



# Integrated Supplier Transaction Guideline

March 2022

INTERNAL



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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	Description
1.0	12/08/2021	CONA 2.0 ARIBA Project Deliverable
1.1	03/02/2022	Update to deltas for Canada ZNB doc type example

## CONA 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.



CONA\_CXML\_Delta\_Requirements\_v1.1.xl

**cXML Delta:**



CONA EDI\_Delta\_Requirements\_v1.1.xlsx

**EDI Delta:**

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

#### **Purchase Order Specifics (Tab 1)**

- PO's will have the ship to address at the header or line level.
- PO's will contain the document at the header level.
  - "40" orders are B&I with document type = **ZAP**
  - "45" orders are Commerce Automation (Direct) with document type = **ZNB**
  - "41" orders are Commerce Automation (Indirect) with document type = **NB**
- Ship to address will be sent with an ID and Ad hoc ship to addresses may be sent
- Payment terms will be sent on all Purchase Orders
- INCO terms may be sent on PO's and will need action by the supplier

#### **Invoice Specifics (Tab 2)**

- