

INTERNAL

**SAP Ariba Supplier Solution Blueprint**

Norfolk Southern

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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 | Jan 25, 2021 | Kyle Dowler | Initial Version of Document |
| 2 | June 2023 | Lindsey Starkweather | Update supported features |

# 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 design phase.

# project scope

The following tables outline the requirements unique to this Buyer 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.

| Description Item | Buyer | Supplier |
| --- | --- | --- |
| Company Name | Norfolk Southern |  |
| ANID | AN01423837237 |  |

**DO NOT MOVE FORWARD WITH INTEGRATION IF:**

* Supplier is using Ariba Network’s legacy connection transacting via EDI X12. Buyer Part ID must be sent back on Invoice if sent on PO – the legacy connection doesn’t support this field.
* Supplier is receiving subcontracting orders from Norfolk Southern for repair and return – these POs are not supported in Norfolk Southern’s Ariba implementation at this time.
* Supplier is sending SAC codes on invoices – these codes are not supported in Norfolk Southern’s Ariba implementation at this time.

## Orders

| Description Type | Buyer Supported  (Y/N/\*Exception) | Supplier Supported  (Y/N/Out of Scope/\*Exception | Supplier Routing/Format  (online, email, cXML, D96A, X12, CSV, etc.) |
| --- | --- | --- | --- |
| Catalog | Yes |  |  |
| Non-Catalog/Free Text | Yes |  |  |
| P-Card | No |  |  |
| Blanket Order – with release | No |  |  |
| Blanket Order – without release | No |  |  |
| Service PO (with Service structure/without parent - child lines) | No |  |  |
| Service PO (with Service structure/with parent - child lines) | No |  |  |
| Service PO (with Material structure) | No |  |  |
| Change Order – catalog | Yes |  |  |
| Change Order – non-catalog | Yes |  |  |
| Change Order – P-Card | No |  |  |
| Cancel Order | Yes |  |  |
| Exception or Urgent/Machine down Order | No |  |  |
| Consignment Order | No |  |  |
| Work Order | No |  |  |
| Capital Equipment Order | No |  |  |

| Description Attributes | | Comments | Buyer Supported  (Y/N) | Supplier Supported  (Y/N) | Supplier ERP Validation  (Y/N/NA) |
| --- | --- | --- | --- | --- | --- |
| General | Split Orders | * Yes, it is possible to have multiple ship to addresses at the line item level on one PO. * At present, one address per PO | Yes |  |  |
| Order Numbering | * All POs will start with “450”, “455” & “54”. | Yes |  |  |
| Precision Rounding | * ROUND\_HALF\_UP and 2 decimal places. Example, $20.005 would round to $20.01 for pricing. | Yes |  |  |
| Advanced Pricing Detail |  | Yes |  |  |
| Attachments |  | Yes |  |  |
| Header | Bill To | * May not always be sent, may be blank. | Yes |  |  |
| Ship To | * Ship To address is required and needs to be captured and returned on the invoice. | Yes |  |  |
| Private End User |  | No |  |  |
| Purchasing Agent |  | No |  |  |
| Payment Terms | * Optional | Yes |  |  |
| Need By Date |  | Yes |  |  |
| Comments | * Comments can be sent but aren’t required to be sent back on any return documents. | Yes |  |  |
| Extrinsics | * Header Level Extrinsics are sent on PO but aren’t required to be sent back on any return documents. | Yes |  |  |
| Service Date (start & end) | * Service POs are not in scope. | N/A |  |  |
| Line Item | Order Item Numbering | * Line items will be numbered as “00010”, “00020”, “00030” and so on. | Yes |  |  |
| Supplier Part ID | * Populated for some catalog items, but for Non-Catalog it will come across as “Not Available” | Yes |  |  |
| Buyer Part ID | * If Buyer Part ID is sent on PO, it must be returned on the invoice. | Yes |  |  |
| Supplier Part Auxiliary ID |  | Yes |  |  |
| Unit Price | * Values will be to 2 decimal places and will use the ROUND\_HALF\_UP method of rounding * [12.3 Precision Rounding on Invoices](https://sap.sharepoint.com/teams/NAMERSSI/Shared%20Documents/General/Documentation%20Pilot/New%20Blueprint.docx) | Yes |  |  |
| Advanced Pricing/Price Basis Quantity | * Price Basis Quantity values are sent on the PO line items and will need to be consumed by the supplier and returned the same on the invoice if the “quantity” and “conversionFactor” attributes aren’t both equal to “1”. * [12.4 Advanced Pricing/Price Basis Quantity (PBQ)](https://sap.sharepoint.com/teams/NAMERSSI/Shared%20Documents/General/Documentation%20Pilot/New%20Blueprint.docx) | Yes |  |  |
| Unit of Measure | * United Nations Unit of Measure (UNUOM) will be used. | Yes |  |  |
| UNSPSC |  | No |  |  |
| Ship To | * Ship To address is required and needs to be captured and returned on the invoice. | Yes |  |  |
| Extrinsic Values | * Line Item Extrinsic “TaxType” is optional to be returned on the invoice. | Yes |  |  |
| Service Date (start & end) | * Service POs are not in scope. | N/A |  |  |

