



UCB 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.

Version	Date	Author	Description of changes
1.0	25/06/2015	Ariba, an SAP Company	Initial Version of Document
2.0	30/06/2015	Bilyana Denova	Document structure review according to the UCB comments.
2.1	16/07/2015	Bilyana Denova	Sample of Summary invoice, Sample Credit Memo, Confirmation on Bank Account Details requirements, Confirmation on Default Transaction Rules, Review Country Based Rules.
2.2	13/08/2015	Bilyana Denova	Backdating of invoices increased to 7 days, Failed invoice numbers can be reused, Buyer VAT ID extrinsic delivered on PO, ISR Number added, SES requirements updated.
2.3	Draft	Bilyana Denova	ISR Number extrinsic field adjusted to follow the lowerCamelCase convention: Extrinsic name="isrNumber"
2.3	16/09/2015	Bilyana Denova	Suppliers ARE now allowed to change part numbers on their invoices. <Contact role = "purchasingAgent"> will be defaulted as last string of contact roles delivered at header level of UCB orders.



UCB cXML Mapping Requirements and Deltas

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

Please note that this is an e-invoicing project and the emitter must ensure that invoices are compliant with the legislation of their country of emission. For more information on legal invoice compliance process and archiving procedures on Ariba, please get in touch with your Seller Integrator or UCB.

UCB Transaction Validation Rules and Ariba Network Account set up logic

UCB has configured custom validation rules on the Ariba Network which apply specifically to POs, BPOs, Order Confirmations, Ship Notices, Service Entry Sheets, PO based Invoices, and non-PO based Invoices:

UCB applies the following set up logic for sellers:

- **Default Transaction Rules:** Default Transaction rules have been set to reflect UCB specific requirements in terms of transactions on Ariba Network. Default transaction rules apply by default whenever Country Based Rules are disabled or seller is NOT placed in a specific group.
- **Country Based Transaction Rules:** UCB has set country based transaction rules with regards to the different countries currently transacting with UCB. Country based rules for UCB override the Default or Group transaction rules set for sellers.
- **Group Based Rules:** Customers can create specific groups with specific custom requirements at need.
- Please refer to the ***UCB_cXML Delta Requirements.xlsx*** workbook attached for a complete list of Default and Country Based Transaction rules.

Transaction requirements for all sellers will be available within their **Seller Ariba Network accounts**, regardless of the set up logic applied by UCB.

It is strongly recommended for Sellers to look up the Transaction rules applied to their respective **Seller Ariba Network accounts** for reference.

cXML Deltas

In the **UCB_cXML Delta Requirements.xlsx** workbook attached to this PDF document, you will find baseline cXML transactions accepted by the Ariba Network with the additional cXML requirements for Customer UCB noted in **red**.

General Project Specifics

- *UCB does not allow invoice and Service Entry Sheet numbers to be composed of more than 16 characters.*
- *UCB does NOT allow comments on header level.*
- *The comments segment **at line item** level on invoices and credit notes CANNOT contain more than 50 characters. In case comments exceed the required character limit, the excess characters will be ignored.*
- *No amount and quantity tolerances are applied to this project with a single exception.*
2% of price tolerance can be applied on invoice unit prices.
- **BillTo name element** –Please make sure that the value within the **Name** element of the **Bill To role** on the invoices matches the value provided in the same element for the BillTo address on orders.
- **Header credit memos** are supported by default, but are to be used **in very rare** occasions as end of year adjustments or discounts. To be agreed on individual basis with sellers.
- **Consolidated invoices (multiple orders handled on a single invoice, also called Summary invoices) are allowed for UCB under one condition:** Sellers should only be referencing orders with the same BillTo address per consolidated invoice. **To be discussed on individual basis when in scope. For cXML sample, please refer to the UCB_cXML Delta Requirements.xlsx workbook attached - tab Summary invoice.**

Purchase Order Specifics (Tab 1 and 2 – UCB cXML Delta Requirements.xlsx attached)

