

**Integrated Supplier Transaction Guideline**

March 2022



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# Version History

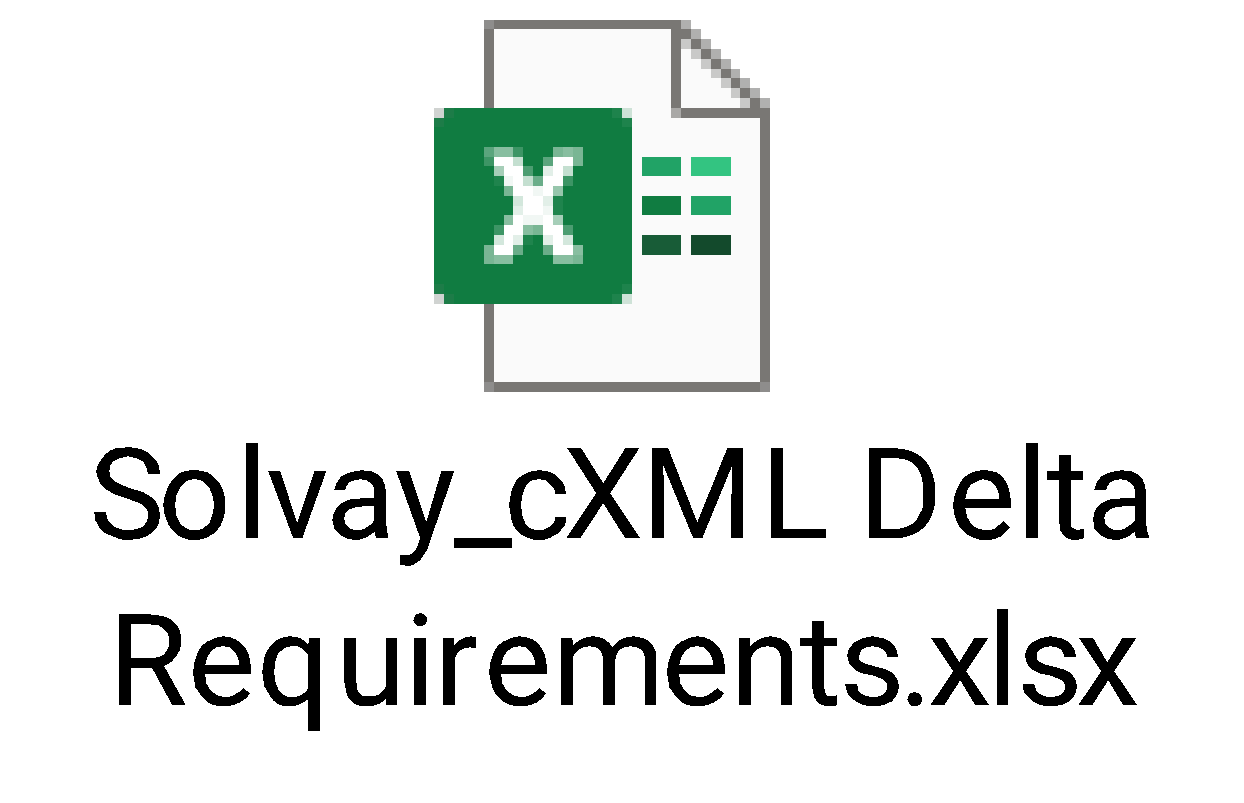
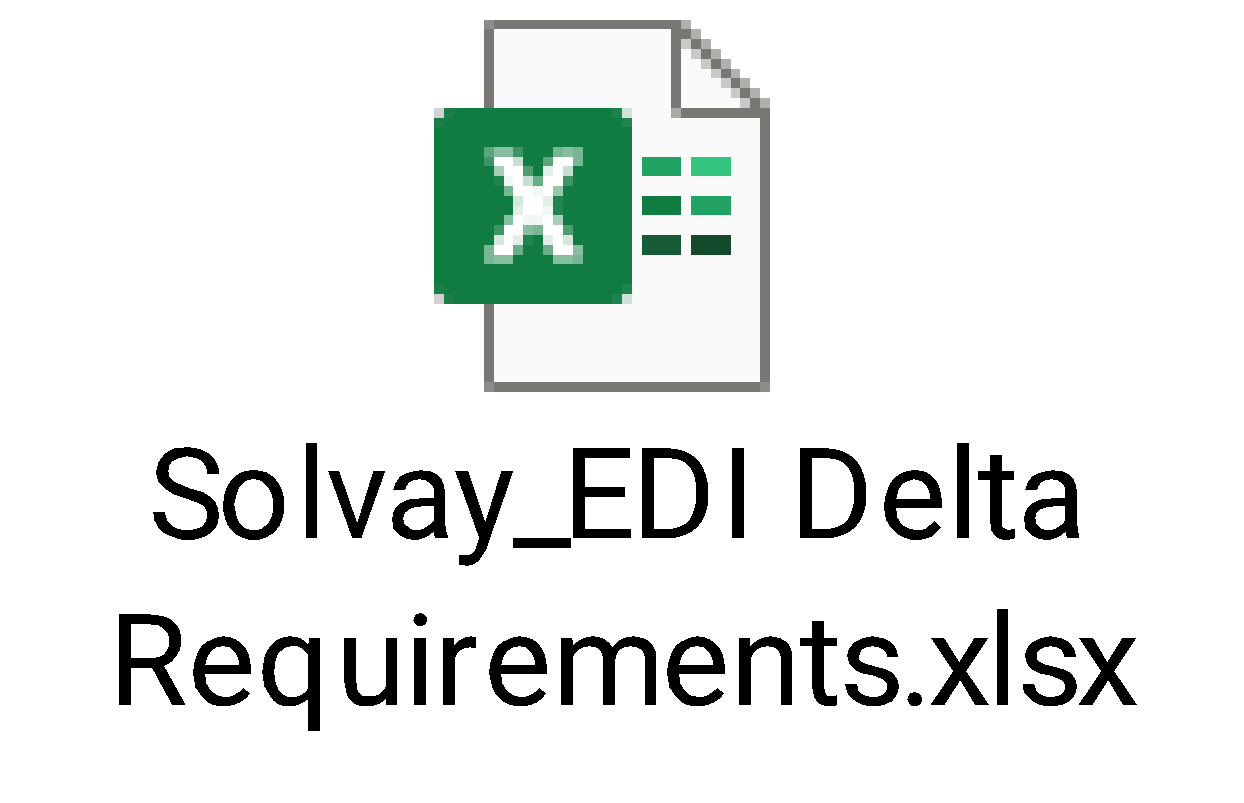
This log is updated each time this Process Document is updated. The log identifies the version number, the date the version was completed, the author of the changes, and a brief description of the changes.

