



NOVARTIS cXML Transaction Guideline

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Change Log

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	7/10/2014	Ariba, an SAP Company	Initial Version of Document
2.0	08/28/2015	Emilia Stefan SSI	Bank details and update on the ship/bill To address Ids list
3.0	09/01/2015	Emilia Stefan SSI	Advanced pricing details
4.0	09/08/2015	Emilia Stefan SSI	New list with AddressIds and mandatory SoldTOs
5.0	09/16/2015	Emilia Stefan SSI	New list with AddressIDs
6.0	09/30/2015	Emilia Stefan SSI	New reviewed delta



NOVARTIS cXML Mapping Requirements and Deltas

The following is a summary of the cXML requirements that are unique to NOVARTIS's procurement environment. Detailed explanation of these items can be found in the proceeding pages.

Novartis Transaction Validation Rules (Tab 6)

Novartis has configured validation rules which apply specifically to PO, order confirmation, ASN and invoices. Review these settings from your supplier account on AN.

1. Login to your supplier account on the AN.
2. Click on the ***Administration tab at the top of the page*** then click ***Customer Relationships*** from the navigational bar just below.
3. Click on ***Novartis*** under your list of ***Current*** trading partners. Review the all available sections and check to see if you also have Country Based Rules that apply to you.

cXML Deltas

Attached to the document you will find baseline cXML transactions accepted by the Ariba Network with the additional cXML requirements for Novartis.



NOVARTIS Detailed Specifications and Requirements

Scope

NOVARTIS Prod ANID: AN01003603018
NOVARTIS Test ANID: AN01003603018-T

Required Transactions

- Purchase Order- cXML OrderRequest
- Invoice- cXML InvoiceDetailRequest

Optional Transactions

- Order Confirmation- cXML ConfirmationRequest
- Advanced Ship Notice- cXML ShipNoticeRequest

Purchase Order Details

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

Legacy Orders (Cut-Over Process)

Legacy orders are not supported but technical solution is available. PO's will appear as standard new PO's. *(entire PO will appear on Ariba Network but already issued partial INV's outside of Ariba Network will not be visible on Ariba Network account)*

Ship To Address

- NOVARTIS PO will send Ship To address at header level. Novartis has only 1 ShipTo Address/ PO
- NOVARTIS PO will contain Sold To address Ids, Ship To address IDs and Bill to address IDs which need to be returned in the corresponded invoices

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://unece.org/cefact/codesfortrade/rec20.xml>

Note : unit prices can sometimes be per 1000 or 100, etc.



Order Confirmation Details

Customer does not require Order Confirmation (Supported but not required). Supported methods of providing them are:

- cXML
- Online
- Email to requestor outside of Ariba Network

Ship Notice Details

Customer does not require Ship Notice (Supported but not required). Supported methods of providing them are:

- cXML
- Online
- Email to requestor outside of Ariba Network

Invoice Details

- Invoice number should include only letters and digits (no spaces or other characters)

Invoice Types Supported	Invoice Types Not Supported
Individual Detail Invoice: applies against single PO referencing line items; line items may be material 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
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Invoice against Blanket PO
Duplicate Invoice: invoice numbers may be reuse in case of reject/fail of original invoice	Header Credit Memo
Invoice with attachment	Debit Memo
	Cancel Invoice
Status invoice update active for US for the moment in plan for 2016	Invoice against PCard
	Information Only Invoice



	Header Invoice: single invoice applying to single PO without item details
	Summary invoices (one invoice covering multiple Pos from Novartis)

Tax Requirements

- Tax is supported at the line level.
- A summary tax amount is required on all invoices even if that amount is zero amount .
- VAT IDs of buyer and supplier are required as well. Please note that the legal format for Switzerland needs to be used