- **Multiple Credentials for order routing:** The purpose of supplying multiple credentials is to identify a single organization using different domains. For example, an organization might be identified by including both a D-U-N-S number and a NetworkID number. UCB requires both Network ID and Private ID domains to identify a seller entity and route the PO accordingly.
- **SystemID --** (For Supplier Connectivity only) A unique alphanumeric value defined by a buying organization for a particular business application - for example, SAP1. When Ariba Network receives documents containing this ID domain, it associates them with the business application and Bill To addresses configured in the buyer's account.
- **PrivateID -** An automatically generated supplier location private ID (called the Ariba Network Private ID in Ariba Procurement and Invoicing Solutions). This ID is generated in Ariba Procurement and Invoicing Solutions for each supplier location. It uniquely identifies a supplier location.
- **Address ID Attribute for Ship To:** This attribute identifies the buying organization's shipping address defined in the ShipTo elements of OrderRequest. Please refer to the [*ShipTo_AddressID_list*](#) attached in this PDF document for a complete list of AddressIDs. Please note that UCB supports shipping addresses **at header and line level**, which means that it is possible for suppliers to receive orders with different shipping locations for each line item.
 - For examples, please refer to the Address requirements section of this guide or the **UCB_cXML Delta Requirements.xlsx** workbook attached.
- **BillTo address requirements:** BillTo address is required on all invoices and should mirror the one sent on UCB orders. UCB does not apply strict address validation on the BillTo address components, however, it is imperative for suppliers to return **the exact same value within the Name element of the BillTo role**, as the one delivered on the orders. Company code is delivered within the **IdReference identifier** and is not required on invoices.
- **Contact Role Sales –** The contact at supplier side responsible for the offer subsequently converted to an order. The Admin sales department to which the order was sent. **Contact Role**
- **Contact Role Purchasing Agent –** The entity responsible for the order. The segment will hold the contact information of the person to reach out to in case clarifications is needed to fulfill the PO. The segment will always be delivered on POs. Minimum information delivered: name and email.

- **Service orders** – By default, UCB sellers will not be required to enter a service entry sheet on Ariba before creating an invoice. Please note that UCB will apply an individual approach to each seller depending on their business process with regards to this requirement. To be discussed on individual bases during the seller integration kick-off meeting.
- **Comment field on orders** – UCB may provide you with addition information on the current purchase in the form of additional text at header or line level of the orders. Please take the time to read through this section as part of the order processing flow, as it may contain important information for the proper fulfillment of the inbound orders.

Invoice Specifics (Tab 3, 4, 6 and 6) –UCB cXML Delta Requirements.xlsx attached)

Please note that the following addresses **MUST** be provided on ALL invoices: **Bill To, From, Ship From, ShipTo.**

TABLE 1 INVOICE SPECIFICS - SUPPLIERS ARE ALLOWED TO

Suppliers ARE allowed To	
	<p>to send invoices to this account</p> <p>to send invoices with attachments(maximum size - 20MB)</p> <p>to send header credit memos and debit memos –Please note that header credit memos will only be accepted on very rare occasions as end of year adjustments or discounts.</p> <p>to omit payment terms in PO invoices</p> <p>to change the unit price - 2% tolerance</p> <p>to change part numbers</p> <p>to invoice with net amounts exceeding subtotals.</p> <p>to change the invoice header field RequesterID for PO or BPO-based invoices</p> <p>to change the invoice header field receiverID for PO or BPO-based invoices</p> <p>to change the invoice header field deliveryReference for PO or BPO-based invoices</p> <p>to change the line item field customerMaterialSpecificationNo on PO-based invoices</p> <p>to change the line item field revisionNo on PO-based invoices</p> <p>to change the line item field relatedContractLineItemNo on PO-based invoices</p>

to change the line item field contractNumber on PO-based invoices
to change the line item field batchNo on PO-based invoices
to change the line item field startDate on PO-based invoices
to change the invoice header field customerReferenceNo for PO or BPO-based invoices
to change the line item field receiverID on PO-based invoices
to change the invoice header field internalVendorNo for PO or BPO-based invoices
to change the line item field deliveryReference on PO-based invoices
to change the line item field RequesterID on PO-based invoices
to change the invoice header field incoTerm for PO or BPO-based invoices
to change the invoice header field incoTermDesc for PO or BPO-based invoices
to change the invoice header field paymentTermsDescription for PO or BPO-based invoices
to change the invoice header field accountNumber for PO or BPO-based invoices
to add tax at header and line level
to add comments (item only)
to add attachments (header only)
to reuse invoice numbers for invoices in status Failed.

