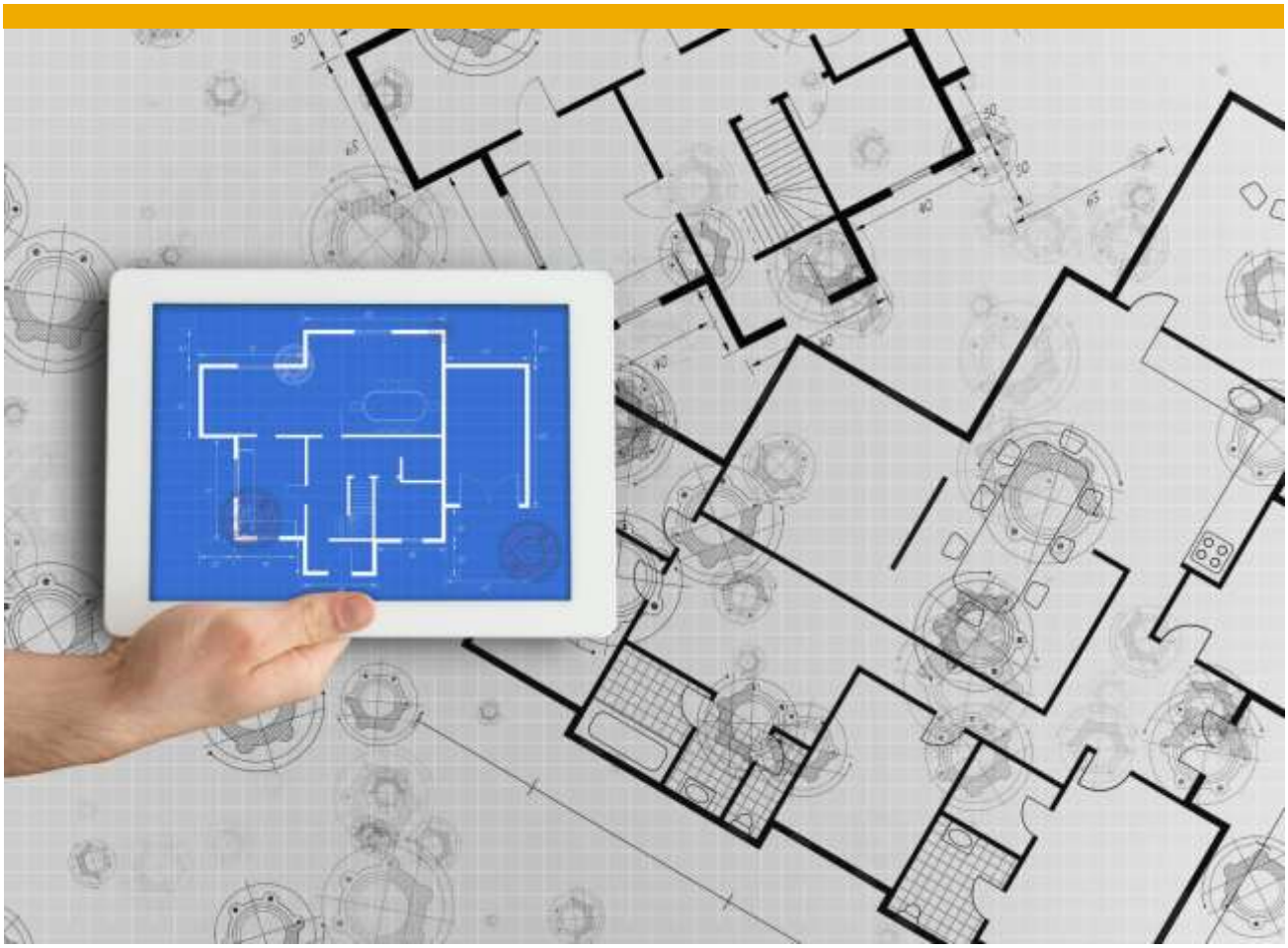

# Integrated Seller Transaction Guideline

September 2020

HALLIBURTON

SAP Ariba

SAP

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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 |
|---|---|---|---|
| Draft | 9/14/2020 | Ariba, an SAP Company | Initial Version of Document |
| 1.0 | 9/22/2020 | Ariba, an SAP Company | Updates made per 9/22 Halliburton meeting |

