

Internal

Integrated Trading Partner Transaction Guideline

December 2023



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# Version History

Table 1 – 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, and a brief description of the changes.

|  |  |  |
| --- | --- | --- |
| Version | Date | Description |
| 1 | July 2014 | Initial Version of Document |
| 2 | August 2015 | Bank details and update on the Ship/Bill To address IDs list |
| 3 | September 2015 | Advanced Pricing Details |
| 4 | September 2015 | New list with Address IDs and Mandatory SoldTOs |
| 5 | September 2015 | New list with Address IDs |
| 6 | September 2015 | New reviewed Delta |
| 7 | March 2018 | Addition of Credit Memo and Invoice with Shipping Fees in the cXML delta |
| 8 | April 2018 | Special handling is removed from the cXML delta as it is not being mapped on Novartis end |
| 9 | July 2018 | Adding of the ISR number in the RemitTo address and Shipping Tax in the cXML Invoice |
| 10 | December 2023 | Refreshment of the guideline with no changes to requirements or scope of the document (Novartis SRM) |
|  |  |  |

# Document Purpose and Uses

This document defines the scope of the project and documents various business and technical aspects that relate to trading partner integration.

The aim is to identify all possible integration requirements from both parties 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.

Assumptions:

There will be a single primary point of contact with each Trading Partner for Project Management Activities.

It is assumed that assigned resources have the required skillset, appropriate system accesses, and availability to fulfill all responsibilities:

* Knowledge of business operations with customer
* Experienced developers

The success rate of the project highly depends on proper and timely identification of all business/transaction scenarios to be covered during testing. It is imperative for trading partners to work with their Buyer and SAP Business Network Integration resources to proactively identify any such cases and make sure they are documented and validated through testing.

## Where to Find Buyer Transaction Rules

Rules configured by the Novartis that define how transactions will be validated on the SAP Business Network from a technical and business process perspective. These rules define the technical requirements presented in the Integration Guide and are unique to each Buyer.

To view a Buyers transaction rules:

1. Login at supplier.ariba.com
2. Select Company Settings in the blue menu at the top of the page
3. Select Customer Relationships
4. Select the Customer to view their unique rules

# Detailed Specifications and Requirements

## Project Scope

The following information outlines the requirements unique to this buyer’s procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

**NOVARTIS Prod ANID:** AN01003603018

**NOVARTIS Test ANID:** AN01003603018-T

**Required Transactions**

* Purchase Order – cXML OrderRequest
* Invoice – cXML InvoiceDetailRequest

**Not Required Transactions**

* Order Confirmation – cXML ConfirmationRequest
* Ship Notice – cXML ShipNoticeRequest

## Purchase Order Details

The following information outlines the Purchase Order requirements unique to this buyer’s procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

Table 2 – Purchase Order Types

|  |  |
| --- | --- |
| Purchase Order Types | Supported vs Not Supported |
| New POs | Supported |
| Change/cancel POs | Supported |
| Non-catalog POs | Supported |
| POs with attachments | Supported |
| Blanket POs (BPO’s) | Not Supported |
| Service POs | Not Supported |

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

At the time of Go Live and PO cut-over to the SAP Business Network, NOVARTIS will send POs that are open and outstanding to the Network as Legacy Orders. Any PO that has a date within the past 6-months and is still open (unbilled items will remain on the PO) will be sent to the Network.

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

Legacy orders are not delivered beyond the SAP Business Network Trading Partner Inbox but are present on the Network so all subsequent invoices can be sent through the Network at the time of cut-over.

**Ship To Address**

* NOVARTIS PO will send Ship To address at header level.
* NOVARTIS PO will contain Ship To address IDs, Ship To address IDs and Bill to address IDs which need to be returned in the corresponded invoices.
* List of addresses will be provided to the suppliers directly by NOVARTIS, upon request by the suppliers.

**Unit of Measure**

* 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

The following information outlines the Order Confirmation requirements unique to this buyer’s procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

* Order Confirmations are optional (Supported but not required).
* Supported methods of providing order confirmations are:
  + cXML
  + Online
  + Outside of SAP Business Network

## Ship Notice Details

The following information outlines the Ship Notice requirements unique to this buyer’s procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

* Ship Notices are optional (Supported but not required).
* Supported methods of providing ship notices are:
  + cXML
  + Online
  + Outside of SAP Business Network

## Invoice Details

The following information outlines the Invoice requirements unique to this buyer’s procurement environment, as detailed in the Excel Transactions Samples Requirements. Not all required elements outlined in the DTD are represented in this guide, as this is meant to only highlight information that is important to your Buyer.