TABLE 2 INVOICE SPECIFICS - SUPPLIERS ARE NOT ALLOWED TO

Suppliers are NOT allowed To
<p>to backdate their invoices – 7 days</p> <p>to send non-PO invoices – This rule can be relaxed for specific vendors. To be discussed on individual bases</p> <p>to change the currency for unit price</p> <p>to change the unit of measure</p> <p>to increase item quantities</p> <p>to increase line item subtotals</p> <p>to add line items to PO invoices</p> <p>to change payment net term as shown on purchase orders</p> <p>to change payment discount terms as shown on purchase orders</p> <p>to send invoices with service information</p> <p>to send invoices with a contract reference</p>

<p>to send invoices if a PCard or credit card was included in the order</p> <p>to cancel invoices they create</p> <p>to enter advanced pricing details at the line-item level</p> <p>to change advanced pricing details at the line-item level</p> <p>to add allowances and charges to invoices</p> <p>to create a tax rate and type for invoices and credit memos</p> <p>to enter discounts at the header level</p> <p>to submit self-signed invoices.</p> <p>to reuse invoice numbers for invoices in status Cancelled</p> <p>to reuse invoice numbers for invoices in status Rejected</p>

TABLE 3 INVOICE SPECIFICS - SUPPLIERS ARE REQUIRED TO

Suppliers ARE required To
<p>to create invoices with line item quantity greater than zero</p> <p>to create invoice with line item price greater than zero</p> <p>to provide a reason for each credit memo</p> <p>to provide line item descriptions</p> <p>to enter taxes at line item level</p> <p>to provide customer's VAT/Tax ID(extrinsic at header level)</p> <p>to provide supplier's VAT/Tax ID(extrinsic at header level)</p> <p>to provide VAT information in invoice headers or line items</p> <p>to provide supply date(Tax Point Date) when VAT is chosen as tax category</p> <p>to provide tax amounts in local currency</p> <p>to provide explanation for zero rate VAT</p>

TABLE 4 INVOICE SPECIFICS - SUPPLIERS ARE NOT REQUIRED TO

	Suppliers are NOT required To
	<p>to reference another invoice on line-item credit memos</p> <p>to send invoice with attachments</p> <p>to send credit memo attachments</p> <p>to create an order confirmation for the PO before creating an invoice</p> <p>to create a ship notice for the PO before creating an invoice</p> <p>to include only shipped quantities on invoices</p> <p>to include only received quantities on invoices</p> <p>to choose from your list of valid tax values</p> <p>to provide their tax ID on invoices <i>(this rule refers to the TAX/VAT ID provided on Remit To address level. Supplier VAT/TAX Id should still be delivered as an extrinsic at header level of all invoice and credits</i></p> <p>to provide order information</p>

Non-PO Specific Invoice Requirements

Non-Po invoices enable sellers to invoice orders received outside of the Ariba system.

- **BillTo addresses** will have to be provided on all non-Po invoices. **BillTo Name** element within the BillTo role has to match the BillTo name provided within the BillTo address list attached to this document. UCB requires suppliers to deliver the **e-mail** of the order requester on each non-PO invoice.
- E-mail should be added as an **extrinsic element**, as described in the **UCB cXML Delta Requirements.xlsx** workbook attached.
- External PO number, Sales Order number, or Contract number are NOT required on non-PO invoices.

Order Confirmation Specifics (Tab 7 - UCB cXML Delta Requirements.xlsx attached)

- **Delivery dates ARE required** for Order Confirmations.
- Suppliers **are NOT required** to enter a comment at the order confirmation line item level when there are any changes.
- Suppliers **are NOT required** to provide an **estimated shipping date** on order confirmations.
- Suppliers **are NOT allowed** to **increase item quantities** on order confirmations.
- Suppliers **are NOT allowed** to **change line item description** on order confirmations.
- Suppliers **are NOT allowed** to **change advanced pricing details** on order confirmations at **line-item** level.
- Suppliers **are NOT allowed** to **include attachments** with OCs.
- Suppliers **ARE allowed** to **send order confirmations** on **line item level**(Except for Service Based invoices
- Suppliers **ARE allowed** to **confirm or reject an entire purchase order** multiple times.

