  Custom |
| **Commodity Codes** | UNSPSC V11.2  UNSPSC V12.2 | UNSPSC V11.2  UNSPSC V12.2  eClass  ASCC  Custom |

## eBusiness Connection Method

|  |  |  |
| --- | --- | --- |
| **Type** | **Buyer Connection** | **Supplier Connection** |
| Cloud Integration Gateway (CIG) | Enabled |  |
| AN HTTPS Connection | Yes |  |
| AS2 Qualifier | No |  |
| Authentication | Username/Password | Username/Password  Certificate – must be from a trusted authority, no self-signed certs, must be base64 encoding |
| VAN |  |  |
| Third Party Provider |  |  |

# PROJECT SCOPE

## Document Scope & Routing Method

|  |  |  |
| --- | --- | --- |
| **Documents In-Scope**   * Purchase Order * Change Order * Cancel Order * Invoice | **Optional Documents**   * Order Confirmation * Advanced Ship Notification | **Documents Out of Scope**   * Receipt Notification * Service Entry Sheet * Service Entry Sheet Response * Remittance Advice |

*\*For any exceptions or alternate processes that are agreed to, which may or may not be outside of the project scope, are to be documented in detail in sections* *Document Processing, Validation, and Error Handling*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Description** | **Buyer Supported (Y/N/\*Exception)** | **Supplier Supported (Y/N/Out of Scope/\*Exception)** | **Supplier Routing/Format**  ***(online, email, cXML, D96A, X12, CSV, Outside of AN)*** |
| **Orders** | Catalog | Y |  |  |
| Non-Catalog/Free Text | Y |  |  |
| P-Card | N |  |  |
| Attachments | Y |  |  |
| Blanket Order – with release | N |  |  |
| Blanket Order – without release | N |  |  |
| Service PO (with Service structure/without parent - child lines) | N |  |  |
| Service PO (with Service structure/with parent - child lines) | N |  |  |
| Service PO (with Material structure) | Y |  |  |
| Change Order- catalog | Y |  |  |
| Change Order – non-catalog | Y |  |  |
| Change Order – P-Card | Y |  |  |
| Precision Rounding | N |  |  |
| Advanced Pricing Detail | Y |  |  |
| **Order Confirmation** | Header Level | N |  |  |
| Line Level | Y |  |  |
| **ASN** | Advanced Shipping Notification | Y |  |  |
| **GRN** | Receipt (Goods Receipt Notification) | N |  |  |
| Receipt Based Invoicing | N |  |  |
| **SES** | Service Entry Sheet | N |  |  |
| Service Entry Sheet Response | N |  |  |
| **Invoice** | Material -Catalog | Y |  |  |
| Material – Non-Catalog | Y |  |  |
| Contract | N |  |  |
| Blanket | N |  |  |
| Non-PO | Y |  |  |
| Service | N |  |  |
| Credit – Header Level | Y |  |  |
| Credit – Line Level | Y |  |  |
| Debit – Header Level | N |  |  |
| Debit – Line Level | N |  |  |
| Cancellations | N |  |  |
| Attachments | Y |  |  |
| Precision Rounding | N |  |  |
| Advanced Pricing Detail | Y |  |  |
| Invoice Status Update | Y |  |  |
| **Catalog** | CIF | Y |  |  |
| Punchout – Level 1 | Y |  |  |
| Punchout – Level 2 | Y |  |  |
| **Cutover Documents** | Orders – With Legacy Flag | N |  |  |
| Order – Without Legacy Flag | N |  |  |
| Invoices – With Legacy Flag | N |  |  |
| Invoices – Without Legacy Flag | N |  |  |
| Buyer provides report of ‘Old’ and ‘New’ order numbers – Y/N | N |  |  |

## Document Requirements, Processing Specifics and Exception

The following tables outline the requirements unique to Arla Foods procurement environment, as detailed in the *Excel Delta Requirements.* Not all required elements outlined in the DTD are represented below, as this is meant to only highlight information that is important to your Buyer.