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## HALLIBURTON 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 Halliburton noted in **red.**

**cXML Delta:** *<insert cXML Excel Deltas Doc here>* **EDI Delta**: *<Embed the EDI Excel Deltas Doc here>*

The following is a summary of the requirements that are unique to Halliburton'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 will be sent at the header only

**Invoice Specifics (Tab 2)**

- Required addresses: From, Ship From, Ship To, Bill To, Sold To, Remit To
- Required address IDs: Bill To and Ship To
- Payment terms required on all invoices
- Order confirmation is required before invoicing
- Ship notice is required before invoicing
- Line item descriptions are required
- Back-dating is not allowed
- Taxes can be sent at the line or summary
- Shipping can be sent at the summary only

**Order Confirmation Specifics (Tab 3)**

- Order Confirmations are required
- Delivery date is required
- Estimated shipping date is required
- Changes to quantity, currency, unit price are allowed
- Changes to part ID and description are not allowed
- Reject reason codes are needed when rejecting an order or line item
- If reject reason codes cannot be sent a comment is required for rejections

**Ship Notice Specifics (Tab 4)**

- Ship Notices are optional
- Delivery dates is required
- Actual or Estimated shipping date is required
- Quantity can be changed

**Credit Memo (Tab 5)**

- Invoice number reference is required
- Reason is required

**Service Invoice (Tab 6)**

- Service start and end dates are required at the header on service invoices

**Transaction Validation Rules**

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

## HALLIBURTON DETAILED SPECIFICATIONS AND REQUIREMENTS

### Scope

**Halliburton Prod ANID:** AN01469494713
**Halliburton Test ANID:** AN01469494713-T

**Required Transactions**

- Purchase Order
- Order Confirmation
- Invoice

**Optional Transactions**

- Advanced Ship Notice

### Purchase Order Details

| Purchase Order Types Supported | Purchase Order Types Not Supported |
|---|---|
| New POs | |
| Change/cancel POs | |
| Non-catalog POs | |
| POs with attachments | |
| Blanket POs (BPO's) | |
| Service POs | |

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

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

Open PO's will be closed out and not moved to Ariba Network. BPO's may be recreated on Ariba Network depending on timing each of contract, these details will be discussed with each supplier during integration testing.

**Ship To Address**

- Halliburton PO will send Ship To address at the header
- Halliburton PO will contain Ship To address IDs

**Order Confirmation Details**

Halliburton requires Order Confirmation. Supported methods of providing them are:

- cXML
- EDI
- Online

**Ship Notice Details**

Halliburton does not require Advanced Ship Notices. Supported methods of providing them are:

- cXML
- EDI
- Online

**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. | Non-PO Invoice: invoice against PO not transacted via the Ariba Network |
| Partial invoice: Invoice against a portion of the items on a PO. | Non-PO invoice against contract or master agreement |
| Invoice against material PO | Invoice against PCard |
| Invoice against service PO | Cancel Invoice |
| Invoice against Blanket PO | Header Credit Memo |
| Line level credit supported by negative quantity at item level and positive unit price | Debit Memo |
| lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to “lineLevelCreditMemo” | |
| Duplicate Invoice: invoice numbers may be reuse in case of reject and fail of original 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 line level or summary level.
- A summary tax amount is required on all invoices even if that amount is zero dollars.

**VAT Requirements**

- Tax is supported at the line level.
- A summary tax amount is required on all invoices even if that amount is zero.
- VAT IDs of buyer and supplier are required as well.
- In case of VAT is 0%, a reason must be provided.
- Tax point date (the date when the VAT becomes due) is required for all VAT entries.

**Remit To Address Information**

- Remit To address is required on the invoice however it will not be used for bill payment and the address on file will be used instead.

**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.

**Line Level Validation**

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

## SUPPLEMENTAL DOCUMENTATION

This document contains Halliburton 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 Seller Integrator 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.

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