## Order Confirmation

| Description Type | Status  (Required or Optional) | Buyer Supported  (Y/N/\*Exception) | Supplier Supported  (Y/N/Out of Scope/\*Exception | Supplier Routing/Format  (online, email, cXML, D96A, X12, CSV, etc.) |
| --- | --- | --- | --- | --- |
| Header Level | Optional | Yes |  |  |
| Line Level | Optional | Yes |  |  |

| Description Attributes | | Comments | Buyer Supported  (Y/N) | Supplier Supported  (Y/N) |
| --- | --- | --- | --- | --- |
| General | Attachments |  | No |  |
| Change Orders | * Control Keys will prevent any Change POs from happening. If there are issues with the Unit Price, Quantity, Unit Conversion, or Pricing Description please contact NS Buyer in Sourcing to create a New or Change PO. | Yes |  |
| Invoicing | * Order Confirmations are not required to invoice against the PO. | No |  |
| Tolerance | * There will be Quantity and Price Tolerances set in the Control Keys on the PO. | Yes |  |
| Other | * Currently only Reject All at Header Level is working when doing rejections. Partial rejections will fail in NS’s ERP system. | Yes |  |
| Header | Rejection | * Rejection at Header will reject the PO in full and a Rejection Reason Comment is required. | Yes |  |
| Acceptance | * Acceptance of all items in the order supported. | Yes |  |
| Line Level | Changes | * Control Keys will prevent any Change POs from happening. If there are issues with the Unit Price, Quantity, Unit Conversion, or Pricing Description please contact NS Buyer in Sourcing to create a New or Change PO. | Yes |  |
| Line Comments |  | Yes |  |
| Rejection | * Partial rejections or rejecting line items will fail in NS’s ERP system. | No |  |
| Backorder |  | No |  |
| Delivery Date | * Required to be sent on Order Confirmations | Yes |  |
| Shipment Date | * Estimate or Actual Dates are required to be sent on Order Confirmations | Yes |  |
| Unit Price |  | Yes |  |
| Unit Price Currency |  | Yes |  |
| Item Description |  | Yes |  |

## Advanced Shipping Notification (ASN)

| Description Type | Status  (Required or Optional) | Buyer Supported  (Y/N/\*Exception) | Supplier Supported  (Y/N/Out of Scope/\*Exception | Supplier Routing/Format  (online, email, cXML, D96A, X12, CSV, etc.) |
| --- | --- | --- | --- | --- |
| All | Optional | Yes |  |  |

| Description Attributes | | Comments | Buyer Supported  (Y/N) | Supplier Supported  (Y/N) |
| --- | --- | --- | --- | --- |
| General | Attachments | * Optional | Yes |  |
| Confirmation Status |  | Yes |  |
| Order Confirmation | * Order Confirmation isn’t required before Ship Notice. | No |  |
| Tolerance | * Control Keys will set a Quantity tolerance on the POs. | Yes |  |
| Other |  | No |  |
| Header | Notice Date |  | Yes |  |
| Shipping Date | * Shipping Date is Required. | Yes |  |
| Delivery Date | * Delivery Date is Required. Multiple delivery dates can be sent on ASN. | Yes |  |
| Delivery & Transport | * Norfolk Southern prefers the carrier name and tracking number if possible, but it isn’t required. | Yes |  |
| Line Level | Quantity |  | Yes |  |
| Asset Serial Number |  | Yes |  |
| Shipment Serial Numbers |  | Yes |  |
| Packing Slip |  | Yes |  |