## Orders

|  |  |
| --- | --- |
| General | *Buyer Requirement/Value Specifics* |
| Split Orders Supported | Text order Ariba B&I 32 -> can be created both in ECC and Ariba B&I  Material order from ECC is 47  Order from ECC for SAP PM is 31 |
| Change Orders Allowed | Yes |
| Cancel Orders Allowed | Yes |
| **Header** | |
| Bill To | Bill To address should be captured and sent back on invoice. Bill To ID is not required. |
| Ship To | Ship To address is not required. |
| Payment Terms | Payment terms should be captured and sent bac on invoices. |
| Need By Date | Need by date is not required on invoices.  Need By Date(<requestedDeliveryDate>) needs to be confirmed on Order Confirmations. |
| Comments | Header comments are present. |
| Attachments | Supported |
| Extrinsic Values | Please refer to delta file, tab extrinsic |
|  |  |
| **Line Item** | |
| Supplier Part ID | If non catalogue orders are sent, the value “Not Available”. |
| Supplier Part Auxiliary ID | Not in scope on Arla`s PO |
| Unit Price | Precision rounding is out of scope.  After decimal separator, 2 to 4 zeros are supported.  [See Appendix A for details](#_APPENDIX_A) |
| Advanced Pricing/Price Basis Quantity | **In scope**  [See Appendix B for details](#_APPENDIX_B) |
| Unit of Measure | ISO Standard |
| UNSPSC | UNSPSC v13.5 |
| Ship To | Ship To does not need to be captured and returned on invoice. |
| Extrinsic Values | Please refer to delta file. |

### Buyer Order Processing Specifics and Exception

This section describes how POs are handled by Arla Foods. Order management process is further reviewed, agreed upon and documented for < SUPPLIER> in the [Order Management Notes Section.](#_Order_Management_Notes)

* Change/cancel orders are in scope
* Service orders will be sent as material items.

### Supplier Order Processing Specifics and Exception

This section describes how POs are handled by <SUPPLIER>. Any exceptions are described in the [Order Management Notes](#_Order_Management_Notes) below.

#### Order Validation

Identify which fields from the Order and Change Order are validated in Supplier’s ERP. Describe any exceptions.

* Part Number
* Unit Price
* UOM
* UNSPSC
* Delivery Date
* Service Date (start & end)
* Other

#### Order Management Notes

|  |
| --- |
| *<Capture input from scoping session with supplier. Ex:*  *Does <SUPPLIER> have any comments on the reviewed buyer order management process?*  *Is Arla Foods order management process in conflict with <SUPPLIER> order processing practices/automation capabilities?*  *Discuss process discrepancies between what the <SUPPLIER> supports and what the Arla Foods is requesting.*  *Capture feedback in notes section below:* |
|  |

## Order Confirmation

|  |  |  |  |
| --- | --- | --- | --- |
| General | *Buyer Requirement* | *Value Specifics and/or Supplier Feedback* | |
| Split Orders | Yes | | <Requisitions will split into multiple orders if more than one ship to address is sent> |
| Change Orders Allowed | Yes | | <Allowed for fully and partially shipped orders> |
| **Header** | | | |
| Acceptance | Required/Optional/Delete | Supplier can confirm an order multiple times for service and material items.  No reminder is sent for unconfirmed orders. | |
| Rejection |  | Quantities can be rejected partially at the line-level in order confirmation.  Order can be rejected entirely.  No reason is required if full rejection or line-item level rejection. | |
| Attachments |  |  | |
| **Line Level** | | | |
| Changes |  | Quantity tolerance applied: 0% maximum over-delivery  Currency can be changed.  Advance pricing details can be changed.  Supplier Part ID and Supplier Auxiliary Part ID can be changed. | |
| Line Comments |  | Allowed but not required if changes. | |
| Backorder |  |  | |
| Delivery Date |  | Required | |
| Shipment Date |  | Estimated shipping date on order confirmations can be sent. | |
| Unit Price |  | Tolerance applied 10% | |
| Unit Price Currency |  |  | |
| Item Description |  |  | |

### Buyer Order Confirmation Processing Specifics and Exception

1. Change order is a manual process on Arla end, seller should reach out to the requester.
2. The OC are not integrated in buyer ERP.
3. Tolerances are visible in the section here above.
4. OC are not required for invoicing.

This section describes how OC are handled by Arla Foods. OC management process is further reviewed, agreed upon and documented for < SUPPLIER> in the [OC Management Notes Section](#_OC_Management_Notes).

* For the moment being, Arla do not integrate OC in their backend.

### Supplier Order Confirmation Processing Specifics and Exception

This section describes how OC are handled by <SUPPLIER>. Any exceptions are described in the [OC Management Notes](#_OC_Management_Notes) below.

#### How are order confirmations generated out of Supplier’s ERP.

* Are orders automatically accepted?
* Are partial/full rejections supported?
* What values can be modified?

