

Integrated Seller Transaction Guideline

November 2019



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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	Author	Description
1.0	8/6/2019	Ariba, an SAP Company	Initial Version of Document

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CITY OF EDMONTON 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 City of Edmonton noted in **red**.

cXML Delta:

EDI Delta:

The following is a summary of the requirements that are unique to City of Edmonton's procurement environment, as detailed in the Excel Delta's document.

Purchase Order Specifics (Tab 1)

- Payment terms will be sent on all POs
- PO's will contain Ship to address IDs
- Ship to address will be sent at Header Level

Invoice Specifics (Tab 2)

- Required addresses and IDs: Ship From, Ship To, Remit To
- NonPO Invoices are supported
- Taxes to be sent at line level
- TaxID is required to be sent back on the invoice
- Shipping and Special Handling charges are supported at Summary Level
- Invoices can be backdated up to 3 days
- Invoice numbers can be reused in Failed Status

Order Confirmation Specifics (Tab 3)

- Order Confirmation is Optional
- Comment is required when order is rejected
- Changes of Supplier Part ID and Auxiliary Part ID is allowed

Ship Notice Specifics (Tab 4)

- Ship Notice is Optional

Credit Memo (Tab 6)

- Line Level Credit Memos are supported

Service Entry Sheet

- Start and end dates are required at Header level
- Required to send service sheet attachments
- Manual entry is allowed on the AN
- Reference numbers have a limitation of 16 characters

Transaction Validation Rules

Please note, City of Edmonton has configured custom validation rules on the Ariba Network which apply specifically to POs, Order Confirmations, Ship Notices, and PO based Invoices,

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

CITY OF EDMONTON DETAILED SPECIFICATIONS AND REQUIREMENTS

Scope

City of Edmonton Prod ANID: AN01394774623
 City of Edmonton Test ANID: AN01394774623-T

Required Transactions

- Purchase Order
- Invoice

Optional Transactions

- Order Confirmation
- Advanced Ship Notice

Purchase Order Details

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

Table 1 - Purchase Order Types Supported/Not Supported

Legacy Orders (Cut-Over Process)

At the time of Go Live and PO cut-over to the Ariba Network, City of Edmonton will send POs that are open and outstanding to the Ariba Network as Legacy Orders Legacy orders are tagged with an extrinsic “**AribaNetwork.LegacyOrders**” in the order request header.

Legacy orders are not delivered to the supplier beyond the Ariba Network Supplier Inbox, but are present on the Ariba Network so that all subsequent invoices can be sent through the Ariba Network at the time of cut-over.

Ship To Address

- City of Edmonton PO will send Ship To address at header level
- City of Edmonton PO will contain Ship To address IDs.

Order Confirmation Details

City of Edmonton does not require Order Confirmation. Supported methods of providing them are:

- cXML
- EDI
- Online
- Email to requestor outside of Ariba Network

Ship Notice Details

City of Edmonton does not require Advanced Ship Notices. 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 items; line items may be material items or service items.	Non-PO invoice against contract or master agreement
Partial invoice: Invoice against a portion of the items on a PO.	Invoice against Blanket PO
Invoice against material PO	Cancel Invoice
Line level credit supported by negative quantity at item level and positive unit price	Invoice against PCard
Header Credit Memo	Header Invoice: single invoice applying to single PO without item details
Duplicate Invoice: invoice numbers may be reuse in case of reject fail of original invoice	Invoice against service PO
Non-PO Invoice: invoice against PO not transacted via the Ariba Network	
Invoice against service PO	

Table 2 - Invoice Types Supported/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.

Remit To Address Information

- Customer will provide the Remit-To IDs and addresses to suppliers as part of the on-boarding process.
- Remit-To configuration may be viewed in the Settlement configuration section of your supplier account on AN. Contact Customer directly for your Remit-To ID if it is not present on your supplier account, or if you have any questions regarding your Remit-To ID.
- Suppliers should notify Customer of any changes to their Remit-To address information.