## Service Entry Sheet

| Description Type | Status  (Required or Optional) | Buyer Supported  (Y/N/\*Exception) | Supplier Supported  (Y/N/Out of Scope/\*Exception | Supplier Routing/Format  (online, email, cXML, D96A, X12, CSV, etc.) |
| --- | --- | --- | --- | --- |
| All | Out of Scope | No |  |  |

| Description Attributes | | Comments | Buyer Supported  (Y/N) | Supplier Supported  (Y/N) |
| --- | --- | --- | --- | --- |
| General | Attachments |  | N/A |  |
| Invoice Auto Generated | * Can SES be auto generated from the invoice | N/A |  |
| Cancel SES | * Suppliers are allowed to cancel SES they create. | N/A |  |
| Other | * SES are not allowed for services that are still in progress. | N/A |  |
| Header | SES Number | * Up to 16 Characters allowed, no special characters and spaces allowed. | N/A |  |
| Start/End Date | * Acceptance of all items in the order supported? | N/A |  |
| Final SES | <Extrinsic name = "finalSES"></Extrinsic>  Indicates a final SES entry to close the booking sequence and import the information within the customer’s ERP. | N/A |  |
| Line Level | Quantity |  | N/A |  |
| Unit of Measure |  | N/A |  |
| Start/End Date |  | N/A |  |
| Part Number |  | N/A |  |
| Item Description |  | N/A |  |
| Advance Pricing Details |  | N/A |  |
| Subtotal |  | N/A |  |

## Receipt Notification (Goods Receipt Notice)

| Description Type | Status  (Required or Optional) | Buyer Supported  (Y/N/\*Exception) | Supplier Supported  (Y/N/Out of Scope/\*Exception | Supplier Routing/Format  (online, email, cXML, D96A, X12, CSV, etc.) |
| --- | --- | --- | --- | --- |
| Receipt (Goods Receipt Notification) | Optional | Yes |  |  |
| Receipt Based Invoicing |  | No |  |  |

| Description Attributes | | Comments | Buyer Supported  (Y/N) | Supplier Supported  (Y/N) |
| --- | --- | --- | --- | --- |
| General |  |  | Yes |  |
| Header |  |  | Yes |  |
| Line Level |  |  | Yes |  |

## Invoice

| Description Type | Buyer Supported  (Y/N/\*Exception) | Supplier Supported  (Y/N/Out of Scope/\*Exception | Supplier Routing/Format  (online, email, cXML, D96A, X12, CSV, etc.) |
| --- | --- | --- | --- |
| Catalog | Yes |  |  |
| Non-Catalog | Yes |  |  |
| Contract | No |  |  |
| Blanket | No |  |  |
| Non-PO | No |  |  |
| Service | No |  |  |
| Credit – Header Level | Yes |  |  |
| Credit – Line Level | No |  |  |
| Debit – Header Level | No |  |  |
| Debit – Line Level | No |  |  |
| Invoice Rejection | Yes |  |  |
| Invoice Status Update | Yes |  |  |

