

**Boston University Integrated Supplier Transaction Guideline v2**

March 2022

INTERNAL



Table of Contents

[Version History 3](#_Toc96103579)

[Boston University Mapping Requirements and Deltas 4](#_Toc96103580)

[Boston University Detailed Specifications and Requirements 5](#_Toc96103581)

[Scope 5](#_Toc96103582)

[Purchase Order Details 5](#_Toc96103583)

[Order Confirmation Details 5](#_Toc96103584)

[Ship Notice Details 5](#_Toc96103585)

[Invoice Details 6](#_Toc96103586)

[Supplemental Documentation 8](#_Toc96103587)

[SAP Ariba customer Support for Suppliers 9](#_Toc96103588)

# 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 |
| Draft | 1/23/2020 | Tammie Burns | Initial Version of Document - DRAFT |
| 1.0 | 3/2/2020 | Tammie Burns | Moved document to final version, added invoice max number and remit address requirements. Added EDI Deltas |
| 2.0 | 03/2022 | Dipankar Kalita | Upgraded to new template. Non-PO Invoices added to scope. |

# Boston University 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 Boston University noted in **red.**

**cXML Delta:** ******EDI Delta**:   
The following is a summary of the requirements that are unique to Boston University’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 address will be at the header for all PO’s
* Ad Hoc addresses may be sent

**Invoice Specifics (Tab 2)**

* Required IDs: Ship To and Bill To
* Required addresses: Ship From, Ship To, Bill To
* Non-PO invoices require Sold Toaddress with Email set to [NONPOINVOICES@bu.edu](mailto:NONPOINVOICES@bu.edu)
* Invoice number cannot be greater than 16 characters
* Payment terms can be omitted
* Currency changes are not allowed
* Back-dating is generally not allowed but can be reviewed on a case by case bases
* Discounts can be sent at the header
* Taxes are to be sent at the header/summary only
* Shipping and special handling are to be sent at the header/summary only

**Order Confirmation Specifics (Tab 3)**

* Order Confirmations are optional
* Delivery dates are required for Order Confirmation
* Rejection reason or comments are not required

**Ship Notice Specifics (Tab 4)**

* Ship Notices are optional
* Delivery dates are required for Ship Notice
* Changes to quantity and price are not allowed

**Credit Memo (Tab 5)**

* Reason for the credit is required

**Boston University Transaction Validation Rules**

Boston University has configured custom validation rules on the Ariba Network that apply specifically to POs, Order Confirmations, Ship Notices, and PO/non-PO based Invoices. Review these settings from your supplier account on the Ariba Network.

# Boston University Detailed Specifications and Requirements

## Scope

Boston University Prod ANID: AN01000816573

Boston University Test ANID: AN01000816573-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 | Service POs |
| Change/cancel POs |  |
| Non-catalog POs |  |
| Blanket POs (BPO’s) |  |
| POs with attachments |  |

Table 1 - Purchase Order Types Supported/Not Supported

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

Legacy orders will not be moved to the Ariba Network and invoices for legacy orders should be sent via the existing legacy process for closeout. New orders after go live will only be sent via the Ariba Network.

**Ship To Address**

* + Boston University PO will send Ship To address at header level
  + Boston University PO will contain Ship To address IDs. Ship to ID and Address list will be provided.

## Order Confirmation Details

Boston University **does not require** an Order Confirmation per PO. Supported methods of providing them are:

* + cXML
  + EDI
  + Online

## Ship Notice Details

Boston Universitydoes not require Advanced Ship Notices per PO. Supported methods of providing them are:

* + cXML
  + EDI
  + Online

## Invoice Details

Table 2 - Invoice Types Supported/Not Supported

|  |  |
| --- | --- |
| 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 against contract or master agreement |
| Partial invoice: Invoice against a portion of the items on a PO. | Invoice against service PO |
| Invoice against material PO | Invoice against PCard |
| Invoice against Blanket PO | Header Invoice: single invoice applying to single PO without item details |
| lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to “lineLevelCreditMemo” | Header Credit Memo |
| Duplicate Invoice: invoice numbers may be reuse in case of reject/fail/cancel of original invoice | Debit Memo |
| Non-PO Invoice: invoice against PO not transacted via the Ariba Network | Cancel Invoice |
|  |  |

**Tax Requirements**

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

**Remit To Address Information**

* Remit To ID and address information may be required on the invoice if multi remit addresses are used. This should be discussed during integration kick off and testing. **NOTE:** Strict address validation is enforced. When this rule is enabled, the system will check if the following cXML elements are present and if it has a value:

1. Name
2. PostalAddress.Street
3. PostalAddress.City
4. PostalAddress.State
5. PostalAddress.PostalCode
6. PostalAddress.Country isoCountryCode attribute

**Shipping and Special Handling Fees**

* + Shipping and special handling charges are supported at the header/summary level only.

**Non-PO Specific Invoice Requirements**

* + Only used by approval of Boston University. Check before implementing.
  + SoldToEmail Address required[NONPOINVOICES@bu.edu](mailto:NONPOINVOICES@bu.edu)

**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 Boston Universityspecific 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 Support:**

* 1. Click the  icon in the bottom-right corner of the expanded Help Center. After clicking, you will see a new window titled **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** then **Contact Us** at the bottom of the screen.

*SAP Ariba Customer Support Help Form*

* 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.