#### OC Management Notes

|  |
| --- |
| *<Capture input from scoping session with supplier. Ex:*  *Does <SUPPLIER> have any comments on the reviewed Arla Foods OC management process? Describe any exceptions.*  *Is the customer OC management process in conflict with supplier OC processing practices/automation capabilities?*  *Discuss process discrepancies between what <SUPPLIER> supports and what Arla Foods is requesting.*  *Capture feedback in notes section below:* |
|  |

## Advanced Shipping Notification (ASN)

|  |  |  |  |
| --- | --- | --- | --- |
| General | *Buyer Requirement* | *Value Specifics and/or Supplier Feedback* | |
| General Rules | Allowed but not required | | Order confirmation is not required before creating ASN.  Cancel/edit ASN is not allowed.  Non-PO ASN are not allowed. |
| Non-PO Ship Notice |  | |  |
| **Header** | | | |
| Notice Date | Required/Optional/Delete |  | |
| Shipping Date |  | Not required. | |
| Delivery Date | Required | Multiple delivery dates are not allowed. | |
| Attachments |  | <Will buyer send attachments, if so what kind?>  <Should attachments be captured and processed by the buyer?> | |
| Delivery & Transport |  | Allowed to be added. | |
| **Line Level** | | | |
| Quantity |  | Zero quantity is not allowed.  Zero tolerance for over-delivery. | |
| Asset Serial Number |  |  | |
| Shipment Serial Numbers |  |  | |
| Packing Slip |  |  | |

### Buyer Shipping Notification (ASN) Processing Specifics and Exception.

This section describes how ASN are handled by Arla Foods. ASN management process is further reviewed, agreed upon and documented for < SUPPLIER> in the [ASN Management Notes Section.](#_ASN_Management_Notes)

* For the moment being, Arla do not integrate ASN in their system.

### Supplier Shipping Notification (ASN) Processing Specifics and Exception

This section describes how ASN are handled by <SUPPLIER>. Any exceptions are described in the [ASN Management Notes](#_ASN_Management_Notes) below.

#### How are advance ship notices generated out of Supplier’s ERP.

#### ASN Management Notes

|  |
| --- |
| *<Capture input from scoping session with supplier. Ex:*  *Does <SUPPLIER> have any comments on the reviewed Arla Foods ASN management process? Describe any exceptions.*  *Is the customer ASN management process in conflict with supplier ASN processing practices/automation capabilities?*  *Discuss process discrepancies between what <SUPPLIER> supports and what Arla Foods is requesting.*  *Capture feedback in notes section below:* |
|  |