| Description Attributes | | | | | Comments | | | Buyer Supported  (Y/N) | Supplier Supported  (Y/N) | Supplier ERP Validation  (Y/N/NA) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General | Attachments | | | | * Optional | | | Yes |  |  |
| Precision Rounding | | | | * ROUND\_HALF\_UP and 2 decimal places. Example, $20.005 would round to $20.01. | | | Yes |  |  |
| Advanced Pricing Detail | | | | * Make sure to send back same Price Basis Quantity on PO. | | | Yes |  |  |
| Satellite Requirements | | | |  | | | No |  |  |
| Supplier Invoice Processing | | | Real Time | | |  | N/A |  |  |
| Batched | | |  | N/A |  |  |
| Scheduled Run Nightly | | |  | N/A |  |  |
| Monthly | | |  | N/A |  |  |
| Next Day | | |  | N/A |  |  |
| Validation prior to sending to AN | | |  | N/A |  |  |
| Header | Invoice Number | | | | * Max length is 16 characters and only special characters are a dash and underscore. “-“ “\_” | | | Yes |  |  |
| Invoice Date | | | | * Is backdating allowed up to 365 days. | | | Yes |  |  |
| Bill To | | | | * Address is required, but Address ID is optional. | | | Yes |  |  |
| Remit To | | | | * Address & ID are required. | | | Yes |  |  |
| Sold To | | | | * Address & ID are optional. | | | Yes |  |  |
| Ship To | | | | * Ship To address is required, but Address ID isn’t. | | | Yes |  |  |
| Ship From | | | | * Ship From address is required, but Address ID isn’t. | | | Yes |  |  |
| From | | | | * Address & ID are optional. | | | Yes |  |  |
| Strict Validation | Name | | | |  | | No |  |  |
| Street | | | |  | | No |  |  |
| City | | | |  | | No |  |  |
| State | | | |  | | No |  |  |
| Postal Code | | | |  | | No |  |  |
| Country | | | |  | | No |  |  |
| Taxes | | | | Header/Summary Level Only | | | Yes |  |  |
| Allowance & Charges | | | | If there are Allowances or Charges on a particular line item, Buyer will create a Separate line in the PO (just like another material line item) and Supplier can use that for Allowance or Charge. | | | No |  |  |
| Shipping & Handling | | | | If there is a Shipping on a particular line item, Buyer will create a Separate line in the PO (just like another material line item) and Supplier can use that for Shipping/special handling charges. | | | No |  |  |
| Payment Terms | | | | Optional | | | Yes |  |  |
| Line Item | Add Line Items | | | |  | | | No |  |  |
| Quantity | | | |  | | | Yes |  |  |
| Unit Price | | | | * ROUND\_HALF\_UP and 2 decimal places. Example, $20.005 would round to $20.01. * [12.3 Precision Rounding on Invoices](https://sap.sharepoint.com/teams/NAMERSSI/Shared%20Documents/General/Documentation%20Pilot/New%20Blueprint.docx) | | | Yes |  |  |
| Advanced Pricing/Price Basis Quantity | | | | * Price Basis Quantity values are sent on the PO line items and will need to be consumed by the supplier and returned the same on the invoice if the “quantity” and “conversionFactor” attributes aren’t both equal to “1”. * [12.4 Advanced Pricing/Price Basis Quantity (PBQ)](https://sap.sharepoint.com/teams/NAMERSSI/Shared%20Documents/General/Documentation%20Pilot/New%20Blueprint.docx) | | | Yes |  |  |
| Tax | | Alternate Currency | | | |  | No |  |  |
| Category | | | |  | No |  |  |
| Percentage Rate | | | |  | No |  |  |
| Supply Date (tax point date) | | | |  | No |  |  |
| Tax Amount | | | |  | No |  |  |
| Taxable Amount | | | |  | No |  |  |
| Summary | Subtotal Amount | | | |  | | | Yes |  |  |
| Tax | | Alternate Currency | | | | * Summary tax is required on all invoices even if the amount is zero (0.00) | No |  |  |
| Category | | | | Required | Yes |  |  |
| Percentage Rate | | | | Required | Yes |  |  |
| Supply Date (tax point date) | | | |  | No |  |  |
| Tax Amount | | | | Required | Yes |  |  |
| Taxable Amount | | | | Required | Yes |  |  |
| Special Handling Amount | | | | If there is a Shipping on a particular line item, Buyer will create a Separate line in the PO (just like another material line item) and Supplier can use that for Shipping/special handling charges. | | | No |  |  |
| Shipping Amount | | | | If there is a Shipping on a particular line item, Buyer will create a Separate line in the PO (just like another material line item) and Supplier can use that for Shipping/special handling charges. | | | No |  |  |
| Gross Amount | | | |  | | | Yes |  |  |
| Invoice Detail Discount | | | |  | | | No |  |  |
| Net Amount | | | |  | | | Yes |  |  |
| Due Amount | | | |  | | | Yes |  |  |

| Description Tax Category | Tax Rate | Tax Description |
| --- | --- | --- |
| Sales | 0 | Extrinsic TaxType= “Tax Exempt”, “Direct Pay/Exempt” |
| Sales | 0-16% (In Prod)  0, 5, 8.75, 10 (In Test) | Extrinsic TaxType= “Taxable”, “Tax Exempt”, “Direct Pay/Exempt” |
|  |  |  |
|  |  |  |

# Cutover

| Description Specifics | Comments | Buyer Response | Supplier Comments |
| --- | --- | --- | --- |
| Legacy Orders | * Will customer be sending legacy transactions on AN | No |  |
| * Would open orders be expected to be closed by a certain date? | No |  |
| * Would only specific orders be sent as legacy? | No |  |
| * Will legacy orders be recreated as new orders? * If yes, will they have the same order number? | No |  |
| * Are there any specific instructions, as to how legacy orders should be handled on AN? | No |  |
| General | * Is there date from which suppliers would be expected to migrate their transactions on AN? | No |  |
| * Does the supplier need to manually make changes to open orders? | No |  |
| * Will buyer provide a list of cutover documents? | No |  |
| * Identify any risks associated with cutover | No |  |

