

Integrated Seller 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
1.0	11/4/20	Shirley Duong, SAP Ariba	Initial Version of Document
1.1	12/11/20	Shirley Duong, SAP Ariba	Supplemental Documentation Update

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ELANCO 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 ELANCO noted below.



Elanco_cXML Delta
Requirements.xlsx

cXML Delta:



Elanco_EDIDelta
Requirements.xlsx

EDI Delta:

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

Purchase Order Specifics (Tab 1)

- Ship To address will be sent at the header level. Deliver To fields may/may not be included.
- Control Keys will be sent to allow or disallow OC and ASN

Invoice Specifics (Tab 2)

- Required addresses and IDs: Ship From, Ship To/Ship To ID, Bill To/Bill To ID, Sold To
- Sold To Name and Country must match PO Bill To Name and Country.
- Payment terms are not required on the invoice, but must match from PO if sent.
- Tax is supported at the summary or line level for the US. Tax Detail is required, along with Taxable Amount and Tax Amount.
- Tax is supported only at the line level for CA.
- Shipping and special handling charges are supported at the summary or line level.
- Invoice numbers may be reused for canceled, rejected, or failed orders.
- Invoices may be backdated up to 7 days.
- Non-PO invoices are not supported.

Order Confirmation Specifics (Tab 3)

- Order Confirmations are optional, not required.
- Delivery dates are required for Order Confirmation.
- An estimated shipping date is required for Order Confirmation.
- A reason is required when an order is rejected.
- A comment is required at the line item level when there are any changes.
- Line item descriptions may not be changed.

Ship Notice Specifics (Tab 4)

- Ship Notices are optional, not required.
- Delivery dates are required for Ship Notice.
- An actual or estimated shipping date is required for Ship Notice. Ship Notice type (actual or planned) is required.
- Delivery and transport information may be added.

Credit Memo (Tab 5)

- Credit memos must be sent as a line level credit memo, supported with negative quantity and positive price.
- Negative invoices are not supported.
- Line level credit memos should reference an invoice.
- A reason is required to be sent on the credit.

Transaction Validation Rules

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

ELANCO DETAILED SPECIFICATIONS AND REQUIREMENTS

Scope

ELANCO Prod ANID: **AN01431105481**
 ELANCO Test ANID: **AN01431105481-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, ELANCO 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

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

Order Confirmation Details

ELANCO does not require Order Confirmation. Supported methods of providing them are:

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

Ship Notice Details

ELANCO 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
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	Non-PO invoice against contract or master agreement
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Invoice against Blanket PO
Header Credit Memo	Line level credit supported by negative quantity at item level and positive unit price
Debit Memo	Cancel Invoice
Duplicate Invoice: invoice numbers may be reuse in case of reject/fail/cancel of original invoice	Invoice against PCard
	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 line level or summary level or both in the US.
- A summary tax amount is required on all invoices even if that amount is zero dollars.
- Tax is supported at the line level only in Canada.

Remit To Address Information

- Remit To address information is not required on the invoice.

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.

Line Level Validation

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

SUPPLEMENTAL DOCUMENTATION

This document contains ELANCO specific information regarding transaction requirements. Information in this document does not cover the complete technical aspects of integrating with the Ariba Network.

Below are three sections for supplemental documentation to be used with this document for cXML, EDI x12 or PIDX transaction formats. Only refer to the section that pertains to the format your organization with be sending or receiving.

cXML 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

SAP Ariba Cloud Integration Gateway (CIG)

Information in this document does not cover the complete technical aspects of integrating with the SAP Ariba Cloud Integration Gateway (CIG).

Below is supplemental documentation to be used with this document for CIG connectivity and CIG EDI x12 and PIDX transaction file formats.

New Cloud Integration Gateway Supplier

- [Cloud Integration Portal Guide](#) (aka. CIG "How to Guide")

EDI x12 Supplemental Documentation via SAP Ariba Cloud Integration Gateway

All EDI Supplier Guides

- SAP Ariba PO850 4010 Purchase Order
- SAP Ariba PC860 4010 Purchase Order Change
- SAP Ariba PR855 4010 PO Acknowledgment (Order Confirmation)
- SAP Ariba IN810 4010 Invoice
- SAP Ariba SH856 4010 Ship Notice
- SAP Ariba RA820 4010 Remittance Advice
- SAP Ariba AG824 4010 Application Advice (inbound)
- SAP Ariba AG824 4010 Application Advice (outbound)
- SAP Ariba FA997 4010 Functional Acknowledgment (inbound)
- SAP Ariba FA997 4010 Functional Acknowledgment (outbound)

PIDX Supplemental Documentation via SAP Ariba Cloud Integration Gateway

All PIDX Supplier Guides

- SAP Ariba PIDX OrderCreate OrderChange 1.61 Outbound
- SAP Ariba PIDX OrderResponse 1.61 Inbound
- SAP Ariba PIDX Invoice 1.61 Inbound
- SAP Ariba PIDX InvoiceResponse
- SAP Ariba PIDX Receipt Outbound

If you do not yet have user access to CIG, the SAP Ariba Supplier Integration Specialist will forward these documents. Once user access is obtained, the current CIG documentation may be viewed in or downloaded from the CIG Resources section.

SAP ARIBA CUSTOMER SUPPORT FOR SUPPLIERS

How to utilize Help Center and access Customer Support

At SAP Ariba, our goal is to empower Suppliers with the information and tools they need to seamlessly navigate through Ariba Solutions. You can find the answers you need about Ariba products in the SAP Ariba Help Center. You can also contact SAP Ariba Support directly through the Help Center, when necessary.

Access the Help Center

[Sign in to your account](#) (supplier.ariba.com) and look to the right-hand side of your screen to view the Help Center panel. If the panel is collapsed and you can't see any articles, click Help Center >> to expand.

Using the Help Center

The Help Center is the first place to start if you have questions about any Ariba Solution. You can search for answers to functional and navigational questions in our FAQs and Tutorials.


The following tutorials are helpful when you're getting started:

- [Supplier Basics](#)
- [Invoices](#)

Still need more help? Contact Customer Support

If you don't find your answer after searching, you can request direct support via email, chat, or phone (depending on the type of account you have).

To Request Support:

1. Click the  icon in the bottom-right corner of the expanded Help Center. After clicking, you will see a new window titled **Ariba Exchange User Community**.
2. You will see the words **I need help with** next to a search bar. If you don't see this, click **Support** in the upper-right corner of your screen.
3. Search for your issue in the **I need help with** search bar.
Based on your search, you may see Guided Assistance. Guided Assistance features a series **Yes** or **No** questions that will guide you either to support options or to relevant content to resolve your issue. If the guided content does not resolve the issue, the following direct support options are presented:

Email SAP Ariba Customer Support

- Send a written online request to SAP Ariba Customer Support via a short webform.
- Provide a Short Description, Details, and Attachment to ensure a fast and accurate response.

Get help by live chat

- Start a live chat with an SAP Ariba Customer Support specialist.

Click to call

- Avoid waiting on the phone. Fill in a short form to request a callback from the next available specialist.