Shipping and Special Handling Fees

- Shipping and special handling charges are supported at the summary level.

Non-PO Specific Invoice

- PO number is required.

INTEGRATION SUPPLEMENTAL DOCUMENTATION

Below are two sections for supplemental documentation to be used with this document for EDI or cXML transaction formats. Only refer to the section that pertains to the format your organization with be sending/receiving from the Ariba Network (EDI or cXML).

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> Download 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: Please log into your supplier account on the Ariba Network in order to access the cXML and EDI solution and configuration guides as well as supplemental EDI documentation. The steps for accessing this information is outlined below.

- 1) Log into your supplier account on the Ariba Network.
<https://supplier.ariba.com>
- 2) Select **Help Center >>**
- 3) Select **Documentation**
- 4) Expand **cXML and ERP Integration**

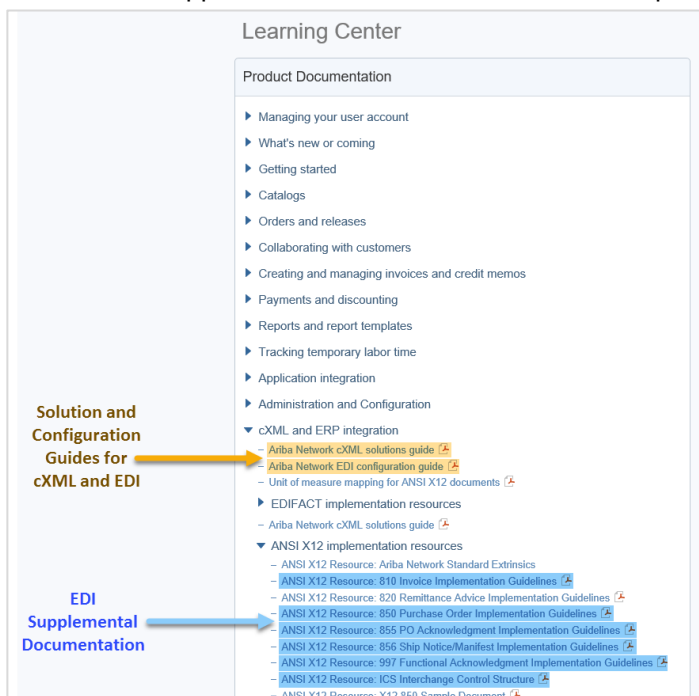
Within the *cXML and ERP Integration* section, you will see the cXML and EDI solution and configuration guides. Based on your selected integration method, please download the appropriate document.

- Ariba cXML Solutions Guide
- Ariba Network EDI Configuration Guide

Supplemental EDI Documentation

To access the supplementation EDI documentation, proceed to step 5.

- 5) Expand ANSI X12 implementation resources



Within the *ANSI X12 implementation resources* section, you will find supplemental EDI documentation for the following EDI documents:

- 850 Purchase Order Implementation Guidelines
- 810 Invoice Implementation Guidelines
- 855 PO Acknowledgment Implementation Guidelines
- 856 Ship Notice/Manifest Implementation Guidelines
- 997 Functional Acknowledgment Implementation Guidelines
- ICS Interchange Control Structure (Ariba Production and Test Interchange ID Details)

ARIBA NETWORK SUPPORT INFORMATION

Supplier Integration (SI) support is available to City of Edmonton suppliers. SI support is available during the test phase and two weeks post-go live with City of Edmonton, 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 City of Edmonton 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 Web:

If you can log into your Ariba Network Account	If you cannot log into your account
<ul style="list-style-type: none"> • Login at http://supplier.ariba.com • Once logged in, click on the 'Help' link located on the upper right hand side of the page and choose <i>Help Center</i>. • 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. 	<ul style="list-style-type: none"> • Go to 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 <i>Submit</i> button.

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