# Error handling

| Description Buyer | Comments | Buyer Response | Supplier Comments |
| --- | --- | --- | --- |
| Unprocessed Orders | * Is there an error log that is monitored? | Yes |  |
| * How often are the logs checked? | Once a week |  |
| * Who is notified? | Sourcing Systems |  |
| * How is this corrected? | Re-transmit order |  |
| * What is the turn-around time to address failed orders? | Within 24 hours |  |

| Description Supplier | Comments | Supplier Response | Buyer Comments |
| --- | --- | --- | --- |
| Failed Order Validation (wrong part number, price, UOM, etc) | * Who gets notified? |  |  |
| * How is this corrected? |  |  |
| * Does the supplier system automatically make substitutions? |  |  |
| * What is the turn-around time to address failed orders? |  |  |
| General | * Is there any schema or data validation done on the invoice before it is sent to the AN? |  |  |
| * What is the process if an invoice fails against a business rule in the AN? |  |  |
| * What is the process if duplicate invoice numbers are not allowed when an invoice has failed or been rejected? |  |  |

# Supporting documentation (Master data alignment)

| Description Documents | Location |
| --- | --- |
| Ship To Addresses & ID’s | [Norfolk Southern Integration & Catalog Portal (ariba.com)](https://support.ariba.com/item/view/206668)  Note: Ship To codes and addresses are subject to change without notice |
| Remit To Addresses & ID’s | [Norfolk Southern Integration & Catalog Portal (ariba.com)](https://support.ariba.com/item/view/206668) |
| UOM | [Norfolk Southern Integration & Catalog Portal (ariba.com)](https://support.ariba.com/item/view/206668) |
| UNSPSC | [Norfolk Southern Integration & Catalog Portal (ariba.com)](https://support.ariba.com/item/view/206668) |
| cXML Delta | [Norfolk Southern Integration & Catalog Portal (ariba.com)](https://support.ariba.com/item/view/206668) |
| EDI Delta | [Norfolk Southern Integration & Catalog Portal (ariba.com)](https://support.ariba.com/item/view/206668) |

# project schedule

| Description Milestone | Start Date | End Date | Contingency Plan  (If target date is missed) |
| --- | --- | --- | --- |
| Plan |  |  |  |
| Design |  |  |  |
| Build |  |  |  |
| Test |  |  |  |
| Deploy |  |  |  |
| Go Live |  |  |  |

## Sign Off

| Description Name | Buyer or Supplier? | Date | Signature |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# tESTING

See test plan here: [Norfolk Southern Integration & Catalog Portal (ariba.com)](https://support.ariba.com/item/view/206668)

# Risks

| Description Potential Risk | | Buyer Mitigation Response | Supplier Mitigation Response |
| --- | --- | --- | --- |
| 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? | Accounting is not available the first 6 business days of each month. |  |
| Processes | Updates/changes to code must be scheduled? | Yes |  |
| Go live at certain points of the month? | Wednesdays biweekly excluding holiday change freezes. |  |
| 3rd Party Dependencies | * Are changes scheduled or added as needed? | N/A |  |
| * Are error notifications/failures communicated back? | N/A |  |
| * Is there a dedicated resource to support the project? | N/A |  |
| * Will they attend standing calls? | N/A |  |

# supplemental documentation

This document contains Norfolk Southernspecific 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

## EDI Supplemental Documentation via SAP Ariba Cloud Integration Gateway

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

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

EDI x12 Supplemental Documentation   
[All EDI Supplier Guides](https://integration.ariba.com/#/resources)

## PIDX Supplemental Documentation via SAP Ariba Cloud Integration Gateway

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

# sap ariba customer support for suppliers

## How to utilize Help Center and access Customer Support

See help and contact information here: [Norfolk Southern Integration & Catalog Portal (ariba.com)](https://support.ariba.com/item/view/206668)

## Access the Help Center

[Sign in to 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.

## Customer Support Resources

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.

## Post Go Live Support

Supplier Integration Specialists at SAP Ariba will 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.



# Additional resouces

## 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”)
* Tax Point Date (date when the VAT becomes due) is required for all VAT entries

## VAT Examples

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>*

**Business entity type + Capital amount**  - Company’s social capital registered with the government and supplier legal form of their business/ business entity type (such as Inc., S.A., S.A.S, or LLC).