## Invoice

|  |  |  |  |
| --- | --- | --- | --- |
| General | *Buyer Requirement* | | *Value Specifics and/or Supplier Feedback* |
|  | | Allowed | Non – PO invoice is supported.  Duplicate invoice is supported for statuses: rejected, canceled, and failed.  Failed invoices are not sent to buyer system.  Contract based invoices are not supported. |
| Credit memo | | Allowed | Should reference another invoice but not necessarily an invoice existing on Ariba Network.  Header and level line credit memos are supported for quantity and price adjustment.  Line-item quantity can be equal to zero. Credit memos cannot exceed the invoiced amount.  Reason is not required for credit memos.  Suppliers are not required to credit the full amount of the invoice (partial credit is supported).  Reason is not required on credit memo. |
| Debit memo | | Not allowed | Arla do not accept debit memo on Ariba network. |
| **Header** | | | |
| Invoice Number |  | | Maximum length – 16 characters  Special characters, small letters and spaces are not allowed  Invoice numbers from past calendar years can be reused.  Case sensitive invoice matching is enabled.  Cancel invoice is supported.  Case sensitive matching is allowed (for invoice status update matching). |
| Invoice Date |  | | Backdating is allowed.  Future dating is not supported. |
| Order information | Required | | Only valid for non-po invoices. |
| Bill To | Required | | Bill To ID is not required.  Bill To ID is mapped to the corresponding system ID for non-PO invoices by Ariba Network. |
| Remit To | Optional | | Remit To ID is Not required |
| Sold To | Required | | Sold To ID is not required. |
| Ship To | Optional | | Ship To ID is not required. |
| From | Required | | From ID is not required. |
| Extrinsics | Required | | Customer VAT ID  Supplier VAT ID  Submission Method=cXML |
| Taxes |  | | VAT is required category for tax in EMEA countries and can be sent either at line/summary. |
| Allowance & Charges | Allowed for charges | | Additional line should be added on invoice for additional cost. Arla does not support in another way the additional costs. |
| Discounts | Not Allowed | |  |
| Shipping & Handling | Not Allowed | |  |
| Net term information | Required | |  |
| Payment Net Terms | Optional | | Can be omitted but if preset must match PO payment terms |
| Attachments | Allowed | | No list of supported type of attachments.  Attachments are left online. |
| Extrinsics | Required | | <Extrinsic name = "netTermInformation">net term 60</Extrinsic>  <Extrinsic name = "buyerVatID">DK33372116</Extrinsic>  <Extrinsic name = "supplierVatID">DK123451</Extrinsic>  <Extrinsic name = "invoiceSubmissionMethod">cXML</Extrinsic>  <Extrinsic name = "invoiceSourceDocument">ExternalPurchaseOrder</Extrinsic>  <Extrinsic name = "requester">Micky Mouse</Extrinsic> |
| **Line Level** | | | |
| Add Line Items | Allowed | | Suppliers can add line which are not existing on the PO. |
| Line-item description | Required | | Suppliers must provide line-item descriptions  Maximum length – 40 characters per line item |
| Supplier Part ID |  | | Supplier part ID and supplier auxiliary part ID can be changed. |
| Unit of measure |  | | For po-invoice, unit of measure can be changed. |
| Currency |  | | For po-invoice, currency cannot be changed. |
| Quantity |  | | Should be greater than zero.  Zero tolerance for increasing quantities on po-invoices. |
| Unit Price |  | | Change to unit price is allowed for po-invoices.  Arla is supporting 00, 000 and 0000 after decimal separator.  Should be greater than 0.  [See Appendix A for details](#_APPENDIX_A) |
| Advanced Pricing/Price Basis Quantity | Allowed | | In scope for the project.  Cannot be changed compared to the values from the PO.  [See Appendix B for details](#_APPENDIX_B) |
| Line-item subtotal |  | | Can be increased on po-invoices.  Net amounts can exceed subtotals. |
| Tax | Not required at line level. Required either online or header level.  No list available for valid tax values.  Tax rate and type can be created.  Description and exemptDetail are required in case of 0% tax rate.  Supply date is mandatory for DE and NL | | “**alternateCurrency**” is required if:   1. Buyer has specific rules in place requiring alternate currency 2. Buyer and Supplier reside in different countries 3. PO and Invoice have different currencies 4. Ship To country code does not match invoice currency   **EXEMPT invoice**: In case of exempt VAT for example for reverse charges, the tax rate should be written with two zeros after decimal separator: “**0.00”,** mandatory exemptDetail must have value “exempt”. Description should be “reverse charge”  **ZERO Rated invoice**: in case of Zero-rated invoice, the tax percent should be simply zero **“0”** mandatory exemptDetail must have value “zeroRated”. Description should be “zero rated” |
| **Summary Detail** | | | |
| Subtotal Amount |  | | “**alternateCurrency**” and “**alternateAmount**” is required if Buyer has flagged this in the business rules |
| Tax |  | | Required either at line or header level.  No list available for valid tax values.  Tax rate and type can be created.  Description and exemptDetail are required in case of 0% tax rate.  VAT is required category for tax in EMEA.  Supply date is mandatory for DE and NL. |
| Tax/Alternate Currency | Required | | “**alternateCurrency**” and “**alternateAmount**” is required if:  May be required if   1. Buyer has specific rules in place requiring alternate currency 2. Buyer and Supplier reside in different countries 3. PO and Invoice have different currencies 4. Ship To country code does not match invoice currency |
| Special Handing Amount | Not supported | | Allowed as separate invoice line. |
| Shipping Amount | Not supported | | If shipping charge should be added, it needs to be done as a separate invoice line. |
| Gross Amount |  | |  |
| Invoice Detail Discount | Supported | | Discounts can be entered at header level. |
| Net Amount |  | |  |
| Due Amount |  | | “**alternateCurrency**” and “**alternateAmount**” may be required if Buyer has flagged this in the business rules |
| **Invoice Status Update** | | | |
| Rejected |  | |  |
| Approved |  | |  |
| Paid |  | |  |

### European Specific Invoice Requirements applied to DK, DE, UK, SE, FI, NL

**Tax Information**

* Tax is supported at:
  + Both line and summary level
* A “summary tax amount” is required on all invoices, even if the amount is zero (0.00)
* Tax group must include detailed information on the tax category, percentage rate, supply date for DE and NL suppliers (tax point date), tax amount, taxable amount, and amounts in alternate currency (if applicable for the country)

**VAT Requirements**

* Tax is supported at the line level. **NOTE** that it is a legal requirement to have VAT Tax at line level only
* Summary Tax amount is required on all invoices, even if the amount is zero (0.00)
* VAT ID’s of buyer and supplier are required

*<Extrinsic name = "buyerVatID">****FR29421174038****</Extrinsic>*

*<Extrinsic name = "supplierVatID">****FR8888888888****</Extrinsic>*

* If VAT is 0%, a reason must be provided
  + When VAT is 0% for certain goods or services, 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”)

The following is an example of a valid VAT tax group on item level (same structure content is required on summary level, the TaxDetail group must be repeated for each VAT rate/tax type.