Example of Buyer and Supplier VAT ID :

```
<Extrinsic name="buyerVatID"> CHE-116.268.023 MWST</Extrinsic>
<Extrinsic name="supplierVatID"> CHE-111.111.111 MWST</Extrinsic>
<Extrinsic name="invoiceSourceDocument">PurchaseOrder</Extrinsic>
<Extrinsic name="invoiceSubmissionMethod">cXML</Extrinsic>
```

- Supplier Tax ID is required:

Example of Supplier Tax ID :

```
<InvoicePartner>
<Contact role="remitTo">
<Name xml:lang="DE">Supplier Branch 1</Name>
<PostalAddress>
<Street>Friedrichstrasse 203</Street>
<City>Berlin</City>
<PostalCode>11111</PostalCode>
<Country isoCountryCode="DE">
</Country>
</PostalAddress>
</Contact>
<IdReference domain="supplierTaxID" identifier=" CHE-111.111.111 MWST ">
</IdReference>
</InvoicePartner>
```

- In case of VAT is 0%, a reason must be provided as **exemptDetail attribute**
- **taxPointDate** is required for all VAT entries. **taxPointDate**= the date when the VAT becomes due.

Please see the following 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="2010-08
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>
```

Example of a valid VAT tax group on Summary level:

```
<InvoiceDetailSummary>
<SubtotalAmount>
<Money currency="USD">156216521</Money>
</SubtotalAmount>
<Tax>
<Money currency="USD">0.00</Money>
<Description xml:lang="en-US"> total tax test description</Description>
<TaxDetail category="vat" exemptDetail="exempt" percentageRate="0.00" taxPointDate="2014-02-
19T00:00:00+00:00">
<TaxableAmount>
<Money currency="USD">23900.00</Money>
</TaxableAmount>
<TaxAmount>
<Money currency="USD">0.00</Money>
</TaxAmount>
<Description xml:lang="en-US">explanation of the 0 percentage</Description>
</TaxDetail>
</Tax>
<GrossAmount>
```

Remit To Address Information

Remit to is required

- For ISR payments the Supplier needs to provide 'ISR number into the account receivable ID' field

Other Address information

- Supplier is required to provide in the Invoice Ship to address IDs, Sold Address IDs and Bill to address IDs as indicated in the attached file. Addresses are coming from SRM PO's (indirect purchasing PO's). For direct PO's Novartis will have specific address rules.

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

Bank Account Details are required:

Bank account details are mandatory, please send the bank account details in the following way (within the header of the invoice after the remitTo address):

Attribute	Description	Notes
Contact role="wireReceivingBank"		Required Required in certain markets
Name	Name of the bank	Required
IdReference/identifier IdReference is located in the InvoicePartner group, on the same level as the contact group	Swift ID	Required whereby domain = "swiftID"
IdReference/identifier	IBAN ID	Required whereby domain = "ibanID"
IdReference/identifier	Account name	Required whereby domain = "accountName"
IdReference/identifier	Account ID	Required whereby domain = "accountID"
IdReference/identifier	Account Type	Required whereby domain = "accountType"
IdReference/identifier	Branch Name	Required whereby domain = "branchName"

Bank account number should be a string of letters and digits without special characters or space (eg: -,./, etc.).

Example of bank details:

```
<InvoicePartner>
<Contact role="wireReceivingBank">
<Name xml:lang="de">Test Bank</Name>
</Contact>
<IdReference domain="swiftID" identifier="12345"></IdReference>
<IdReference domain="ibanID" identifier="AT12345123456789"></IdReference>
<IdReference domain="accountName" identifier="Test Supplier Company"></IdReference>
<IdReference domain="accountID" identifier="123456789"></IdReference>
<IdReference domain="accountType" identifier="Checking"></IdReference>
<IdReference domain="branchName" identifier="Branch New City"></IdReference>
</InvoicePartner>
```

Please note that Novartis is requiring his suppliers to match the data for bank details with the information from their masterdata.

Shipping and Special Handling:

Shipping and special handling may be submitted on the summary level as presented in the example :

```
<InvoiceDetailSummary>
<SubtotalAmount>
<Money currency="GBP">321.99</Money>
```




