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**Integrated Seller Transactions Guideline**

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Table of ContentS

[Version History 4](#_Toc534634186)

[SOUTH32 Mapping Requirements and Deltas 5](#_Toc534634187)

[SOUTH32 Detailed Specifications and Requirements 6](#_Toc534634188)

[Scope 6](#_Toc534634189)

[Purchase Order Details 6](#_Toc534634190)

[Order Confirmation Details 6](#_Toc534634191)

[Ship Notice Details 6](#_Toc534634192)

[Invoice Details 7](#_Toc534634193)

[Supplemental Documentation 9](#_Toc534634194)

[Ariba Network Support Information 10](#_Toc534634195)

List of Tables

[Table 1 - Purchase Order Types Supported/Not Supported 6](#_Toc534634199)

[Table 2 - Invoice Types Supported/Not Supported 7](#_Toc534634200)

# 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 | May 10th, 2017 | Cristian Mihalache  SAP Ariba | Initial Version of Document |
| 1.1 | June 11th, 2018 | Dennis Sophia  SAP Ariba | Updated Version of Document  Removed all references to Quadrem  Updated cXML samples of all documents and included Order Confirmation supported types (Accept, Reject, Propose Change and Backorder).  Blanket PO’s are not supported.  Added note about Repair Orders  Included Line Level Credit Memo sample and updated Extrinsic tab.  Included Country Based Invoicing Rules. |
| 1.2 | August 8th, 2018 | Dennis Sophia  SAP Ariba | Updated document to include note about Tax Category and time zone requirements.  Removed all reference to EDI and Online methods.  Also removed SES notes and updated cXML sample to exclude Service Entry sheets and Service Invoices as they are not applicable for integrated vendors.  Also removed note about Repair Orders. |
| 1.3 | August 10th, 2018 | Dennis Sophia  SAP Ariba | Updated document to include note about Invoice back dating. |
| 1.4 | January 7th,2019 | Dennis Sophia  SAP Ariba | Updated document to include note about PO’s with Reman Core items. |
| 1.5 | June 5th 2023 | Abhijeet Bhattacharya  SAP Ariba | cXML guide URL has been updated and the AN Release guide URL has been removed as no longer in use.  Buyer name spelling has been updated from South 32 to South32.  Guideline has been updated with the current SAP logo.  Copyright date has been updated to 2023.  Integration KO Deck has been updated using the current updated supplier KO template. |

# SOUTH32 Mapping Requirements and Deltas

**Deltas**

In the following excel workbooks you will find cXML transactions accepted by the Ariba Network with the additional requirements for SOUTH32 noted in **red.**

**cXML Delta:**   
  
The following is a summary of the requirements that are unique to SOUTH32’s procurement environment, as detailed in the Excel Delta’s document.



**Purchase Order Specifics (Tabs 1)**

* Types of orders in scope – Goods (material) 1.1, Services (unplanned and planned)1.2 , Repair 1.3
* Payment terms will be sent on all POs and are required back on the invoice.
* Please note the type of order will be shown in the header level Extrinsic field <Extrinsic name = "**transactionCategoryOrType**">*Order type*</Extrinsic>
  + Goods PO
  + Service PO
  + Repair PO

**Invoice Specifics (Tabs 2)**

* Invoices can only be back dated to -1 (minus one) to allow for time zone differences.
* Required addresses and IDs: From, Bill To, Sold To, Remit To.
* Payment terms required on all invoices as they are in the PO
* Credit memos need to reference an invoice and will need a reason provided in the comments section.

**Order Confirmation Specifics (Tab 3)**

* Delivery dates are required for Order Confirmation except when rejecting.
* Specific values are required to reject an order, please find them in the cXML delta embedded excel file above.

**Ship Notice Specifics (Tab 4) – optional document**

* Delivery dates are required for Ship Notice.

**Extrinsics (Tab 6)**

**Please find the complete list of extrinisics in Tab 6 of the cXML delta file embedded above**

**Receipt specifics (Tab 7) –** South32 will be sending receipt information to suppliers needing this information

**SOUTH32 Transaction Validation Rules**

* SOUTH32 has configured custom validation rules on the Ariba Network which apply specifically to POs, Order Confirmations, Ship Notices, PO based Invoices.