*<Tax>*

*<Money currency="EUR">0.00</Money>*

*<Description xml:lang="en-GB">total tax</ Description >*

*<TaxDetail category="vat****" exemptDetail="exempt"*** *percentageRate="0.00****" taxPointDate="2017-10 12T07:31:58+00:00">***

*<TaxableAmount>*

*<Money currency="EUR">50</Money>*

*</TaxableAmount>*

*<TaxAmount>*

*<Money currency="EUR">0.00</Money>*

*</TaxAmount>*

***<Description xml:lang="en-GB">0% tax exempt</Description>***

*</TaxDetail>*

*</Tax>*

* + Tax amounts, subtotal and amounts due are required in local currency – in case of different currency on invoice you need to use the following structure:

*……*

*<SubtotalAmount>*

*<Money* ***alternateAmount = "2153.67" alternateCurrency = "EUR"*** *currency = "USD">2053.6</Money>*

*</SubtotalAmount>*

*……*

*<DueAmount>*

*<Money* ***alternateAmount = "2153.67" alternateCurrency = "EUR"*** *currency = "USD">2053.6</Money> </DueAmount>*

**Supplier commercial identifier/Commercial registration ID required for Germany:**   
     
<Extrinsic name="supplierCommercialIdentifier"> </Extrinsic>

This should be the **business registration number**. In case this is not available, you can map it as “NA”.    
     
*<Extrinsic name="supplierVatID">12345678</Extrinsic>*    
*<Extrinsic name="invoiceSourceDocument">PurchaseOrder</Extrinsic>*    
*<Extrinsic name="invoiceSubmissionMethod">cXML</Extrinsic>*    
***<Extrinsic name="supplierCommercialIdentifier">12345678</Extrinsic>***   
*</InvoiceDetailRequestHeader>*    
*<InvoiceDetailOrder>* 

### Buyer Invoice Processing Specifics and Exception

This section describes Arla Foods specifics around invoice processing. INV management process is further reviewed, agreed upon and documented for <SUPPLIER> in the [INV Management Notes Section](#_INV_Management_Notes).

* < Describe general buyer requirements as to INV usage and processing outside the AN validation rules.
* Are there any satellite requirements/customer specific processes for invoicing not controlled through AN transaction validation rules?
* Are there any ShipTo address specifics, such as multiple addresses under the same address ID, possibility for <BUYUER> to change/create ship to addresses etc.
* Are there any specifics on how freight, shipping/special handling costs are handled by <BUYER?
* How does customer handle invoice rejections?
* Are there any business and/or transaction specifics unique to this <BUYER> ?

### Supplier Invoice Processing Specifics

This section describes how INV are handled by <SUPPLIER>. Any exceptions are described in the [INV Management Notes](#_INV_Management_Notes) below.

#### How are invoices generated out the Supplier’s ERP. Describe any exceptions.

* Real time (individually)
* Batched
* Scheduled run nightly
* Monthly
* Scheduled run next business day *(check if there is any conflict with backdating rule. Would also apply to corrected invoices)*
* Are invoices validated against the buyer’s rules prior to sending to the AN?

#### INV Management Notes

|  |
| --- |
| *<Capture input from scoping session with supplier. Ex:*  *Does <SUPPLIER> have any comments on the reviewed Arla Foods INV management process? Describe any exceptions.*  *Is the customer INV management process in conflict with supplier INV processing practices/automation capabilities?*  *Discuss process discrepancies between what the <SUPPLIER> supports and what the Arla Foods is requesting.*  *Capture feedback in notes section below:* |
|  |

## Cutover Documents

This section describes how cutover activities are handled by Arla Foods. Cutover management process is further reviewed, agreed upon and documented for < SUPPLIER> in the [Cutover Management Notes Section](#_Cutover_Management_Notes).

* Will customer be sending legacy transactions on AN, would open orders be expected to be closed by a certain date?
* Would only specific orders be sent as legacy? Are there any specific instructions, as to how legacy orders should be handled on AN?
* Is there date form which suppliers would be expected to migrate their transactions on AN?
* Anything else that would facilitate transition onto the Network?

