



Mars Integrated Seller Transaction Guidelines

MARS

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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 |
|---------|------------|-----------------------|-------------------------------------|
| 1.6 | 8/1/2016 | Ariba, an SAP Company | Initial Version of Document |
| 1.7 | 11/8/2018 | Brian Fihn I855903 | Mars, Inc. Specific Program details |
| 1.8 | 12/20/2018 | Brian Fihn I855903 | EDI Delta and AddressID updated |
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MARS, INC. MAPPING REQUIREMENTS AND DELTAS

Deltas

In the following excel workbooks you will find baseline cXML and EDI transactions accepted by the Ariba Network with the additional requirements for Mars, Inc. noted in red.



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

Mars, Inc. maintains a set of customer unit of measures (UOM's) as part of their program.



Mars, Inc. maintains a set of Commodity Codes as part of their program.



Purchase Order Specifics (Tab 1)

- Deliver To: 1 Line Free Text Field

Invoice Specifics (Tab 2)

- Required addresses and IDs: From, Ship To, Bill To, Sold To, Remit To
- Payment terms must be matched or omitted on all invoices

Order Confirmation Specifics (Tab 3)

- Delivery dates are required for Order Confirmation.

Ship Notice Specifics (Tab 4)

- Delivery dates are required for Ship Notice.

Transaction Validation Rules

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

MARS INC. DETAILED SPECIFICATIONS AND REQUIREMENTS

Scope

MARS, Inc. Prod ANID: AN01013004910
<BUYER> Test ANID: AN01013004910-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 | P-Card |
| Change/cancel POs | Service POs |
| Non-catalog POs | Non-POs |
| POs with attachments | Contract |
| Blanket POs (BPO's) | CSV - TBD |
| | |

Table 1 - Purchase Order Types Supported/Not Supported

Ship To Address

- MARS, Inc. PO will send Ship To Address at line level
- MARS, Inc. PO **will** contain Ship To address IDs. Please find those in this embedded file. Ad-Hoc Ship To's are possible



MarsInc_Canada_US_
 BillTo_ShipTo_IDs_111

Order Confirmation Details

Mars, Inc. does NOT require Order Confirmation. Supported methods of providing them are:

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

Ship Notice Details

Mars, Inc. does NOT require Advanced Ship Notices. 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 |
|---|---|
| Invoice against material PO | Invoice against service PO |
| Non-PO invoice against contract or master agreement | Non-PO Invoice: invoice against PO not transacted via the Ariba Network |
| Invoice against Blanket PO | |
| lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo" | |
| Header Credit Memo | |
| Debit Memo | |
| Cancel Invoice | |
| Invoice against PCard | |
| Duplicate Invoice: invoice numbers may be reuse in case of reject/fail/cancel of original invoice | |
| Header Invoice: single invoice applying to single PO without item details | |
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Table 2 - Invoice Types Supported/Not Supported

Tax Requirements

Tax is supported at the summary or Header level

Remit To Address Information

- Remit To address information is not required on the invoice. Remit Address taken from Vendor File under each vendor account number.

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 line level or summary level or both.
- Shipping and special handling may be submitted as separate line items.

Non-PO Specific Invoice Requirements

- Typically you'll need a contact for non-po invoice (eg sold-to email address); accounting information may also be required.
- 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 of Measure
 - Item Quantity Overage
 - Part Number

SUPPLEMENTAL DOCUMENTATION

This document contains Mars, Inc. 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 will 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: Please log into your supplier account on the Ariba Network in order to access the cXML and EDI solution and configuration guides as well as supplemental EDI documentation. The steps for accessing this information is outlined below.

- 1) Log into your supplier account on the Ariba Network.
<https://supplier.ariba.com>
- 2) Select **Help Center >>**
- 3) Select **Documentation**
- 4) Expand **cXML and ERP Integration**

Within the *cXML and ERP Integration* section, you will see the cXML and EDI solution and configuration guides. Based on your selected integration method, please download the appropriate document.

- Ariba cXML Solutions Guide
- Ariba Network EDI Configuration Guide

Supplemental EDI Documentation

To access the supplementation EDI documentation, proceed to step 5.

- 5) Expand **ANSI X12 implementation resources**



Within the *ANSI X12 implementation resources* section, you will find supplemental EDI documentation for the following EDI documents:

- 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)

ARIBA NETWORK SUPPORT INFORMATION

Supplier Integration (SI) support is available to Mars, Inc. suppliers. SI support is available during the test phase and two weeks post-go live with Mars, Inc., 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. Be sure to list Mars, Inc. 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.

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"> • 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>Help Center</i>. • Select Support located in the top right hand side of the page. • Options in the bottom right hand side of the page are Live Chat or By Phone. • An Online Service Request can also be submitted by selecting the "Start" button in the top center of the page. | <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 <i>Submit</i> button. |

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