Ship Notice Specifics (Tab 8 - UCB cXML Delta Requirements.xlsx attached)

- **Delivery dates ARE required** for Ship Notices.
- Suppliers **are NOT required** to provide an **actual or estimated shipping date** on ship notices.
- Suppliers **are NOT required** to provide a unique asset serial number for each purchase order line item on a ship notice.
- Suppliers **ARE required** to provide **the total count of shipment serial numbers** not to exceed the total quantity shipped for line items on ship notices.
- Suppliers **are NOT required** to provide **the Packing Slip ID to be unique** on ship notices.
- Suppliers **are NOT allowed** to send non-PO ship notices through cXML.
- Suppliers **are NOT allowed** to send zero-quantity line items in ship notices sent through cXML.
- Suppliers **are NOT allowed** to **increase item quantities** on ship notices.
- Suppliers **are NOT allowed** to **add delivery and transport information** to ship notices.
- Suppliers **are NOT allowed** to **include attachments** with ship notices.
- Multiple orders and scheduling agreement releases in ship notices **are NOT allowed**.

NOTE: Please note that Requirements may be updated after the 14s Release.

Suppliers **are NOT required** to **create an order confirmation** before creating a service sheet.

Suppliers **are NOT required** to **provide approver information** on service sheets.

Suppliers **ARE required** to provide item reference description field on service sheets.

Suppliers **ARE allowed** to **add ad hoc line items** to service sheets.

Suppliers **are NOT allowed** to **change the unit of measure** on service sheets.

Suppliers **are NOT allowed** to **increase item quantities** on service sheets.

Suppliers **are NOT allowed** to **change the unit price** on service sheets.

Suppliers **are NOT allowed** to **change subtotal amount** on service sheets.

Suppliers **are NOT allowed** to **send service sheet attachments**.

UCB Detailed Specifications and Requirements

Scope

UCB Prod ANID: AN01011773569

UCB Test ANID: AN01011773569-T

Required Transactions

- Purchase Order- cXML OrderRequest
- Invoice- cXML InvoiceDetailRequest

Optional Transactions

- Order Confirmation- cXML ConfirmationRequest
- Advanced Ship Notice- cXML ShipNoticeRequest
- *Service Entry Sheet* – cXML ServiceEntrySheetResponse
- *Remittance advice* – cXML PaymentRemittance

TABLE 5 PURCHASE ORDER TYPES SUPPORTED/NOT SUPPORTED

Purchase Order Details

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

Legacy Orders (Cut-Over Process)

At the time of Go Live and PO cut-over to the Ariba Network, UCB will send POs that are open and outstanding to the Ariba Network as Legacy Orders. Any PO that has a date within the past 3-months (to be discussed on individual bases) and is still open (unbilled items remain on the PO) will be sent to the Ariba Network. Exception can be made according to agreement.

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.

Legacy orders will be mainly used as part of the cut off procedure during go-live stages.

Order Confirmation Details

Order confirmations are not required but implementation through Ariba is preferred by UCB.

Supported methods of providing them are:

- cXML
- Online
- Email to requestor outside of Ariba Network (least preferred method, can be an option during transition period for suppliers already providing such via e-mail.).

Ship Notice Details

Customer does / does not require Advanced Ship Notice except if specifically required for a particular supplier. To be discussed on individual bases if in scope.

Supported methods of providing them are:

- cXML
- Online
- Email to requestor outside of Ariba Network (least preferred method, can be an option during transition period for suppliers already providing such via e-mail.).

Service Entry Sheet Details

By default, UCB sellers will not be required to enter service entry sheets on Ariba before creating an invoice. Please note that UCB will apply an individual approach to each seller depending on their business process with regards to this requirement.

To be discussed on individual bases during the seller integration kick-off meeting.

Supported methods of providing them are:

- cXML
- Online

Invoice Details

TABLE 6 INVOICE TYPES SUPPORTED/NOT SUPPORTED

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.	Duplicate Invoice: invoice numbers cannot be reused in case of reject/cancel of original invoice
Partial invoice: Invoice against a portion of the items on a PO.	Invoice against PCard not allowed
Invoice against goods PO items (can be mixed with service PO items) Mixed orders.	Information only invoice
Consolidated invoices for goods or services: applies against multiple POs referencing line items; line items may be material items or service items.	Header Invoice: single invoice applying to single PO without item details
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to “lineLevelCreditMemo” Line level credit supported by negative quantity at item level and positive unit price	
Header Credit Memo (only for end of year adjustments) To be discussed on individual bases.	
Debit Memo (only if previously agreed with UCB or for exceptional processes)	
Non-PO Invoice: invoice against PO not transacted via the Ariba Network (only if previously agreed with UCB or for exceptional processes)	

Tax Requirements

This section specifies which fields are mandatory to ensure that invoices comply with the invoicing requirements of a trading relationship.