#### How will cutover activities be handled by Arla Foods.

* Will PO numbers be the same?
* Will new PO numbers be sent?
* Will buyer provide a list of cutover documents?
* Does the supplier need to manually make changes to open orders?
* Identify any risks associated with cutover

#### Cutover Management Notes

|  |
| --- |
| *<Capture input from scoping session with supplier. Ex:*  *Does <SUPPLIER> have any comments on the reviewed Arla Foods CUTOVER management process? Describe any exceptions.*  *Is the customer CUTOVER management process in conflict with supplier CUTOVER practices?*  *Discuss process discrepancies between what the <SUPPLIER> supports and what the Arla Foods is requesting.*  *Capture feedback in notes section below:* |
|  |

## Error Handling

<Discuss and document the process for the various cases below. Describe the Arla Foods error handling process in bullet points and discuss each with <SUPPLIER> to capture the process at their end. Add if there are any other error handling cases specific to Arla Foods.>

* Describe Arla Foods process.
* What happens when an order is transmitted to the supplier’s system, but is not processed?
  + Is there an error log that is monitored?
  + How often are the logs checked?
  + Who is notified?
  + How is this corrected?
  + What is the turn-around time to address failed orders?

|  |
| --- |
| *Notes:* |
|  |

* Describe Arla Foods process.
* What happens when an order fails on data validation? Ie. Wrong part number, price, UOM…..
  + Who gets notified?
  + How is this corrected?
  + Does the supplier system automatically make substitutions?
  + What is the turn-around time to address failed orders?

|  |
| --- |
| *Notes:* |
|  |

* Describe Arla Foods process.
* Is there any schema or data validation done on the invoice before it is sent to the AN?

|  |
| --- |
| *Notes:* |
|  |

* Describe Arla Foods process.
* What is the process if an invoice fails against a business rule in the AN?

|  |
| --- |
| *Notes:* |
|  |

* Describe Arla Foods process.
* What is the process if an invoice is rejected by the buyer?

|  |
| --- |
| *Notes:* |
|  |

* Describe Arla Foods process.
* What is the process if duplicate invoice numbers are not allowed when an invoice has failed or been rejected?

|  |
| --- |
| *Notes:* |
|  |

## Supporting Documentation (Master Data alignment)

The buyer may want to provide documentation for the following, if in scope:

* Ship To addresses & ID
* Remit To addresses & ID
* UOM
* UNSPSC

## Where to Find Buyer Transaction Rule

Rules configured by the Buyer that define how transactions will be validated on the Ariba Network from a technical and business process perspective. These rules define the technical requirements presented in the Ariba Integration Guide and are unique to each Buyer.

To view a Buyers transaction rules:

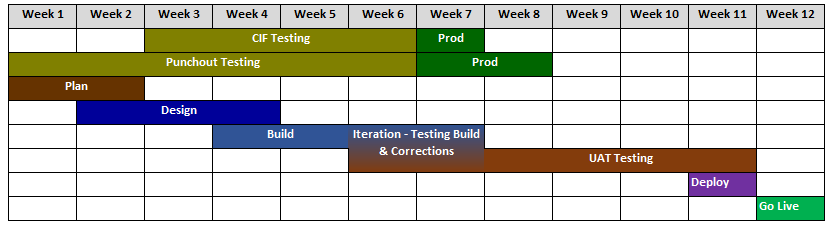
1. Login at supplier.ariba.com
2. Select Company Settings in the blue menu at the top of the page
3. Select Customer Relationships
4. Select the Customer to view their unique rules

# TIMELINES AND SCHEDULES

## SAP Ariba Integration Methodology Timeline

* Planning and testing are the most critical and time-consuming steps
* Milestone dates to be determined at kick-off meeting
* If Invoice/Order Confirmation are in scope, can the supplier support using the Ariba portal while integration testing is ongoing?
* If catalogs are in scope, activity should start at least two weeks prior to the Plan phase

**NB:** Timeline below is to be used as a guideline and is subject to change based on level and/or complexity of scope. Supplier’s input and/or availability may also impact timelines.



