



## **cXML Transaction Guideline**

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## Change Log

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	7/1/2013	Ariba, an SAP Company	Initial Version of Document
1.1	5/3/2014	Verizon Review	Review Formatting and content for clarifying changes
4	5/6/14	Verizon/Ariba	Confirmed final changes

## Verizon and/or Verizon Wireless cXML Mapping Requirements and Deltas

The following is a summary of the cXML requirements that are unique to Verizon and/or Verizon Wireless' procurement environment. Detailed explanation of these items can be found in the proceeding pages.

### **Purchase Order Specifics (Tab 1)**

- Payment terms will be sent on all POs
- Change and Cancel orders are in scope
- Extrinsic will be sent and need to be returned
- Ship to addresses can be sent at the header or line level

### **Invoice Specifics (Tab 2)**

- Required addresses: Bill To, Remit To, Sold To
  - Sold to name and country must match bill to name and country from PO
- Payment terms required on all invoices
- Extrinsic: please see cXML delta document
- Backdating: 1 calendar day
- Invoice Number requirements:
  - Leading zeros are not allowed
  - Must be alpha/numeric
  - Must be in all CAPS
  - Cannot contain special characters (for example spaces, slashes, dashes or spaces)
  - Field is limited to 16 characters

### **Order Confirmation Specifics (Tab 3)**

Delivery dates are required

- Estimated or actual shipping dates are required
- **Note: discrepancies on the purchase order are to be handled via the order confirmation process.**

### **Ship Notice Specifics (Tab 4)**

- Delivery dates are required
- Estimated or actual shipping dates are required
- Bill of Lading is required

### **Extrinsics (Tab 5)**

- Please see the cXML delta document

### **Verizon and/or Verizon Wireless Transaction Validation Rules (Tab 6)**

- Verizon and/or Verizon Wireless has configured custom validation rules on the Ariba Network which apply specifically to POs, Blanket POs (BPOs), Order Confirmations, Ship Notices, PO based Invoices, and non-PO based Invoices. Review these settings from your supplier account on the Ariba Network.

## cXML Deltas

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In the accompanying excel workbook, you will find baseline cXML transactions accepted by the Ariba Network with the additional cXML requirements for Customer Verizon and/or Verizon Wireless noted in **red**.

## Verizon and/or Verizon Wireless Detailed Specifications and Requirements

### Scope

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Verizon and/or Verizon Wireless Prod ANID: AN01013757494

Verizon and/or Verizon Wireless Test ANID: **TBD (Verizon will have a separate Test ANID)**

#### Required Transactions

- Purchase Order- cXML OrderRequest
- Invoice- cXML InvoiceDetailRequest

#### Optional Transactions – Required for Some

- Order Confirmation- cXML ConfirmationRequest
- Advanced Ship Notice- cXML ShipNoticeRequest
- **Note:** Suppliers will be notified on the purchase order if they are required to create an Order Confirmation and/or an Advanced Ship Notice. This will be in the header comments section.

### Purchase Order Details

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Purchase Order Types Supported	Purchase Order Types Not Supported
New POs	Service POs (as defined by Ariba)
Change/cancel POs	
Non-catalog POs	
POs with attachments	
Blanket POs (BPO's)	
Multi-Line POs - kits	

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

At the time of Go Live and PO cut-over to the Ariba Network, Verizon and/or Verizon Wireless will send POs that are open and outstanding to the Ariba Network as Legacy Orders. Any PO that is still open (unbilled items remain on the PO) will be sent to the Ariba Network.

Suppliers will also have posted copies of the invoices previously applied against those legacy purchase orders on the Ariba Network. This will allow suppliers to see any true outstanding PO balance.

Legacy orders are tagged with an extrinsic **“AribaNetwork.LegacyOrders”** in the order request header, and the Legacy PO message at header to: **This purchase order has previously been submitted for order fulfillment and should not be fulfilled again.**

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

- Verizon and/or Verizon Wireless PO will send Ship To address at header or line level



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- Verizon and/or Verizon Wireless PO will contain Ship To address IDs.