**<Extrinsic name="LegalStatus">**ENTITY</Extrinsic>    
This should describe if it is: SARL, SAS, SA, etc.    
     
**<Extrinsic name="LegalCapital">**    
**<Money currency="EUR">**</Money>    
This should be the company’s social capital registered with the government.

*<InvoicePartner>*    
*<Contact role="from">*    
*<Name xml:lang=" "> Supplier name</Name>*    
*<PostalAddress>*    
*<Street>Street 12</Street>*    
*<City>City</City>*    
*<PostalCode>12345</PostalCode>*    
*<Country isoCountryCode=" ">DE</Country>*    
*</PostalAddress>*    
***<Extrinsic name="LegalStatus">ENTITY</Extrinsic>***    
***<Extrinsic name="LegalCapital">***    
***<Money currency="EUR">3000000</Money>***    
***</Extrinsic>***   
*</Contact>*    
*</InvoicePartner>*

**Supplier commercial identifier/Commercial registration ID**

<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>*

## Precision Rounding on Invoices

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.

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

Two Solutions

* Send the same monetary values as what was sent on the originating order
* **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 |

## Advanced Pricing/Price Basis Quantity (PBQ)

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)

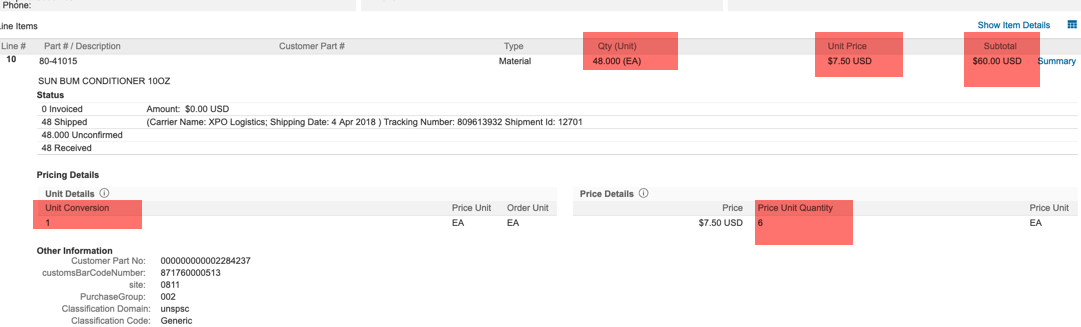
**However**, for PBQ, the formula used is

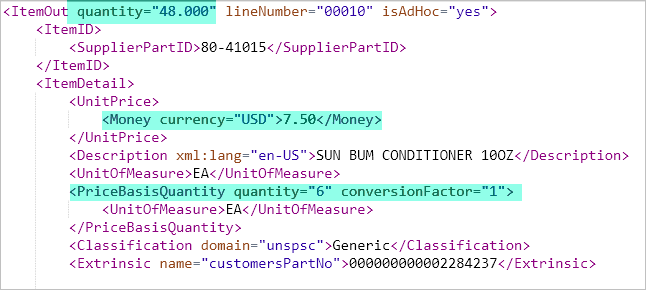
**Subtotal = Quantity \* (Unit Conversion/Price Unit Quantity) \* Unit Price**

**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.



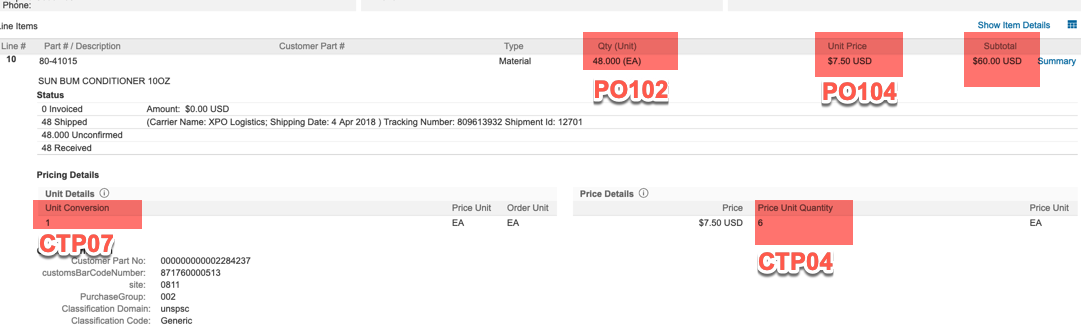


**EDI Suppliers must ad CTP segment as is from the PO for Advanced pricing.**

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

CUR\*BY\*USD~

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



## 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 |