



# **cXML Transaction Guideline**

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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.

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
3.0	03/03/2015	Rao Lakshmi Ariba, an SAP Company	
4.0	30/03/2015	Cristian Mihalache Ariba, an SAP Company	Updated according to latest RGW for North America

## Unilever cXML Mapping Requirements and Deltas – North America

The following is a summary of the cXML requirements that are unique to Unilever's procurement environment. Detailed explanation of these items can be found in the proceeding pages.

**These requirements apply to North American suppliers.**

### Purchase Order Specifics (Tab 1)

- Name of the person to deliver to will also be sent line level in an extrinsic field.
- Accounts distribution will be sent line level

### Invoice Specifics (Tab 2)

- Required addresses: Remit to ([please see more details in the Invoice details chapter](#)), Bill to, Sold to, From, Ship to and Ship From
- Sold to address Name and Country must match Bill to address from the PO
- A reason is required for each Credit
- Shipping and special handling costs are supported at header level.
- Tax details are supported at header level.
- Tax amounts are required in local currency
- Supplier Tax Id is required
- Invoices can be back-dated **3 days**

### Extrinsics (Tab 3)

#### Purchase Order

Order No.  
Req ID  
Contract ID  
Requester  
VendorIDNo – required back on the invoice  
Important  
CompanyCode – required back on the invoice  
Delivery Recipient & Location  
Tax Code  
Tax Code Name  
Total Net Amount  
Incoterms

#### Invoice

supplierVatID  
invoiceSourceDocument  
invoiceSubmissionMethod  
paymentMethod  
VendorIDNo  
CompanyCode

## **Unilever Transaction Validation Rules**

- Unilever has configured custom validation rules on the Ariba Network which apply specifically to POs, and PO based Invoices. *Review these settings from your supplier account on the Ariba Network.*
1. Login to your supplier account on the AN at [supplier.ariba.com](http://supplier.ariba.com)
  2. Click on your company name in the upper right hand corner and select Customer Relationships from the drop down menu
  3. Click on Unilever under your list of Current Relationships.
  4. Review all transaction validation rules

## **cXML Deltas**

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In the following excel workbook you will find baseline cXML transactions accepted by the Ariba Network with the additional cXML requirements for Customer Unilever noted in **red**.



cXML Delta  
Requirements.xlsx

**Following attachments are sample transactions of Unilever.**

### **cXML PO Sample**



DO3581875\_b.xml

### **cXML Invoice Sample**



AN\_Invoice\_b.xml

## Unilever Detailed Specifications and Requirements

### Scope

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**Unilever Prod ANID: AN01000004757**  
**Unilever Test ANID: AN01000004757-T**

#### Required Transactions

- Purchase Order- cXML OrderRequest
- Invoice- cXML InvoiceDetailRequest

#### Optional Transactions

- Order Confirmation- cXML ConfirmationRequest
- Advanced Ship Notice- cXML ShipNoticeRequest

### Purchase Order Details

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

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

#### Ship To Address

- Unilever PO will send Ship To address at header/line level
- Unilever PO will contain Ship To address IDs.

## Order Confirmation Details

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

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

## Ship Notice Details

Customer does not require Ship Notice. Supported methods of providing them are:

- cXML
- 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: invoice against PO not transacted via the Ariba Network
Partial invoice: Invoice against a portion of the items on a PO.	Non-PO invoice against contract or master agreement
Invoice against material PO	Invoice against Blanket PO
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Header Credit Memo and Debit Memo
Duplicate Invoice: invoice numbers may be reuse in case of <b>reject/fail</b> of original invoice	Invoice against service PO
	Cancel Invoice
	Invoice against PCard
	Information Only Invoice
	Summary Invoice: single invoice applying to multiple PO's with item details
	Header Invoice: single invoice applying to single PO without item details

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

### Tax Requirements

- Tax is supported at the summary level
- The tax ID of supplier is required
- Tax amounts are required in local currency
- Detailed tax information is required

Example of detailed tax segment:

```
<Tax>
  <Money alternateAmount = "60.90" alternateCurrency = "USD" currency =
"USD">60.90</Money>
  <Description xml:lang = "en-US"></Description>
  <TaxDetail category = "Sales Tax" percentageRate = "10">
    <TaxableAmount>
      <Money currency = "USD">870.00</Money>
    </TaxableAmount>
    <TaxAmount>
      <Money alternateAmount = "60.90" alternateCurrency = "USD" currency =
"USD">60.90</Money>
    </TaxAmount>
    <Description xml:lang = "en-US">Sales Tax 10%</Description>
  </TaxDetail>
</Tax>
```

### Shipping and Special Handling Fees

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

### Remit to address

- The remit to address is a required address, because Unilever would require the bank details for online suppliers, however remittances will be sent by Unilever through email using the contact data from their ERP master data.

## Ariba Network Support Information

This document contains Unilever 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 Aribas 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:** The Ariba cXML Solutions Guide, cXML User's Guideline and cXML Release Notes may be downloaded at: <http://supplier.ariba.com/help>

OR 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 'Documentation and Tutorials' from the drop down menu.
2. Click the 'cXML' link listed at the top of the 'Guides' page
3. Download the cXML Solutions and cXML User's Guide

### Support:

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

Depending on your transaction volume across all Buyers on the AN 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 20 7187 4144  
 US toll free: 1 866 218 2155  
 North/South America 412 222 6153  
 Asia Pacific: +65 6311 4745

### By Web form:

If you can log into your Ariba Network Account	If you cannot log into your account
<ul style="list-style-type: none"> <li>• Login at <a href="http://supplier.ariba.com">http://supplier.ariba.com</a></li> <li>• Once logged in, click on the 'Help' link located on the upper right hand side of the page and choose <i>Contact Support</i>.</li> <li>• Scroll to the bottom of the new page and select "Ariba Customer Support Webform".</li> </ul>	<ul style="list-style-type: none"> <li>• Go to <a href="http://supplier.ariba.com">http://supplier.ariba.com</a></li> <li>• For login issues select the "Forgot Username" or "Forgot Password" links near the top of the page.</li> <li>• Fill out the web form and select the <i>Submit</i> button.</li> </ul>



An SAP Company

<ul style="list-style-type: none"><li>• Completely fill out the web form and submit.</li></ul>	
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