## Order Confirmation Details

Verizon and/or Verizon Wireless does not always require Order Confirmation. When applicable, the supported methods of providing them are:

- cXML

Requirement of Order Confirmations may or may not be a flag on the PO but may be part of the message sent on the PO.

## Ship Notice Details

Verizon and/or Verizon Wireless does not always require Order Confirmation. When applicable, supported methods of providing them are:

- cXML

Requirement of Ship Notice Details may or may not be a flag on the PO but may be part of the message sent on the PO.

## Invoice Details

Invoice Types Supported	Invoice Types Not Supported
Individual Detail Invoice: applied against a single PO referencing line items; 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.	Line level credit supported by negative quantity at item level and positive unit price
Invoice against material PO	Header Credit Memo
Non PO Invoices	Invoice against service PO (Service PO as defined by Ariba)
Invoice against Blanket/Service PO	Cancel Invoice
LineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Invoice against PCard
Duplicate Invoice: invoice numbers may only be reused in case of the <b>rejection or failure</b> of original invoice	Information Only Invoice
	Non-PO invoice against contract or master agreement

### Tax Requirements

- Tax is supported at the summary header level.
- A summary tax amount is required on all invoices even if that amount is zero dollars.

### Remit To Address Information



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- Verizon and/or Verizon Wireless will be utilizing the Ariba Network Payment functionality which means suppliers will need to provide ACH payment information within their Ariba Network account.
- Suppliers are required to provide specific Remit-To Address information directly within their Ariba Network account. This address information will be used in an emergency situation in cases where electronic payment is not functional (rare occurrence)
- Suppliers should also notify Verizon and/or Verizon Wireless of any changes to their Remit-To address information.
- Changes to ACH information will be managed by the supplier within their Ariba Network account.

**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 charges are supported at the summary header level only. Special handling charges are NOT supported.
- Shipping and special handling may NOT be submitted as separate line items.

### Non-PO Specific Invoice Requirements

A valid Verizon and/or Verizon Wireless contact/Requestor is required for non-po invoice (e.g. sold-to email address)

## Extrinsic Elements

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Ariba provides for the use of Verizon and/or Verizon Wireless specific data that does not have a standard field to map to by the use of 'Extrinsic' elements. The Extrinsic element can appear at the header or item level on the transaction. For the Purchase Order, this implementation will send them in either the OrderRequestHeader (header) or ItemOut (line).

## Ariba Network Support Information

This document contains Verizon and/or Verizon Wireless specific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the AN using cXML. It **must** be used in conjunction with the guidelines noted in the Resources section of this document. New cXML suppliers 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



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- <http://cxml.org> Download Fulfill.dtd for ConfirmationRequest/ShipNoticeRequest

**Recommended Resources:** The Ariba cXML Solutions Guide may be downloaded via login to your supplier account (<https://supplier.ariba.com>) on AN:

1. Click the 'Help' link in the upper right hand section of the page. Select 'Help Center' from the drop down menu and you will be taken to the User Community.
2. Click the 'Learning Center' link listed at in the top right corner.
3. Expand 'For Administrators' link
4. Download the cXML Solutions Guide

**cXML User's Guide and cXML Release Notes** can be downloaded at [cxml.org](http://cxml.org).

### **Support:**

Electronic Supplier Integration (ESIM) support is available to Verizon and/or Verizon Wireless suppliers. ESIM support is available during the test phase and two weeks post-go live with Verizon and/or Verizon Wireless, or until the first production transactions are exchanged. To contact ESIM support, send an email to [askaribatech@ariba.com](mailto:askaribatech@ariba.com). Be sure to list Verizon and/or Verizon Wireless in the subject line of the email. After that period, suppliers must leverage Ariba Technical Support for any production issues.

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/solutions/sell/supplier-membership-program>.

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 form:**

- 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 Help Center.
- Click Support Center on the right hand side. You can get help by the following resources:
  - Searching the 'I need help with'
  - Get help with live chat
  - Get help by phone