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

Table 3 – Invoice Types

|  |  |
| --- | --- |
| Invoice Types | Supported vs Not Supported |
| Individual Detail Invoice: applies against a single PO referencing line item; line items may be material items or service items | Supported |
| Partial invoice: Invoice against a portion of the items on a PO | Supported |
| Invoice against material PO | Supported |
| Invoice against service PO | Not Supported |
| Non-PO invoice: invoice against PO not transacted via the Network | Not Supported |
| Non-PO invoice against contract or master agreement | Not Supported |
| Invoice against Blanket PO | Not Supported |
| Invoice with attachment | Supported |
| lineLevelCreditMemo (cXML 1.2.018 and higher): invoice purpose set to “lineLevelCreditMemo” | Supported |
| Header Credit Memo | Not Supported |
| Debit Memo | Not Supported |
| Cancel Invoice | Not Supported |
| Invoice against PCard | Not Supported |
| Duplicate invoice: invoice numbers may be reused in case of reject/fail of original invoice | Supported |
| Header invoice: single invoice applying to single PO without item details | Not Supported |
| Summary invoices (one invoice covering multiple Pos from Novartis) | Not Supported |
| Information Only Invoice | Not Supported |
|  |  |

**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>

**Remit To Address Information**

Remit to is required.

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

**Strict Address Validation**

* Strict address validation is enforced. When this rule is enabled, the system will check if the following cXML elements are present and have values populated:

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

**Bank Account Details**

* 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.
* <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.

# Supplemental Documentation

This document contains NOVARTIS specific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the SAP Business Network.

Below are several sections for supplemental documentation to be used with this document for cXML, EDI D96A/X12, or PIDX transaction formats. Only refer to the section that pertains to the format your organization will be sending or receiving.

## SAP Help Portal

SAP maintains a complete and rich documentation library with Administration and How To Guides. At the [SAP Help Portal](https://help.sap.com/docs/), you can find the information you need to administer and provision our products. All guides within our Help Library are available for downloading and accessible by entering the document you are looking for in the search bar.

Below are some helpful shortcuts to guidelines you might find beneficial:

[cXML Solutions Guide](https://help.sap.com/docs/ARIBA_NETWORK/11ee0faf55c74bf49379485c2ca588a9/dd97df0ea699431d96dfd47ea0a553a0.html)

[cXML User’s Guide](https://cxml.org/downloads.html)

[SAP Business Network Guide to Invoicing](https://help.sap.com/docs/business-network-for-trading-partners/business-network-invoicing/sap-business-network-guide-to-invoicing)

## cXML Supplemental Documentation

Trading Partners who wish to use cXML for transacting with the SAP Business Network must

1. Support a **DTD (document type definition) validation tool** internally and download the DTDs for all supported transactions at <http://cxml.org>
2. Support **HTTPS** protocol, not HTTP
3. Review the **cXML Solutions Guide** and **cXML User’s Guide**

## EDI D96A/X12 Supplemental Documentation

Trading Partners who wish to use EDI for transacting with the SAP Business Network can download the guides from [EDI Trading Partner Guides](https://integration.ariba.com/#/resources)

## PIDX Supplemental Documentation

Trading Partners who wish to use PIDX for transacting with the SAP Business Network can download the supplemental information from [PIDX Trading Partner Guides](https://integration.ariba.com/#/resources)

# SAP Business Network Customer Support for Trading Partners

## Post Go Live Support

**Supplier Integrators** provide two weeks support of Post Go Live starting with the first transaction in **Production**. After the two-week period, a **Service Request** should be created for any assistance.

## SAP Help Center

At **SAP**, our goal is to empower Suppliers with the information and tools they need to seamlessly navigate through **SAP Business Network Solutions**. You can find the answers you need about SAP Business Network products in the **SAP Help Center**. You can also contact **SAP Support** directly through the **Help Center**, when necessary.

### Accessing the SAP Help Center

[Sign into your account](https://service.ariba.com/) and look to the right-hand side of your screen  to view the **Help Center panel**. If the panel collapses and you cannot see any articles, click  icon to expand.

### Using the SAP Help Center

The Help Center is the first place to start if you have questions about any **SAP** **Business Network Solution.**

Watch this short[Tutorial](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_j6gwv8ex)on how to navigate **SAP Help Center to:**

* Find informational documents and FAQs created and curated by support or product documentation from [SAP Help Portal](https://help.sap.com/docs/)
* Find information on new releases, upcoming webcasts, and events, as well as easy access to Supplier Release Readiness Portal.
* Contact us to submit a case for support.