



EDI 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.

Version	Date	Author	Description
1.0	27/05/2015	Stefano Bracco Ariba, an SAP Company	Initial Version of Document

UNILEVER EDI Mapping Requirements and Deltas – North America

The following is a summary of the EDI 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.

850- 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

810-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 (Tab 4)

- 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
 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

EDI Deltas

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



Unilever_EDI Delta
Requirements.xlsx

Following attachments are sample transactions of Unilever.

EDI Purchase Order Sample



DO3581875.txt

EDI Invoice Sample



AN_Invoice_b.txt

Unilever Detailed Specifications and Requirements

Scope

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

Required Transactions

- Purchase Order- 850
- Invoice- 810

Optional Transactions

- Order Confirmation- 855
- Advanced Ship Notice- 856

Purchase Order Details

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:

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

Ship Notice Details

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

- 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: 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 reject/fail 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

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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. It must be used in conjunction with the guidelines noted in the Resources section of this document. New EDI suppliers to Ariba's Network (AN) must review the following guidelines:

1. EDI Configuration Guide
2. ANSI X12 850 (if supporting via EDI)
3. ANSI X12 855 (if supporting via EDI)
4. ANSI X12 856 (if supporting via EDI)
5. ANSI X12 ICS (Interchange Control Structure)
6. ANSI X12 997

Information in this document does NOT cover the complete technical aspects of integrating with the AN using EDI.

Recommended: The Ariba EDI Configuration Guide and 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 'EDI' link listed at the top of the 'Guides' page.
3. Download the EDI related mapping guides and educational material.

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 inbound and outbound 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. Be sure to list UNILEVER 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/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"> • Go to http://supplier.ariba.com • Log in with your company's username and password • Once logged in, click on the 'Help' link located on the upper right hand side of the page and choose Contact Support. • Completely fill out the web form and submit 	<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 Submit button

Ariba EDI Tester

With the release of AN45, suppliers have the option of using Ariba's EDI Tester tool accessed via a supplier's test account on Ariba SN to assist in validating their inbound X12 transactions (855, 856 and 810) against Ariba's EDI implementation guidelines.

The EDI Tester affords a way for suppliers to test as they wait for interconnect setup.

The tester only validates the file according to Ariba's guidelines. The file must post to validate against invoice rules setup on the Network

Only one transaction set (ST occurrence) may be tested at a time.

ISA15 must be sent in test mode ('T') as only test files are supported at this time.

EDI configuration must be in place in order to use the EDI tester (ISA/GS maintained) as the tool will validate these values as provided in the ISA/GS envelope.

To Access:

1. Login to test account.
2. Click the EDI Tester link (left side under Tools) from the Home page.
3. On the next page, upload the X12 file (Invoice, Order Confirmation, Advance Ship Notice are all supported) and click the 'Validate Document' button. Note, the interchange envelop (ISA/GS) with the data configured in their test account is required.

Ariba Network will validate the file in accordance with Ariba's X12 guidelines for the transaction. The UI will render any translation errors the supplier would encounter had they sent the file through the VAN.