



City of Tacoma  
W A S H I N G T O N

# City of Tacoma Integrated Seller Transaction Guideline

February 2017

## Table of Contents

VERSION HISTORY .....	3
THE CITY OF TACOMA MAPPING REQUIREMENTS AND DELTAS.....	5
THE CITY OF TACOMA DETAILED SPECIFICATIONS AND REQUIREMENTS.....	6
Scope .....	6
Purchase Order Details .....	6
Order Confirmation Details <remove if not in scope> .....	7
Ship Notice Details <remove if not in scope> .....	7
Invoice Details <copy and paste which are / are not supported into appropriate sections below>:	7
SUPPLEMENTAL DOCUMENTATION .....	9
ARIBA NETWORK SUPPORT INFORMATION.....	10

## 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	2/28/17	Chris Landers	Initial Version of Document
2.0	3/2/17	Chris Landers	Modified comment on ship to to read line or header level.
3.0	3/16/17	Chris Landers	Delivery dates to be optional but preferred on order confirmations and ASN's / Invoice numbers may be reused for cancelled invoices as long as no payment has been made against the invoice. / Invoices must contain the MFG name and Item number.
4.0	4/17/17	Chris Landers	Made the remit to ID a requirement. To be provided by COT.

---

## SAP STATEMENT OF CONFIDENTIALITY AND EXCEPTIONS

The contents of this document shall remain the confidential property of SAP and may not be communicated to any other party without the prior written approval of SAP. This document must not be reproduced in whole or in part. It must not be used other than for evaluation purposes only, except with the prior written consent of SAP and then only on condition that SAP's and any other copyright notices are included in such reproduction. No information as to the contents or subject matter of this proposal or any part shall be given or communicated in any manner whatsoever to any third party without the prior written consent of SAP.

The furnishing of this document is subject to contract and shall not be construed as an offer or as constituting a binding agreement on the part of SAP to enter into any relationship. SAP provides this document as guidance only

---

to estimate costs and time-scales of the predicted delivery project. This will be subject to confirmation prior to any contractual or delivery commitment by SAP.

SAP warrants that to the best of its knowledge those who prepared this material have taken all reasonable care in preparing it and believe its contents to be true as at the date of this document. SAP cannot however warrant the truth of matters outside of its control and accordingly does not warrant the truth of all statements set out in this document to extent that such statements derive from facts and matters supplied by other persons to SAP. The statements in this document are qualified accordingly.

## THE CITY OF TACOMA MAPPING REQUIREMENTS AND DELTAS

---

### Deltas

In the accompanying excel workbooks you will find baseline cXML and EDI transactions accepted by the Ariba Network with the additional requirements for The City of Tacoma noted in **red**.

The following is a summary of the requirements that are unique to The City of Tacoma's procurement environment, as detailed in the Excel Delta's document.

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

- Payment terms will be sent on all POs
- Ship to address and ID can be sent at the line or the header level.
- Bill to address is sent at the header level

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

- Required addresses and IDs: Ship To, Bill To, Remit To (ID required and to be provided by The City of Tacoma)
- Payment terms required on all invoices.
- Please provide the manufacturer's name and part number in the item detail.

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

- Estimated Delivery dates are optional, but preferred for Order Confirmation.
- A reason is required for rejected orders.

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

- Actual or estimated delivery dates are optional, but preferred for Ship Notice.

#### **Extrinsics (Tab 5) – N/A**

#### **Credit Memo (Tab 6)**

- Line item credits are allowed. They must reference the original debit invoice and provide a reason for the credit.
- Standard invoices with negative quantity and positive unit price are also allowed.

### Transaction Validation Rules

Please note, The City of Tacoma has configured custom validation rules on the Ariba Network which apply specifically to POs, Order Confirmations, Ship Notices, PO based Invoices, and non-PO based Invoices. **Review these settings from your supplier account on the Ariba Network.**

## THE CITY OF TACOMA DETAILED SPECIFICATIONS AND REQUIREMENTS

---

### Scope

**The City of Tacoma Prod ANID:** AN01038303430

**The City of Tacoma Test ANID:** AN01038303430-T

### **Required Transactions**

- Purchase Order
- Invoice

### **Optional Transactions**

- Order Confirmation
- Advanced Ship Notice

### 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	

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

### **Ship To Address**

- The City of Tacoma PO will send Ship To address at header or the line level.
- The City of Tacoma PO will Ship To address IDs. The list will be provided by The City.

