

Integrated Seller Transaction Guideline

April 2021

 **Nutrien**

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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	9/9/2015	Ariba, an SAP Company	Initial Version of Document
2.0	1/8/2016	Suzanne Hooper	Updated Formats and Branding
3.0	8/7/2018	Keith Gelini	Added Buyer-Specific Specifications
4.0	4/16/2021	Chris Landers	Changed Documents in Scope

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NUTRIEN 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 Nutrien noted in **red**.

[Canada cXML Delta](#)

[US cXML Delta](#)

[Canada EDI Delta](#)

[US EDI Delta](#)

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

Purchase Order Specifics (Tab 1)

- Payment terms will be sent on all POs.

Invoice Specifics (Tab 2)

- Required addresses: Ship From, Ship To address and ID, Bill To address and ID, Sold To, Remit To address and ID.
- Payment terms are not required on invoices.
- Invoices may be back-dated up to 7 days.

Order Confirmation Specifics (Tab 3)

- Estimated shipping date is required.
- Comments are required at line level for any changes.

Ship Notice Specifics (Tab 4)

- Delivery dates are required for Ship Notice.
- Packing slip ID is required on ship notice.

Extrinsics (Tab 5)

Credit Memo (Tab 6)

Transaction Validation Rules

Please note, Nutrien 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.

NUTRIEN DETAILED SPECIFICATIONS AND REQUIREMENTS

Scope

Nutrien Prod ANID: AN01394426567

Nutrien Test ANID: AN01394426567-T

Required Transactions

- Purchase Order
- Order Confirmation
- Invoice

Optional Transactions

- Advance Ship Notice

Purchase Order Details

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

Table 1 - Purchase Order Types Supported/Not Supported

Ship To Address

- Nutrien PO will send Ship To address at header or line level
- Nutrien PO will contain Ship To address IDs. Nutrien will provide ship to address ID list.

Order Confirmation Details

Nutrien does require Order Confirmation. Supported methods of providing them are:

- cXML
- EDI
- Online

Ship Notice Details

Advanced Ship Notices are optional. When provided, supported submission methods are:

- cXML
- EDI
- Online

Invoice Details

Invoice Types Supported	Invoice Types Not Supported
Individual Detail Invoice: applies against a single PO referencing material line items;	Cancel Invoice
Partial invoice: Invoice against a portion of the items on a PO.	Invoice against PCard
Invoice against material PO	Non-PO Invoice: invoice against PO not transacted via the Ariba Network
Line level credit supported by negative quantity at item level and positive unit price	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	Service Invoices
Debit Memo	
Header Invoice: single invoice applying to single PO without item details	
Duplicate Invoice: invoice numbers may be reused in case of reject/cancel of original invoice	

Table 2 - Invoice Types Supported/Not Supported

Tax Requirements

- Tax is supported at the line level or summary level or both.
- A summary tax amount is required on all invoices even if that amount is zero dollars.
- Tax ID is required on all invoices

Remit To Address Information

- Customer will provide the Remit-To IDs and addresses to suppliers as part of the on-boarding process. Invoices will be rejected that have incorrect Remit-To IDs.
- Remit-To configuration may be viewed in the Settlement configuration section of your supplier account on AN. Contact Customer directly for your Remit-To ID if it is not present on your supplier account, or if you have any questions regarding your Remit-To ID.
- Suppliers should notify Customer of any changes to their Remit-To address information.

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.

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 Nutrien 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**

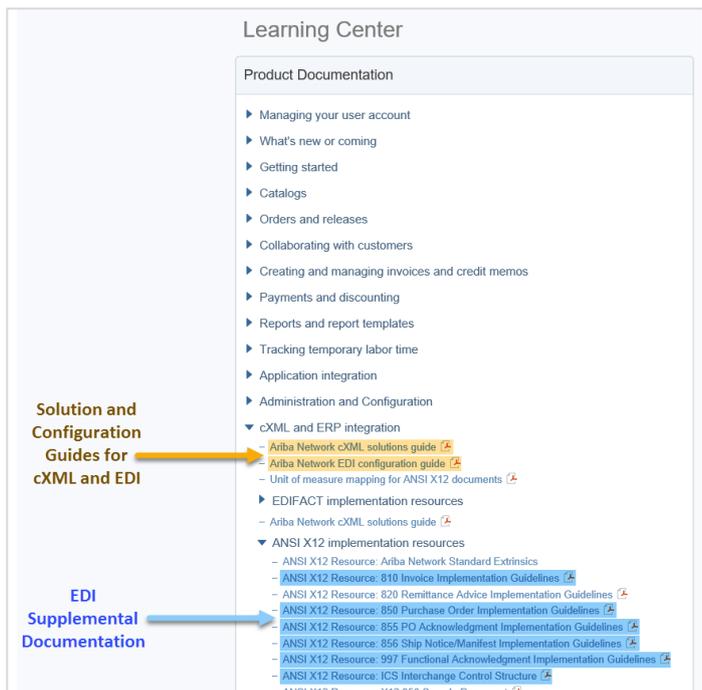
Within the *cXML and ERP Integration* section, you will see the cXML and EDI solution and configuration guides. Based on your selected integration method, please download the appropriate document.

- 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

Supplier Integration (SI) support is available to Nutrien suppliers. SI support is available during the test phase and two weeks post-go live with Nutrien, 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 Nutrien 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:

[Ariba Network For Suppliers: Accounts and Pricing | SAP Ariba](#)

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 ‘<i>Help</i>’ 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 “<i>Forgot Username</i>” or “<i>Forgot Password</i>” links near the top of the page. • Fill out the web form and select the <i>Submit</i> button.

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