- **Supplier/Customer VAT/Tax IDs** – UCB requires suppliers to provide customer/supplier VAT/Tax IDs on all invoices (including ISO code as first 2 characters in case of VAT ID).
- Information is mapped as standard extrinsic at header level of cXML invoices, as shown below.

```
<Extrinsic name = "buyerVatID">BE0000000001</Extrinsic>
```

```
<Extrinsic name = "supplierVatID">BE0000000000</Extrinsic>
```

- **Supplier/Customer VAT/Tax IDs extrinsic fields** are required even for suppliers that are not VAT relevant. In this case suppliers ARE required to fill in the following value - **NO VAT**, as shown in the below example.

```
<Extrinsic name = "buyerVatID">NO VAT</Extrinsic>
```

```
<Extrinsic name = "supplierVatID">NO VAT</Extrinsic>
```

- **Tax at summary and line level** - Tax is required at the summary and line level on all invoices. For samples, please refer to the **UCB cXML Delta Requirements** attached.

Line level/Summary Tax amount – A line level/summary tax amount is required on all invoices even if that amount is zero dollars. Tax amounts are also required in local currency.

- **Tax segment** must include detailed information on tax category, percentage rate, supply date (tax point date), tax amount, taxable amount and amounts in alternate currency if applicable.

Tax segment is mapped as follows:

```
<Tax>
  <Money alternateAmount = "0.00" alternateCurrency = "GBP" currency = "GBP">0.00</Money>
  <Description xml:lang = "en-GB"/>
  <TaxDetail category = "vat" percentageRate = "21" taxPointDate = "2015-05-28T00:00:00+02:00">
    <TaxableAmount>
      <Money currency = "EUR">0.00</Money>
    </TaxableAmount>
    <TaxAmount>
      <Money alternateAmount = "0.00" alternateCurrency = "EUR" currency = "EUR">0.00</Money>
    </TaxAmount>
    <Description xml:lang = "en-GB"/>
  </TaxDetail>
</Tax>
```

- **Zero-Value VAT Entries** - When the **VAT** is **0%** for certain goods or services in the invoice, suppliers can specify if the VAT is **exempt** or **zero rated**. The **exemptDetail attribute and tax description** in the **TaxDetail element** is required if a buying organization enables the invoice rule **"Require explanation for zero-rate VAT."** **Explanation for Zero-Value VAT Entries is Mandatory for UCB.**

Exempt Tax Detail is mapped as follows:

```
<Tax>
  <Money currency="EUR">0.00</Money>
  <Description xml:lang="en-US">total tax</Description>
  <TaxDetail category="vat" percentageRate="0" exemptDetail="zeroRated" taxPointDate = "2015-05-28T00:00:00+02:00">
    <TaxableAmount>
      <Money currency="EUR">100.00</Money>
    </TaxableAmount>
    <TaxAmount>
      <Money currency="EUR">0.00</Money>
    </TaxAmount>
    <Description xml:lang="en-US">explanation for the 0 percentage</Description>
  </TaxDetail>
</Tax>
```

- **Bank Account Details - Providing Bank account details is required for UCB.** Please send the bank account details, as shown below.
- For cXML sample, please refer to the information provided below or in the **Standard Invoice tab** of the **UCB_cXML Delta Requirements.xlsx** workbook attached.
- **US sellers** - UCB is not able to read the Account ID for US sellers. US sellers will be required to provide the **Account ID** within the **ibanID** field.
- **Payment Note extrinsic field** - If, for some reason, sellers are not able to deliver the Bank Account information within the **wireReceivingBank** contact role, UCB has put in place an alternative solution which allows for sending the information within the following extrinsic at header level of the invoices. Solution should also be used in case a new bank account is used. To be discussed with sellers on individual bases.

