

Internal

Sony Pictures Entertainment

Integrated Trading Partner Transaction Guideline

May 2024

Table of Contents

[Version History 3](#_Toc117692641)

[Document Purpose and Uses 4](#_Toc117692642)

[Detailed Specifications and Requirements 5](#_Toc117692643)

[Project Scope 5](#_Toc117692644)

[Purchase Order Details 5](#_Toc117692645)

[Order Confirmation Details 6](#_Toc117692646)

[Ship Notice Details 6](#_Toc117692647)

[Invoice Details 7](#_Toc117692648)

[Supplemental Documentation 9](#_Toc117692649)

[SAP Help Portal 9](#_Toc117692650)

[cXML Supplemental Documentation 9](#_Toc117692651)

[EDI D96A/X12 Supplemental Documentation 9](#_Toc117692652)

[PIDX Supplemental Documentation 9](#_Toc117692653)

[SAP Business Network Customer Support for Trading Partners 10](#_Toc117692654)

[Post Go Live Support 10](#_Toc117692655)

[SAP Help Center 10](#_Toc117692656)

[Accessing the SAP Help Center 10](#_Toc117692657)

[Using the SAP Help Center 10](#_Toc117692658)

# 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 |
| 1.0 | May 2024 | Initial Version of Document |

# 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.

# 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.

**Sony Prod ANID:** AN01058401230

**Sony Test ANID:** AN01058401230-T

**Required Transactions**

* Purchase Order
* Invoice

**Optional Transactions**

* Order Confirmation
* Ship Notice

## 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 Supported vs Not Supported

|  |  |
| --- | --- |
| Purchase Order Types Supported | Purchase Order Types Out of Scope |
| New POs | Service POs |
| Change/cancel POs | Legacy |
| Catalog POs |  |
| POs with attachments |  |
| PCard PO |  |
| Blanket POs (BPOs) |  |
| Contract |  |

**Ship To Address**

* PO will send Ship To address at header level
* PO will contain Ship To address IDs.
* Ship To addresses & IDs will be shared with the suppliers.

**Purchase Order Specifics**

**PCard Purchase Order Specifics**

* PCard POs will begin with PCS
* PO will contain Ship To address & ID at the header
* PO will contain line-level tax code

**NON PCard Purchase Order Specifics**

* NON PCard POs will begin with 45
* PO will contain Ship To address & ID at the header
* Payment terms will be sent on all POs
* PO will contain line-level tax code

## 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 methods of providing order confirmations are:
  + cXML
  + EDI
  + Online

**Order Confirmation Specifics**

* Suppliers may send order confirmations for orders at the header or line
* Suppliers must send a comment at the line level when there are any changes

## 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 methods of providing order confirmations are:
  + cXML
  + EDI
  + Online

**Ship Notice Specifics**

* Suppliers cannot increase item quantities
* Customer would like carrier name & tracking # if available

## 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.

Table 3 – Invoice Types Supported vs Not Supported

|  |  |
| --- | --- |
| Invoice Types Supported | Invoice Types Out of Scope |
| Individual Detail Invoice: applies against a single PO referencing line item; line items may be material items or service items | Header invoice: single invoice applying to single PO without item details |
| Partial invoice: Invoice against a portion of the items on a PO | Summary Invoice |
| Line Level Credit Memo | Information Only Invoice |
| Cancel Invoice | Invoice against Service PO |
| Duplicate invoice: invoice numbers may be reused in case of a failure of original invoice | Invoice against PCard |
| Non-PO Invoice |  |
| Contract Invoice |  |
| Blanket Invoice (BPO) |  |
| Header Credit Memo |  |
| Debit Memo |  |

**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

**Invoice Specifics**

* Additional line items may NOT be added to invoices
* Payment terms may be omitted
* Line item descriptions are required on the invoice
* Invoices may be backdated 7 days
* Required addresses: Bill To, Ship From, Ship To, From
* Invoice ID limited to only 16 alphanumeric characters
* Unit of Measure on invoice must match UOM in PO
* Tax is supported only at the line level
* Shipping charges and Shipping tax are supported only at the line level
* Special handling charges are supported only at the line level
* Supplier cannot change currency, UOM, and part #

# Supplemental Documentation

This document contains Buyer 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/ARIBA_NETWORK/d0837e988978469ab79e35634c89480b/97f11d64acaf434da2b1819165b70874.html)

## 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.