| **Version** | **Date** | **Description** |
| --- | --- | --- |
| 1.0 | 07/23/2019 | Initial Version of Document |
| 2.0 | 03/2022 | Updated Version and added Self-Billing Invoice to deltas |

# Solvay Mapping Requirements and Deltas

**Deltas**

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

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

**Purchase Order Specifics (Tab 1)**

* Payment terms will be sent on all POs
* Goods orders - Supplier part numbers field will be populated
* Retain confirmation status for unchanged line items on change orders
* The order type is sent on all purchase orders

**Invoice Specifics (Tab 2)**

* Payment terms are not required on invoice but if sent have to match PO payment terms
* Required addresses: Bill To, Sold To, From, Ship From, Ship To
* Require invoice Sold To Name and Country to match PO Bill To Name and Country (or Sold To information if available)
* Shipping and special handling charges are supported at the line level
* Tax must include <TaxDetail> element required with taxable amount included
* Allows suppliers to modify and resend using the same invoice number for:

1. failed invoices

* Invoices may not be back-dated more than 180 days

**Order Confirmation Specifics (Tab 3)**

* Estimated Delivery dates are required for Order Confirmation
* Comments must be provided at the line level for any Order Confirmation changes

**Credit Memo (Tab 4)**

* Allow suppliers to send line level credit memos
* Require a Line-Item Credit memo to reference another Invoice.
* Require suppliers to provide a reason for each Credit.

**Transaction Validation Rules**

Please note, Solvay has configured custom validation rules on the Ariba Network which apply specifically to POs, BPOs, Order Confirmations, and PO based Invoices. **Review these settings from your supplier account on the Ariba Network**.

