



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	1/26/2015	Joanne Cheek	Initial Version of Document



Santa Clara County cXML Mapping Requirements

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

Purchase Order Specifics

- Payment terms will be sent on the Purchase Order.
- Legacy Orders are not in scope.
 - If PO is received through the Ariba, Invoice is returned through Ariba
- Ship to Address will be sent at the header level.
- There will be one ship to address per purchase order.
- Ship to Address ID's will be sent on the purchase orders.
- Taxable & non-taxable items will appear on the same purchase order
 - An extrinsic will determine which is taxable.
- Change Orders are in scope only for un-received orders.
- Supplier Part ID's will be sent on the PO's
- Catalog & non-catalog orders are in scope.
- PO's which have been partially received can be 'Closed' short.



Invoice Specifics

- The following addresses are required on Invoices
 - Bill To address (should match PO)
 - From Address
 - Sold To address
 - Requester email address from PO should copy to sold-to email address.
 - Remit To address
 - Remittance address on the invoice must match to the Remit-To address submitted to SCC as vendor record (if Supplier changes their address for the AN account profile, they need to notify SCC, as this process may not be automated)
 - The Supplier will receive an email from SCC containing SCC-specific vendor ID(s) for each remittance address used with SCC. Supplier will need to link a unique SCC-specific vendor ID to each Remit-To address on supplier account. (if needed, contact Ariba for details on how to do this)
- Payment terms are required back on the invoice
 - Payment must match the terms on the purchase orders.
 - Suppliers willing to participate in the Accelerated Early Payment Discount or Dynamic Discounting programs can opt for several non-standard payment terms
- Invoices cannot be back-dated.
- Tax is supported at the header level or line level.
- If the SCC PO has a line-item for shipping or special handling, use the line-item to invoice the shipping/special handling
- If the PO does not have a line-item for shipping or handling charges, these charges are only supported at the header level
- Invoices with Service information are supported.
- Invoice attachments are supported.
- Line level Credit memos are in scope.
 - Must reference an invoice.
- Invoice numbers can be reused if they are rejected, cancelled or failed.
- Invoice numbers are alphanumeric and case sensitive (UPPERCASE letters only).
- The following data cannot be changed from the PO to the Invoice:
 - Unit Price
 - Part Number
 - Payment terms
 - Unit of Measurement
 - Currency
 - Quantity
- Non-PO Invoices are NOT in scope.
 - Invoices against PO's received outside of the Ariba network are not in scope



Santa Clara County Transaction Validation Rules

- Santa Clara County has configured custom validation rules on the Ariba Network which apply specifically to Order Confirmations, Ship Notices, PO based Invoices, and non-PO based Invoices. Review these settings from your supplier account on the Ariba Network.



Santa Clara County Detailed Specifications & Requirements

Scope

Santa Clara County Prod ANID: AN01015334868

Santa Clara County Test ANID: AN01015334868-T

Required Transactions

- Purchase Order- cXML OrderRequest
- Invoice- cXML InvoiceDetailRequest

Purchase Order Details

Purchase Order Types Supported	Purchase Order Types Not Supported
New POs	Blanket Purchase Orders
Change/cancel POs	
Non-catalog POs	
POs with attachments	
Service POs	

Legacy Orders (Cut-Over Process)

- Legacy Orders are not in scope with this project
 - Purchase orders received through Ariba should be invoiced through Ariba

Ship to Address

- Santa Clara County will send the Ship-To address at the header level of the purchase order.
- Santa Clara County PO's will contain Ship-To address IDs.



Invoice Details

Invoice Types Supported	Invoice Types Not Supported
Individual Detail Invoice: applies against single PO referencing line items; line items may be material items or service items.	Service Entry Sheet, not currently in scope but will be available in the future.
Partial invoice: Invoice against a portion of the items on a PO.	Information Only Invoice
Invoice against material PO	Header Invoice: single invoice applying to single PO without item details
Service Invoice	Invoice against P-Card
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Non-PO Invoice: invoice against PO not transacted via the Ariba Network
Duplicate Invoice: invoice numbers may be reused in case of fail/reject/cancel of original invoice	Credit Memo

Tax Requirements

- Tax is supported at the header or line level
- A summary tax amount is required on all invoices even if that amount is zero dollars.
- Taxable and non-taxable items may be mixed on an order

Address Requirements

- The following addresses are required:
 - Bill To (should match PO)
 - Remit To
 - From
 - Sold To
 - Sold to email address should contain the requester email address from the PO.

Remit To Address Information

- Full Remit-To address information is required on the invoice.
 - Remittance address on the invoice must match to the Remit-To address submitted to SCC as vendor record (if Supplier changes their address in their AN account profile, they need to notify SCC, as this process may not be automated)
- Remit-To ID is in scope.
 - The Supplier will receive an email from SCC containing SCC-specific vendor ID(s) for each remittance address used with SCC. Supplier will need to link a unique SCC-specific vendor ID to each Remit-To address on supplier account. (If needed, contact Ariba for details on how to do this)



Shipping and Special Handling Fees

- If the SCC PO has a line-item for shipping or special handling, use the line-item to invoice the shipping/special handling
- If the PO does not have a line-item for shipping or handling charges, these charges are only supported at the header level



Non-PO Specific Invoice Requirements

- Non-PO invoices are NOT supported.

Miscellaneous Requirements

- Cannot change payment or discount terms as existed on the PO;
 - Payment terms must match between PO and invoice, except for:
 - Suppliers participating in Dynamic Discounting, the invoice payment term can be changed by supplier accepting early payment discounts.
- Invoices cannot be back-dated.
- The following data cannot be changed from PO to Invoice.
 - Currency for Unit Price
 - Unit Price
 - Unit of Measurement
 - Item Quantity
 - Part Number

Extrinsics

- There are no extrinsic in scope at this time



Ariba Network Support Information

This document contains Santa Clara County 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
- <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 Santa Clara County suppliers. ESIM support is available during the test phase and two weeks post-go live with Santa Clara County, 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 Santa Clara County 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.