Review these settings from your supplier account on the Ariba Network.

# SOUTH32 Detailed Specifications and Requirements

## Scope

SOUTH32 Prod ANID: AN01025140670

SOUTH32 Test ANID: AN01025140670-T

Required Transactions

* + Purchase Order
  + Order Confirmation
  + Receipt
  + Invoice

Optional Transactions

* + 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 |  |
| Repair PO’s |  |

Table 1 - Purchase Order Types Supported/Not Supported

**Ship To Address**

* + SOUTH32 PO will send Ship To address at the header level

SOUTH32 PO will contain Ship To address IDs.

## Order Confirmation Details

South32 requires Order Confirmation. Supported methods of providing them are:

* + cXML

## Ship Notice Details

South32 does not require Ship Notices. Supported methods of providing them are:

* + cXML

## Invoice Details

|  |  |
| --- | --- |
| 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: invoice against PO not transacted via the Ariba Network |
| Partial invoice: Invoice against a portion of the items on a PO. | Header Invoice: single invoice applying to single PO without item details |
| Invoice against material PO | Line level credit supported by negative quantity at item level and positive unit price |
| Invoice against service PO | Invoice against PCard |
| lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to “lineLevelCreditMemo” | Information Only Invoice |
| Cancel Invoice | Non-PO invoice against contract or master agreement |
| Duplicate Invoice: invoice numbers may be reused in case of fail of original invoice |  |

Table 2 - Invoice Types Supported/Not Supported

**Tax Requirements**

* Tax is supported at both the line and the summary level.
* Tax category **MUST** be in lower case <TaxDetail category = "**gst**" percentageRate = "10.00 ">
* A summary tax amount is required on all invoices even if that amount is zero.
* The tax ID is required in the extrinsic < supplierVatID>

**Timestamp Requirements:**

Ariba Network requires a valid timestamp value in ISO 8601 format for all documents posted by suppliers.

**ISO 8601 format is YYYY-MM-DDThh:mm:ss-hh:mm.**

Example:

<cXML payloadID="005056B6" timestamp="**2018-08-08T12:00:00+10:00**" version="1.2.038" xml:lang="en-US">

Note: The “+10:00” component means ten hours ahead of UTC (Coordinated Universal Time). Do not convert the time component to UTC time; leave it as local time.

If the supplier has issues in sending a proper time zone especially for “deliveryDate” attribute in Order Confirmations and Invoices, it’s recommended to hardcode time zone as T12:00:00+00:00 (mid-day UTC+0).

<ConfirmationStatus deliveryDate = "2018-09-15T12:00:00+10:00" type = "accept" quantity = "10">

<ShipNoticeHeader shipmentType = "actual" deliveryDate = "2018-09-15T12:00:00+10:00" operation = "new" shipmentID = "200284686">

**Note: PO with Remanufacturing Core Line Items.**

* Purchase Order with Reman Line Items will have the ItemOut element “isReturn” attribute set to “yes”

<ItemOut quantity="1.0" lineNumber="20" requestedDeliveryDate="2018-11-30T12:00:00+10:00" isReturn="yes">

* Suppliers must submit a credit memo for the core item. InvoiceDetailItem element “reason” attribute value should be “return”. Standard Invoice is not required for return line Items.

<InvoiceDetailItem invoiceLineNumber="1" quantity="-1.0" reason="return">

# Supplemental Documentation

This document contains SOUTH32specific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the Ariba Network. Below are sections for supplemental documentation to be used with this document for cXML transaction formats. Only refer to the section that pertains to the format your organization with be sending/receiving from the Ariba Network.

**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://help.sap.com/docs/business-network-for-procurement/cxml-solutions/cxml-solutions-guide) (URL to post documents to Ariba). 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 SOUTH32 suppliers. SI support is available during the test phase and two weeks post-go live with SOUTH32, 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 SOUTH32 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:**

|  |  |
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| **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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