# Solvay Detailed Specifications and Requirements

## Scope

**SOLVAY Prod ANID:** **AN01001349060**

**SOLVAY Test ANID:** **AN01001349060-T**

**Required Transactions**

* + Purchase Order
  + Invoice

**Optional Transactions**

* + Order Confirmation

## Purchase Order Details

| **Purchase Order Types Supported** | **Purchase Order Types Not Supported** |
| --- | --- |
| New POs | Legacy POs |
| Change/cancel POs | Transfer orders |
| Catalog & Non-catalog POs | Subcontracting PO |
| POs with attachments | P-Card |
| Blanket POs (BPO’s) |  |
| Service POs |  |
| Goods PO |  |

**Table 1 - Purchase Order Types Supported/Not Supported**

**Ship To Address**

* + Solvay PO will send Ship To address at header or line level
  + Solvay PO will contain Ship To address IDs. <Solvay to provide Ship to address list to supplier for production>

**Ship To Address ID Specifications:**

The AddressID sent in the PO will contain the following information depending on the delivery location.

Three Scenarios are possible:

When all Items on PO have the same delivery address, ShipTo AddressID is sent at PO header level, when at least one of the PO items has a different delivery address, the ShipTo AddressID is sent at PO item level

In case a storage location is indicated in the PO item, the storage location address (if exists) becomes the delivery address for the PO item.

The storage location is sent in the “material/StorageLocation” extrinsic.

“material/StorageLocation” extrinsic is at PO header when all the PO items have the same storage location, it is at item level when at least one of the PO items has no storage location or a different storage location compared to the other items

Solvay provides a list of plants and storage locations with their address. Integrated suppliers must

· Read SHIPTO addressID = plant code

· Read “material/StorageLocation” = storage location code

a. When PO item has no storage location, “material/StorageLocation” extrinsic is not in cXML. Read SHIPTO addressID and take the corresponding address (it is the address of the plant)

Example without storage location:

Read SHIPTO AdressID =”7674”

Read “material/StorageLocation”

As “material/StorageLocation” is not found, take the address of 7674 plant as the delivery address for the PO item

b. When a storage location is indicated in the PO item, its code is filled in “material/StorageLocation” extrinsic,

- Search for storage location address, if exists, take it as the item delivery address

- Else take the plant address as the item delivery address

Example with a storage location :

Read SHIPTO AdressID = “7622”

Read “material/StorageLocation” =”MGEN”

If, for plant “7622”, “MGEN” storage location has an address, take it as the delivery address

Else take “7622” plant address as the delivery address for the item

| 7622 | ZFR3 Collonges | RHODIA OPERATIONS | 15 RUE PIERRE PAYS | 69660 | COLLONGES AU MONT D'OR |
| --- | --- | --- | --- | --- | --- |

| MGEN | Magasin Général | RHODIA OPERATIONS | COLLONGES AU MONT D'OR | 69660 | RUE d'ISLAND | 6 |
| --- | --- | --- | --- | --- | --- | --- |

## Order Confirmation Details

Solvaydoes not require Order Confirmation. Supported methods of providing them are:

* + cXML
  + EDI
  + Online
  + Email to requestor outside of Ariba Network

## Invoice Details

| **Invoice Types Supported** | **Invoice Types Not Supported** |
| --- | --- |
| **Individual Detail Invoice:**  applies against a single PO referencing line item; line items may be material items or service items. | **Cancel Invoice**:  Provide a credit memo against the same PO to cancel the original invoice. |
| **Partial invoice:**  Invoice against a portion of the items on a PO. | **Summary invoices**:  invoice referring to several POs as only PO-Flip allowed |
| **Credit memos**:  ONLY against an invoice. | **Invoice against PCard** |
| **Duplicate Invoice:**  invoice numbers may be reused ONLY in case of fail of original invoice | **Invoice Against Contract** |
| Invoice - Against Service PO | **Header Invoice** :( invoice doesn’t refer to any details, but only present data at header level) |
| Invoice - Against BPO | **Non-PO invoices** |
|  | **Invoice related with Consignment flow** |

