



# **Integrated Seller Transaction Guideline**

January 2019



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## VERSION HISTORY

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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	3/20/2018	Ariba, an SAP Company	Initial Version of Document
2.0	07/12/2018	Rocio Sierra, SSI	Notes from experience with previous suppliers.
3.0	02/19/2019	Rocio Sierra, SSI	
4.0	05/28/2019	Rocio Sierra, SSI	Include deltas for ASN. Considering Canada inside the scope.

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## VITRO MAPPING REQUIREMENTS AND DELTAS

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### Deltas

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



Vitro\_cXML Delta  
V2.0 (20190528).xlsx

**cXML Delta:**



Vitro\_CIG EDI Delta  
V2.0 (20190528).xlsx

**EDI Delta:**

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

### Purchase Order Specifics

- Will contain Ship To information at header
- Purchase Orders will have Payment Terms

### Invoice Specifics

- Required addresses and IDs: Bill To, SoldTo, From, Ship From, Ship To
- Require invoice Sold To Name and Country to match PO Bill To Name and Country (or Sold To information if available).

## VITRO DETAILED SPECIFICATIONS AND REQUIREMENTS

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### Scope

**Vitro Prod ANID:** AN01052295911

**Vitro Test ANID:** AN01052295911-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	Service POs
Non-catalog POs	
POs with attachments	

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

### **Legacy Orders (Cut-Over Process)**

At the time of Go Live and PO cut-over to the Ariba Network, Vitro will send POs that are open and outstanding to the Ariba Network as Legacy Orders. Any PO that has a date within the past 6-months and is still open (unbilled items remain on the PO) will be sent to the Ariba Network.

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.

### **Ship To Address**

- Vitro PO will send Ship To address at header level
- Vitro PO will contain Ship To address IDs.

### **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 service PO
Partial invoice: Invoice against a portion of the items on a PO.	Non-PO Invoice: invoice against PO not transacted via the Ariba Network
Invoice against material PO	Invoice against Blanket PO
	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
	Invoice against PCard
	Debit Memo Header Credit Memo Cancel Invoice
	Non-PO invoice against contract or master agreement
	Header Invoice: single invoice applying to single PO without item details
	Duplicate Invoice: invoice numbers may be reuse in case the Invoice is Failed.

**Table 2 - Invoice Types Supported/Not Supported**

### **Other Information**

- Require suppliers to create invoice with line item quantity greater than zero.
- Require suppliers to create invoice with line item price greater than zero.
- Payment Terms should match between the order and the invoice.
- Remittance is mandatory
- Not allow suppliers to change part number
- Not allow suppliers to change auxiliary part id.
- Attachments supported
- Reuse invoice number only if:
  - Invoice fails AN rule validation
  - Invoice rejects AN rule validation

## SUPPLEMENTAL DOCUMENTATION

This document contains Vitro 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:** 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

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Supplier Integration (SI) support is available to Vitro suppliers. SI support is available during the test phase and two weeks post-go live with Vitro, 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 Vitro 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 'Help' 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 "Forgot Username" or "Forgot Password" links near the top of the page.</li> <li>• Fill out the web form and select the <i>Submit</i> button.</li> </ul>

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