### Order Confirmation Details

The City of Tacoma does not require Order Confirmation, they are optional. Supported methods of providing them are:

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

### Ship Notice Details

The City of Tacoma does not require Advanced Ship Notices, they are optional. Supported methods of providing them are:

- cXML
- 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.	Invoice against Blanket PO
Partial invoice: Invoice against a portion of the items on a PO.	
Invoice against material PO	
Invoice against service PO	
Non-PO Invoice: invoice against PO not transacted via the Ariba Network	
Non-PO invoice against contract or master agreement	
Line level credit supported by negative quantity at item level and positive unit price	
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	
Header Credit Memo	
Debit Memo	
Cancel Invoice	
Invoice against PCard	
Duplicate Invoice number may be used for cancelled invoices, as long as no payment has been made against the invoice.	
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.
- A summary tax amount is required on all invoices even if that amount is zero dollars.

### **Remit To Address Information**

- Remit To address ID is not required on the invoice. However, the address is required on the invoice and must match the City's records.

**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 and special handling charges are supported at the summary level.
- Shipping and special handling may be submitted as separate line items.
- If yes, 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.

### **Non-PO Specific Invoice Requirements**

- Suppliers should provide the email address of the requestor for non-PO invoices.
- PO number, Sales Order number, or Contract number is required.

### **Line Level Validation**

- The following line level data cannot be changed from PO to Invoice.
  - Currency for Unit Price
  - Unit Price
  - Unit of Measure
  - Item Quantity Overage
  - Part Number



## SUPPLEMENTAL DOCUMENTATION

---

This document contains The City of Tacoma specific information regarding transaction requirements. Information in this document does **NOT** cover the complete technical aspects of integrating with the Ariba Network. Below are two sections for supplemental documentation to be used with this document for EDI or cXML transaction formats. Only refer to the section that pertains to the format your organization with be sending/receiving from the Ariba Network (EDI or cXML).

### **cXML Section for Supplemental Documentation**

New cXML supplier 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](#) (URL to post documents to Ariba). May also be downloaded via login to your supplier account (<https://supplier.ariba.com>) on the Ariba Network:

1. Click the 'Help' link in the upper right hand section of the page.
2. Select 'Help Center' from the drop down menu.
3. Enter Search... key words or full document name.
4. Click on the pdf document name to open and download.

### **EDI Section for Supplemental Documentation**

New EDI supplier to Ariba's Network must review the following:

- [850 Purchase Order Implementation Guidelines](#)
- [810 Invoice Implementation Guidelines](#)
- [855 PO Acknowledgment Implementation Guidelines](#)
- [856 Ship Notice/Manifest Implementation Guidelines](#)
- [997 Functional Acknowledgment Implementation Guidelines](#)
- [ICS Interchange Control Structure](#) (Ariba Production and Test Interchange ID Details)

**Recommended Resources:** The [Ariba Network EDI Configuration Guide](#). May also be downloaded via login to your supplier account (<https://supplier.ariba.com>) on the Ariba Network:

1. Click the 'Help' link in the upper right hand section of the page.
2. Select 'Help Center' from the drop down menu.
3. Enter Search... key words or full document name.
4. Click on the pdf document name to open and download.

## ARIBA NETWORK SUPPORT INFORMATION

---

Supplier Integration (SI) support is available to The City of Tacoma suppliers. SI support is available during the test phase and two weeks post-go live with The City of Tacoma, or until the first production transactions are exchanged. After that period, suppliers must leverage Ariba Technical Support for any production issues. To contact SI support, send an email to [askaribatech@ariba.com](mailto:askaribatech@ariba.com). Be sure to list The City of Tacoma 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/assets/uploads/documents/Datasheets/SMP\\_Subscription\\_Datasheet.pdf](http://www.ariba.com/assets/uploads/documents/Datasheets/SMP_Subscription_Datasheet.pdf).

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 Web:

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 '<i>Help</i>' link located on the upper right hand side of the page and choose <i>Help Center</i>.</li> <li>• Select Support located in the top right hand side of the page.</li> <li>• Options in the bottom right hand side of the page are Live Chat or By Phone.</li> <li>• An Online Service Request can also be submitted by selecting the "Start" button in the top center of the page.</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 "<i>Forgot Username</i>" or "<i>Forgot Password</i>" links near the top of the page.</li> <li>• Fill out the web form and select the <i>Submit</i> button.</li> </ul>

© 2015 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <http://www.sap.com/corporate-en/legal/copyright/index.epx#trademark> for additional trademark information and notices. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice.

The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.