```

</SubtotalAmount>
<Tax>
<Money currency="GBP">64.40</Money>
<Description xml:lang="en-US">
</Description>
<TaxDetail category="vat" percentageRate="20" taxPointDate="2014-10-15T00:00:00+02:00">
<TaxableAmount>
<Money currency="GBP">321.99</Money>
</TaxableAmount>
<TaxAmount>
<Money currency="GBP">64.40</Money>
</TaxAmount>
<Description xml:lang="en-US">standard vat tax test description</Description>
</TaxDetail>
</Tax>
<SpecialHandlingAmount>
<Money currency="USD">25.00</Money>
<Description xml:lang="en-US">test description for special handling created online on the header
level </Description>
</SpecialHandlingAmount>
<ShippingAmount>
<Money currency="USD">52.00</Money>
</ShippingAmount>
<GrossAmount>
<Money currency="GBP">434.81</Money>
</GrossAmount>
<NetAmount>
<Money currency="GBP">434.81</Money>
</NetAmount>
<DueAmount>
<Money currency="GBP">434.81</Money>
</DueAmount>
</InvoiceDetailSummary>

```

Price basis quantity is mandatory when the unit price in Po is per X value

Please note the below example on how to express prices per 1000:

```

InvoiceDetailItem invoiceLineNumber="1" quantity="2">
<UnitOfMeasure>C62</UnitOfMeasure>
<UnitPrice>
<Money currency="EUR">143.50</Money>
</UnitPrice>
<PriceBasisQuantity conversionFactor="1" quantity="1000">
<UnitOfMeasure>C62</UnitOfMeasure>
<Description xml:lang="en">
</Description>
</PriceBasisQuantity>
<InvoiceDetailItemReference lineNumber="10">
<ItemID>
<SupplierPartID>XXXXX</SupplierPartID>

```

Please note the definition of different amount values:

- **<SubtotalAmount>** = Total of all line items (unit price * quantity for each line item). No other additional charges are factored into the subtotal. Basically the Subtotal amount is the value without any VAT;
- **<GrossAmount>** = SubtotalAmount plus any tax, shipping or special handling charges but does NOT include discount; This is the Subtotal amount plus taxes (VAT)



- **<NetAmount>** = GrossAmount minus any discounts; (Basically this is the NetAmount+VatAmount); In case there is no Discounts or Adjustments then NetAmount=GrossAmount.

- **<DueAmount>** = NetAmount minus any deposit passed

To add here example of value calculations for Gross/Net/Due amount



Ariba Network Support Information

This document contains NOVARTIS specific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the AN using cXML. It **must** be used in conjunction with the guidelines noted in the Resources section of this document. New cXML suppliers 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, cXML User's Guideline and cXML Release Notes may be downloaded at: <http://supplier.ariba.com/help>

OR via login to your supplier account (<https://supplier.ariba.com>) on AN:

1. Click the 'Help' link in the upper right hand section of the page. Select 'Documentation and Tutorials' from the drop down menu.
2. Click the 'cXML' link listed at the top of the 'Guides' page
3. Download the cXML Solutions and cXML User's Guide

Support:

Electronic Supplier Integration (ESIM) support is available to NOVARTIS suppliers. ESIM support is available during the test phase and two weeks post-go live with NOVARTIS, or until the first production transactions are exchanged. After that period, suppliers must leverage Ariba Technical Support for any production issues. To contact ESIM support, send an email to askaribatech@ariba.com. Be sure to list NOVARTIS in the subject line of the email.

Depending on your transaction volume across all Buyers on the AN 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/solutions/sell/supplier-membership-program>.

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 form:

If you can log into your Ariba Network Account	If you cannot log into your account
<ul style="list-style-type: none"> • 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 <i>Contact Support</i>. • Scroll to the bottom of the new page and select "Ariba Customer Support Webform". • Completely fill out the web form and submit. 	<ul style="list-style-type: none"> • 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 <i>Submit</i> button.