|  |  |  |
| --- | --- | --- |
| **Plan**   * Kick-off meeting * Define project scope * Document business rules * Prepare project schedule, with milestones * Confirm resources are in place * Governance model in place * Commitment from all parties | **Design**   * Supplier’s technical solution defined * Development timelines defined * Relationship established on SAP Ariba * SAP Ariba network account configured * Test scenario’s defined | **Build**   * Supplier develops mapping requirements * Establish connectivity to the AN * Submit sample documents for validation * SIT testing |
| **Test**   * UAT testing with pre-defined test scripts * Validation solution meets requirements * Formal sign-off and acceptance | **Deploy**   * Migration to production * Supplier migrates maps to production * AN account is setup * Change management in place | **Go Live**   * Confirm transactions in production * SI post-production support (2 weeks) * Project close |

## Project Schedule

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **End Date** |
| **Plan** |  |  |
| **Design** |  |  |
| **Build** |  |  |
| **Test** |  |  |
| **Deploy** |  |  |
| **Go Live** |  |  |

## Contingency Plan

Discuss what the contingency plan will be if target dates are not achievable.

Document:

* Why dates were missed
* New target dates
* How supplier will transact in the meantime

## Assumptions

* There will be a single primary point of contact with each Trading Partner for Project Management activities.
* It is assumed that assigned resources have the correct skills and knowledge to complete all responsibilities.
  + Knowledge of business operations with customer
  + Experienced Developers

## Constraints

Provide details of any challenges that would impact the scope and/or project timeline.

* Competing Priorities
  + Are other integration/capital projects running at the same time?
  + Can this project start now or in the future?
* System Maintenance Schedule
  + Upgrades
  + System refresh
* Resource Constraints
  + Vacations
  + Holidays
  + Knowledge
* Processes
  + Updates/changes to code must be scheduled
  + Go live at certain points of the month
* 3rd Party Dependencies
  + Are changes scheduled or added as needed?
  + Are error notifications/failures communicated back?
  + Is there a dedicated resource to support the project?
  + Will they attend standing calls?

# SUPPLEMENTAL DOCUMENTATION

This document contains Arla Foods specific 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 or PIDX transaction formats. Only refer to the section that pertains to the format your organization with be sending/receiving.

## 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

EDI D96A Supplemental Documentation via SAP Ariba Cloud Integration Gateway   
New Cloud Integration Gateway supplier to the Ariba Network

* [Cloud Integration Portal Guide](https://integration.ariba.com/#/resources) (aka. CIG “How to Guide”)

[All EDI D96A Supplier Guides](https://integration.ariba.com/#/resources)

* SAP Ariba ORDERS D96A Purchase Order
* SAP Ariba ORDCHG D96A Purchase Order Change
* SAP Ariba ORDRSP D96A PO Acknowledgment (Order Confirmation)
* SAP Ariba DESADV D96A Advance Ship Notice
* SAP Ariba INVOIC D96A Invoice
* SAP Ariba DELFOR D96A Delivery Schedule Order based (Outbound)
* SAP Ariba REMADV D96A Remittance Advice
* SAP Ariba RECADV D96A Receiving Advice
* SAP Ariba CONTRL D3 Functional Acknowledgment(inbound)
* SAP Ariba CONTRL D3 Functional Acknowledgment(outbound)

EDI x12 Supplemental Documentation via SAP Ariba Cloud Integration Gateway   
New Cloud Integration Gateway supplier to the Ariba Network

* [Cloud Integration Portal Guide](https://integration.ariba.com/#/resources) (aka. CIG “How to Guide”)

[All EDI x12 Supplier Guides](https://integration.ariba.com/" \l "/resources)

* 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 FA997 4010 Functional Acknowledgment (inbound)
* SAP Ariba FA997 4010 Functional Acknowledgment (outbound)

PIDX Supplemental Documentation via SAP Ariba Cloud Integration Gateway   
New Cloud Integration Gateway supplier to the Ariba Network

* [Cloud Integration Portal Guide](https://integration.ariba.com/#/resources) (aka. CIG “How to Guide”)

[All PIDX Supplier Guides](https://integration.ariba.com/#/resources)

* 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 Seller Integrator 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**

[Sign into your account](https://service.ariba.com/Supplier.aw/128579057/aw?awh=r&awssk=hHBjg49w&dard=1) (supplier.ariba.com) and look to the right-hand side of your screen to view the Help Center panel. If the panel is collapsed and you can’t see any articles, click Help Center >> to expand.

**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 in our FAQs and Tutorials.

## POST GO LIVE SUPPORT

Seller Integrators provide two weeks support post go live starting with the first transaction in Production. After the two-week period, a Service Request should be created for any assistance. See imbedded deck for details instructions.