➤ **Extrinsic name = "paymentNote">**

<Extrinsic name = "paymentNote">Payment Note info</Extrinsic>

➤ **Contact role="wireReceivingBank"**

TABLE 7 INVOICE SPECIFICS – BANK ACCOUNT DETAILS

Attribute	Description	Notes
Contact role="wireReceivingBank"		Required Required in certain markets
Name	Name of the bank	Required
IdReference/identifier IdReference is located in the InvoicePartner group, on the same level as the contact group	Swift ID	Required whereby domain = "swiftID"
IdReference/identifier	IBAN ID	Required whereby domain = "ibanID"
IdReference/identifier	Account name	Required whereby domain = "accountName"
IdReference/identifier	Account ID	Required whereby domain = "accountID"
IdReference/identifier	Account Type	Required whereby domain = "accountType"
IdReference/identifier	Branch Name	Optional whereby domain = "branchName"

Bank Account Details are mapped as follows:

```
<InvoicePartner>

  <Contact role="wireReceivingBank">
    <Name xml:lang="en">Test Bank</Name>
  </Contact>
  <IdReference domain="swiftID" identifier="12345"></IdReference>

  <IdReference domain="ibanID" identifier="AT12345123456789"></IdReference>

  <IdReference domain="accountName" identifier="Test Supplier Company"></IdReference>

  <IdReference domain="accountID" identifier="123456789"></IdReference>

  <IdReference domain="accountType" identifier="Checking"></IdReference>

  <IdReference domain="branchName" identifier="Branch New City"></IdReference>

</InvoicePartner>
```

Address Requirements

- The following addresses must be provided on ALL invoices and credit notes:
Bill To, From, ShipFrom, ShipTo.
- *Please note that the Sold To is optional, but if delivered on the invoices, would need to match the BillTo provided on the inbound orders.*

ShipFrom/ShipTo Address

- UCB PO can send **ShipTo** address at header or line item level.
- UCB PO will contain **ShipTo address IDs**. **ShipTo address IDs** can be processed from the inbound orders or hardcoded using the attached list of **ShipTo locations** and their IDs.
- **ShipTo Address IDs** are usually mapped with the address ID attribute of all addresses.

ShipTo address is mapped as follows:

```
<ShipTo>
  <Address isoCountryCode = "BE" addressID = "0000057609" addressIDDomain =
    "buyerLocationID">
    <Name xml:lang = "en">UCB Pharma SA</Name>
    <PostalAddress name = "default">
      <Street>Avenue de l'Industrie ZONE A</Street>
      <City>Braine-l'Alleud</City>
      <PostalCode>1420</PostalCode>
      <Country isoCountryCode = "BE"/>
    </PostalAddress>
  </Address>
  <IdReference identifier = "BE02" domain = "buyerLocationID"/>
</ShipTo>
```


Bill To Address

- UCB PO will contain BillTo address with company code delivered within header level of all Purchase Orders. Please make sure that the value within the Name element of the Bill To role on the invoices matches the value provided in the same element for the BillTo address on orders.

Bill To address is mapped as follows:

```

<BillTo>
  <Address isoCountryCode = "BE">
    <Name xml:lang = "en">UCB Pharma S.A.</Name>
    <PostalAddress name = "UCB Pharma SA">
      <Street>Alli e de la Recherche 60 60</Street>
      <City>Bruxelles</City>
      <PostalCode>1070</PostalCode>
      <Country isoCountryCode = "BE"/>
    </PostalAddress>
    <Phone>
      <TelephoneNumber>
        <CountryCode isoCountryCode = "BE">32</CountryCode>
        <AreaOrCityCode></AreaOrCityCode>
        <Number>(32-2)55999999</Number>
      </TelephoneNumber>
    </Phone>
    <Fax>
      <TelephoneNumber>
        <CountryCode isoCountryCode = "BE">32</CountryCode>
        <AreaOrCityCode></AreaOrCityCode>
        <Number>(32-2) 5599999999</Number>
      </TelephoneNumber>
    </Fax>
  </Address>
  <IdReference identifier = "0010" domain = "buyerID"/>
</BillTo>

```

From Address

- From address (sender of invoice) is mandatory at header level of all invoices.

From address is mapped as follows:

```
<Contact role = "from">
  <Name xml:lang = "en-GB">
    Seller Name /Name>
  <PostalAddress>
    <Street>Seller Street</Street>
    <City>Seller City</City>
    <PostalCode>1370</PostalCode>
    <Country isoCountryCode =
      "BE">Belgium</Country>    </PostalAddress>
  </Name>
</Contact>
```

Shipping and Special Handling Fees

- Shipping and special handling charges are **NOT** allowed at header or line level of invoices, as general rule. **Where relevant, to be discussed on individual bases with each supplier. Suppliers can be put in a tolerance group upon agreement with UCB.**
- Shipping and special handling **CANNOT** be submitted as separate line items.
 - Shipping and special handling is supported as **a single SERVICE line for ALL special handling charges and a single SERVICE line for ALL shipping charges.**

Extrinsic Details – Tab 10 - UCB cXML Delta Requirements.xlsx attached

The Extrinsic element allows inclusion of additional information about the status of a document being updated.

