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 **Deloitte**

**Integrated Seller Transaction Guideline**

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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 | 31/07/2017 | Danilo Angelinetta | Initial Version of Document |

# Deloitte 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 Deloitte noted in **red.**

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

**Purchase Order Specifics (Tab 1 and 2)**

* Payment terms will be sent on all POs.
* Price Basis Quantity conversion will be sent to communicate item prices that are different than the ordering unit price.

**Order Confirmation Specifics (Tab 3)**

* Attachments are not allowed.
* Delivery date and shipping date are required for Order Confirmation.
* Line item description on OC cannot be changed from the original in the PO.

**Ship Notice Specifics (Tab 4)**

* Delivery date and shipping date are required for Ship Notice.
* Zero-quantity line items are not allowed.

**Extrinsics (Tab 5)**

* The list of extrinsics is provided in the Delta file attached.

# DELOITTE Detailed Specifications and Requirements

## Scope

Deloitte Prod ANID: AN01011030865

Deloitte Test ANID: AN01011030865-T

Required Transactions

* + Purchase Order

**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 | Service POs |
| Non-catalog POs |  |
| POs with attachments |  |
|  |  |
|  |  |

Table 1 - Purchase Order Types Supported/Not Supported

**Ship To Address**

* Deloitte’s PO will send Ship To address at header level.
* Deloitte’s PO will contain Ship To address IDs
* Ad-hoc addresses may be used, Deloitte to agree with the supplier about it

**Deliver To Address**

* In case of single Deliver To address it will be included in the PO at header level;
* In case of multiple Deliver To addresses they will be sent at line item level

**Unit of Measure**

* All cXML transactions are required to support and conform to the United Nations Units of Measure Common Code system (UNUOM). Refer to the following site for full list of UNUOM Codes: <http://www.unece.org/cefact/codesfortrade/codes_index.html>

## Order Confirmation Details

Customer does not require Order Confirmation. Supported methods of providing them are:

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

## Ship Notice Details

Customer does not require Order Confirmation. Supported methods of providing them are:

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

# Supplemental Documentation

This document contains Deloittespecific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the Ariba Network. Below are two sections for supplemental documentation to be used with this document for EDI or cXML transaction formats. Only refer to the section that pertains to the format your organization with be sending/receiving from the Ariba Network (EDI or cXML).

**cXML Section for Supplemental Documentation**

New cXML supplier to Ariba Network must:

1. Support a DTD (document type definition) validation tool internally and download the document type definitions (DTD’s) for all supported transactions.
2. Support HTTPS protocol. Ariba supports HTTPS (not HTTP) only for cXML transactions.
3. Review the cXML Solutions Guide and cXML User Guides.

**cXML Document Type Definitions (DTD’s):**

* [http://cxml.org](http://cxml.org/) Download [InvoiceDetail.zip](http://xml.cxml.org/current/InvoiceDetail.zip) for the InvoiceDetailRequest.dtd.
* <http://cxml.org> Download cXML.DTD for the OrderRequest
* <http://cxml.org> Download Fulfill.dtd for ConfirmationRequest/ShipNoticeRequest

**Recommended Resources:** The [Ariba cXML Solutions Guide](https://uex.ariba.com/sites/default/files/imported_files/en_6b638bcb85d8118796a9d91c8546a7bc3ab8ee14_412ba108d0a31014a748ee1cf3fe6955.pdf) (URL to post documents to Ariba) and [14s Ariba Network Release Guide](https://uex.ariba.com/sites/default/files/imported_files/en_d13642757e61609bcc1eb06232b72073e4e5329c_a5b7b0004d0c42a5ac449d545a3cf66a.pdf). May also be downloaded via login to your supplier account (<https://supplier.ariba.com>) on the Ariba Network:

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

**EDI Section for Supplemental Documentation**

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

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

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

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

# Ariba Network Support Information

Supplier Integration (SI) support is available to Deloitte’s suppliers. SI support is available during the test phase and two weeks post-go live with Deloitte, 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 Deloitte 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 Telephone:**

Europe, Middle East and Africa: +44 (0) 20 7187 4185

US/Canada toll free: 1-866-31ARIBA (1-866-312-7422)

North/South America +1-412-222-6170

Asia Pacific: +65 6311 4585

**By Web:**

|  |  |
| --- | --- |
| **If you can log into your Ariba Network Account** | **If you cannot log into your account** |
| * Login at [http://supplier.ariba.com](http://supplier.ariba.com/)
* Once logged in, click on the *‘Help*’ link located on the upper right hand side of the page and choose *Help Center.*
* Select Support located in the top right hand side of the page.
* Options in the bottom right hand side of the page are Live Chat or By Phone.
* An Online Service Request can also be submitted by selecting the “Start” button in the top center of the page.
 | * Go to [http://supplier.ariba.com](http://supplier.ariba.com/)
* For login issues select the *“Forgot Username”* or *“Forgot Password”* links near the top of the page.
* Fill out the web form and select the *Submit* button.
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