

Confidential

**NOVARTIS cXML Transaction Guideline**NAMER Region (USA)

Contents

Change Log 2

NOVARTIS cXML Mapping Requirements and Deltas 3

cXML Deltas 3

NOVARTIS Detailed Specifications and Requirements 4

Scope 4

Purchase Order Details 4

Order Confirmation Details 5

Ship Notice Details 5

Invoice Details 5

Ariba Network Support Information 7

# 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 |
| 7.0 | 1/03/2018 | Zlatina Kolchakova SI | Addition of credit memo and invoice with shipping fees in the cXML delta |
| 8.0 | 16/04/2018 | Zlatina Kolchakova SI | Special handling is removed from the cXML delta as it is not being mapped on Novartis end. |
| 9.0 | 04/05/2018 | Rocio Sierra SSI |  |
| 10.0 | 08/05/2018 | Rocio Sierra SSI | Invoices against Blanket and Service POs are accepted in US. |
| 11.0 | 11/2022 | Leah Harris NEL | Updated to latest SAP Branded Template |

# 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**

In the following excel workbook you will find baseline cXML transactions accepted by the Ariba Network with the additional cXML requirements for Novartis**.**

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# 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 | Service POs |
| Change/cancel POs | Blanket POs (BPO’s) |
| POs with attachments |  |
| Catalog and Non-Catalog Orders |  |

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

At the time of Go Live and PO cut-over to the Ariba Network, NOVARTIS will send POs that are open and outstanding to the Ariba Network as Legacy Orders. Any PO that has a date within the past 12-months and is still open (unbilled items remain on the PO) will be sent to the Ariba Network.

Legacy orders are tagged with an extrinsic **“AribaNetwork.LegacyOrders”** in the order request header.

Legacy orders are not delivered to the supplier beyond the Ariba Network Supplier Inbox, but are present on the Ariba Network so that all subsequent invoices can be sent through the Ariba Network at the time of cut-over.

**Ship To Address**

* NOVARTIS PO will send Ship To address at header level
* 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: <https://unece.org/trade/cefact/UNLOCODE-Download>

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. |  |
| **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 |
| **Duplicate Invoice**: invoice numbers may be reuse in case of reject/fail of original invoice   * The invoice numbers of invoices in the Failed state can be reused. |  |
| **Invoice with attachment**   * Your procurement application can download invoice attachments (MIME multipart messages). | Invoice against PCard |
| **lineLevelCreditMemo** (cXML 1.2.018 and higher) invoice purpose set to “lineLevelCreditMemo”   * Line-item credit memos are required to reference another invoice. | Information Only Invoice |
| Status invoice update active | Header Invoice: single invoice applying to single PO without item details |
|  | Summary invoices ( one invoice covering multiple Pos from Novartis ) |

**Tax Requirements**

* Tax may be sent at the line item level / header
* A summary tax amount is required on all invoices even if that amount is zero dollars.

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” |

**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 master data.**

**Shipping cost:**

An example for Shipping cost with applied tax on summary level is provided in the cXML delta on page 3.

**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 (Tax);

• <**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

# NOVARTIS Country Specific Business Definitions

**Europe (EU)**

1. **Invoice Type not supported**

|  |
| --- |
| Header Credit Memo |
| Header Debit Memo |
| Cancel Invoices |

1. **Invoice Tax Requirements**

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

1. **Invoice Remit To Address Information**

Remit to is required

* For ISR payments the Supplier needs to provide ‘ISR number into the account receivable ID’ field

1. **Invoice - Other Address information**

* Supplier is required to provide in the Invoice Ship to address IDs, Sold AddressIds and Bill to address IDs as indicated in the below file.



**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

1. PostalAddress.PostalCode
2. PostalAddress.Country isoCountryCode attribute

**United States (US)**

1. **PO Type supported**

|  |
| --- |
| Invoice against service PO |
| Invoice against Blanket PO |

1. **PO Extrinsic**

* Payment terms in the header
* Requester, taxable, employeeID, Form, PR No.

1. **PO Ship To Address**

Novartis PO will contain Ship To address IDs

* 1. The first 4 digits represent the bill to code
  2. If a list is needed, it will need to be requested from **contact.elink@norvartis.com**

1. **Invoice Type supported**

|  |
| --- |
| Header Credit Memo |
| Header Debit Memo |
| Cancel Invoices |
| Invoice against service PO |

1. **Invoice Remit To Address Information**

Remit to is required

* Customer will provide the Remit-To IDs and addresses to suppliers as part of the on-boarding process.
* Suppliers should notify customer of any changes to their Remit-To address information.
* Please map the confirmed address and address id to your invoice in the Remit to loop.
* The suppliers tax id should also be included on the invoice

<InvoicePartner>

<Contact role="**remitTo**" >

<Name xml:lang="**en**">**MAD LABS INC.**</Name>

<PostalAddress>

<Street>**1994 ACORN DRIVE**</Street>

<City>**FRANKLIN**</City>

<State>**IN**</State>

<PostalCode>**46131**</PostalCode>

<Country isoCountryCode="**US**">**US**</Country>

</PostalAddress>

</Contact>

<IdReference domain="**supplierTaxID**" identifier="**123456789**" />

</InvoicePartner>

1. **Invoice - Your Tax id** – must be included on each invoice (As the example above)
2. **Invoice - Bill To Name information**

Sold to Name must match from the purchase order to the Bill To Name and Sold to Name on the invoice it is **case sensitive**. NOTE: Bill to Name must match exactly as it is presented on the Purchase Order



1. **Invoice - Payment terms** – must match from the purchase order to the invoice

Should be shown as below.

<InvoiceDetailPaymentTerm payInNumberOfDays="**60**" percentageRate="**0**" />

1. **Credit Memo - A**t the line level or the summary/header level this will replace the negative invoice

# Ariba Network Support Information

This document contains NOVARTISspecific 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](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, 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 |
| * 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 *Contact Support.* * Scroll to the bottom of the new page and select “[Ariba Customer Support Webform](https://connect.ariba.com/HAA_Webform/1,,OnDemandSupport_ANAD,00.html?portal=HAA&language=en&sid=)”. * Completely fill out the web form and submit. | * 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. |