* [How do I contact SAP Ariba Customer Support as a supplier?](https://support.ariba.com/item/view/174605)

## Still need more help? Contact Customer Support

If you don’t find your answer after searching, you can request direct support via email, chat, or phone (depending on the type of account you have).

**To Request Support:**

* 1. Click the  icon in the bottom-right corner of the expanded Help Center. After clicking, you will see a new window titled **Ariba Exchange User Community**.
  2. You will see the words **I need help with** next to a search bar. If you don’t see this, click **Support** in the upper-right corner of your screen.
  3. Search for your issue in the **I need help with** search bar.

Based on your search, you may see Guided Assistance. Guided Assistance features a series **Yes** or **No** questions that will guide you either to support options or to relevant content to resolve your issue. If the guided content does not resolve the issue, the following direct support options are presented:

*Email SAP Ariba Customer Support*

* Send a written online request to SAP Ariba Customer Support via a short webform.
* Provide a Short Description, Details, and Attachment to ensure a fast and accurate response.

*Get help by live chat*

* Start a live chat with an SAP Ariba Customer Support specialist.

*Click to call*

* Avoid waiting on the phone. Fill in a short form to request a callback from the next available specialist.

# APPENDIX A

## Precision Rounding on Invoice

An invoice exception will occur in the Ariba Network if the monetary amount has a mathematical error. There are two general situations where this happens.

1. Monetary values sent are not calculated correctly (net amount/gross amount)
2. A rounding algorithm is being used where the rounding is different from the Ariba Buying & Invoicing solution (B&I)

**Two Solutions**

1. Send the same monetary values as what was sent on the originating order
2. **In B&I**, set the field “***AmountRoundingForInvoiceExceptionCalculation***” as follows

**0 = No rounding:** This is the default value. No rounding occurs when Ariba computes the amounts and then compares the amounts against the total invoiced.

**1 = Round invoice line item amounts to currency precision**: Ariba rounds all line amounts to currency precision, and then totals the line item amounts and compares that to the total invoiced amount.

**2 = Round invoice total cost to currency precision:** Ariba totals the line items amounts first and then rounds the total amount to currency precision before comparing it to the total invoiced amount.

|  |  |  |
| --- | --- | --- |
| **Without Rounding (0)** | **With Rounding on Line Amount (1)** | **With Rounding on Invoice Total (2)** |
| Line 1 2045.046 (price) \* 9.94 (quantity) = 20, 327.757 | 20,327.76 (rounded) | 20,327.757 |
| Line 2 121.511 (price) \* 7.04 (quantity) = 855.43744 | 855.44 (rounded) | 855.43744 |
| Total = 21, 183.19444 | Totals to 21,183.20 | Rounded to 21,183.19 |

# APPENDIX B

## Advanced Pricing / Price Basis Quantity (PBQ)

Check if the Buyer rules allow for changes to advanced pricing detail. You can find how to do this in “[Buyer Transaction Rules](#_Where_to_Find)” section.

If there is Advanced Pricing/PBQ, the detail section of Pricing details will be sent in the cXML

**Usually**, Subtotal = Unit Price \* Quantity, which in this case will not be true, 60 ≠ 48 \* 7.50. (48\*7.50 = 360)

**However**, for PBQ, the formula used is

**Subtotal = Quantity \* (Unit Conversion/Price Unit Quantity) \* Unit Price**

**60 = 48 \* (1/6) \* 7.50**

Easier way to remember is  buyer is selling “item” in pack of 6. So, price 7.50 is price of 6.

Quantity is 48 (6\*8). Even though quantity says 48, actually it is 8 packs of 6. So the subtotal price is 8 \*7.50 = 60.





**EDI Suppliers must ad CTP segment as is from the PO for Advanced pricing.**

PO1\*00010\*48\*EA\*7.5\*\*VP\*80-41015\*\*\*\*\*C3\*Generic~

CUR\*BY\*USD~

CTP\*WS\*\*\*6\*EA\*CSD\*1~



# APPENDIX C

## Invoice Status Updates in The Ariba Network

|  |  |  |
| --- | --- | --- |
| **Trigger** | **Invoice Status** | **Invoice Routing Status** |
| Invoice created | Sent | Sent |
| Invoice successfully received and placed on workflow in ERP | Sent | Acknowledged |
| Invoice parked in Shell’s ERP | Sent | Acknowledged |
| Invoice posted with block | Sent | Acknowledged |
| Invoice free for payment | Approved | Acknowledged |
| Invoice rejected on Workflow | Rejected | Failed |
| Invoice never arrived at ERP (due to connection errors) | Failed | Failed |