**Table 2 - Invoice Types Supported/Not Supported**

### Invoice status

The cXML message StatusUpdateRequest sent by Solvay

| **Description processing** | **Invoice Status type** |
| --- | --- |
| The invoice was received by the buying organization and is being processed | Processing |
| The invoice was received by the buying organization and was canceled | Canceled |
| The invoice reconciled. The amounts in the invoice have not yet been paid | reconciled |
| The invoice failed to reconcile. The buying organization is rejecting the invoice. The Comments element should contain free text explaining why the invoice was rejected, and the actions the supplier should take. The supplier can resubmit a corrected invoice (a new invoice document with a new invoice number) | rejected |
| The invoice is in the payment process or has been partially paid | paying |
| The invoice amounts have been paid by the buying organization. | paid |

**Tax Requirements**

* Tax is supported at the line level and summary level or both.
* Canadian Tax required at the Line Level
* United States can be line or summary level tax
* Tax Invoicing is in scope for the following countries: United States, Canada
* A summary tax amount is required on all invoices even if that amount is zero dollars.

**Remit To Address Information**

Remit To address information is not required on the invoice.

**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
5. PostalAddress.PostalCode
6. PostalAddress.Country isoCountryCode attribute

**Shipping and Special Handling Fees**

* + Shipping and special handling charges are supported at the Line level.

**Buyer allows ERS with sample data**

# Supplemental Documentation

This document contains Solvayspecific 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

**SAP Ariba Cloud Integration Gateway (CIG)**

Information in this document does not cover the complete technical aspects of integrating with the SAP Ariba Cloud Integration Gateway (CIG).

Below is a list of supplemental documentation to be used with this document for CIG connectivity, CIG EDI x12 and PIDX transaction file formats. These documents can be viewed or downloaded from the CIG Resource Portal. How to login to [SAP Cloud Integration Gateway](https://help.sap.com/viewer/76c114b292d84c379d1626cff721acec/cloud/en-US/12c97457e7494a35ba53d84a1c6e0554.html).

**New Cloud Integration Gateway Supplier**

* Cloud Integration Portal Guide (aka. CIG “How to Guide”)

**EDI x12 Supplemental Documentation via SAP Ariba Cloud Integration Gateway**

* SAP Ariba PO850 4010 Purchase Order
* SAP Ariba PC860 4010 Purchase Order Change
* SAP Ariba PR855 4010 PO Acknowledgment (Order Confirmation)
* SAP Ariba IN810 4010 Invoice
* SAP Ariba SH856 4010 Ship Notice
* SAP Ariba RA820 4010 Remittance Advice
* SAP Ariba AG824 4010 Application Advice (inbound)
* SAP Ariba AG824 4010 Application Advice (outbound)
* SAP Ariba FA997 4010 Functional Acknowledgment (inbound)
* SAP Ariba FA997 4010 Functional Acknowledgment (outbound)

**PIDX Supplemental Documentation via SAP Ariba Cloud Integration Gateway**

* SAP Ariba PIDX OrderCreate OrderChange 1.61 Outbound
* SAP Ariba PIDX OrderResponse 1.61 Inbound
* SAP Ariba PIDX Invoice 1.61 Inbound
* SAP Ariba PIDX InvoiceResponse
* SAP Ariba PIDX Receipt Outbound

If you do not yet have user access to CIG, the SAP Ariba Supplier Integration Specialist will forward these documents. Once user access is obtained, the current CIG documentation may be viewed in or downloaded from the CIG Resources section.

# SAP Ariba customer Support for Suppliers

**How to utilize Help Center and access Customer Support**

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

**Access the Help Center After Supplier Account Login**

[Login to your account](https://service.ariba.com/Supplier.aw) (supplier.ariba.com) look to the top right-hand side of your screen and click on the

 icon to view the Help Center panel.

**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 from the search bar or view Documentation.

The following tutorials are helpful when you’re getting started:

* + [Supplier Basics](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_5cifob4w)
  + [Invoices](https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_p6kxxwhq)

**Still need more help? Contact Customer Support**

If you don’t find your answer after searching, you can request direct support via the Help Center webform.

**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 **Help Center Home**.
  2. Select **Contact Us** on the menu bar.
  3. Search for your issue in the **I need help with** search bar.

Based on your search, FAQ and Support Help articles will appear for review. If the guided content does not resolve the issue, click on **Something else** then **Contact Us** at the bottom of the screen.

*SAP Ariba Customer Support Help Form*

* 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.