The Extrinsic element list can be used to insert additional data about the order for application consumption. These elements can include pre-defined key words and values affecting workflow in the receiving system. Elements in the extrinsic list can appear in any order. An extrinsic type must not appear more than once within the same transaction document.

Explanation for the extrinsic elements currently in use for UCB

1. Extrinsic elements delivered on UCB purchase orders.

The below list of extrinsic elements delivered on orders are NOT required on the invoices, but carry important information for the order processing. Please make sure to take them into account. For a full list of delivered and required extrinsic fields, please refer to the *Extrinsic fields description* tab of *UCB_cXML Delta Requirements.xlsx* workbook attached.

Exception: Buyer VAT Id will be delivered on all orders and is required on PO invoices when present.

internalVendorNo – The UCB internal reference number of the vendor.
customerReferenceNo - UCB's internal reference number or code.
accountNumber - Account number which the vendor uses for UCB. UCB customer in supplier database: filed only if requested by supplier explicitly.
paymentTermsDescription - Key for defining payment terms composed of cash discount percentages and payment periods.
incoterm - Commonly-used trading terms.
incoTermDesc - Additional information for the primary Incoterm.
RequesterID - Indicates for whom the material or external service is to be ordered. Identifier of the UCB requisitioner - Person defining the need of the purchase. Always filled.
deliveryReference - Specifies the point at which the material is to be unloaded. In case of agreement with the supplier specifies the delivery/unloading point that the Supplier can use to deliver the goods. This information can be put on the labels of the packing for UCB internal delivery. This extrinsic is used only in the cases of pre-existing agreement, otherwise it is left empty.
receiverID - Specifies the end recipient of material or services.
startDate - Start date of service period. Delivered only on some Service orders.
batchNo - Number under which the batch is managed at the vendor's.
contractNumber - Specifies the number of the outline agreement that a given purchase order refers to.
relatedContractLineItemNo - Specifies the number of the outline agreement item that this purchase order refers to.
revisionNo - Indicates a material or document's change status.
customerMaterialSpecificationNo - Specifies the quality specification reference.
customersPartNo - Buyer part number or Service name (completed the standard Ariba field for Services).
buyerVatID - The customer's tax identification number. Required on all invoices. When provided on the orders will always be delivered at header level of orders.

2. Extrinsic elements requested on UCB PO related invoices.

supplierVatID - The supplier's tax identification number. Required on all invoices
buyerVatID - The customer's tax identification number. Required on all invoices.
PaymentNote –Payment note information is only required if seller is not able to provide the Bank Account Details within the "wireReceivingBank" contact role.
serviceOrderNo - Service Entry Sheet reference number to be provided on service related invoices. Changes to the handling process for service related invoices may occur after the 14s release. To be confirmed by UCB.Only relevant for service invoices.
ISR Number - The ISR procedure is a payment in procedure offered by the Swiss Postal Service to firms based in Switzerland. ISR subscribers are given an ISR number in the vendor master record. Only relevant for Swiss suppliers.

3. Extrinsic elements requested on UCB non-PO invoices.

supplierVatID - The supplier's tax identification number. Required on all invoices
buyerVatID - The customer's tax identification number. Required on all invoices.
mailbox - valid @ucb.com address of the requester, needs to be provided on invoices.
isrNumber - The ISR(In payment Slip with Reference number) procedure is a payment in procedure offered by the Swiss Postal Service to firms based in Switzerland. ISR subscribers are given an ISR number in the vendor master record. Only relevant for Swiss suppliers.
serviceOrderNo - Service Entry Sheet reference number to be provided on service related invoices. To be confirmed by UCB. Only relevant for Service invoices.

Ariba Network Support Information

This document contains UCB 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 UCB suppliers. ESIM support is available during the test phase and two weeks post-go live with UCB, 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. Be sure to list UCB 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 (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:

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>Contact Support</i>. Scroll to the bottom of the new page and select "Ariba Customer Support Webform". 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 "<i>Forgot Username</i>" or "<i>Forgot Password</i>" links near the top of the page. Fill out the web form and select the <i>Submit</i> button.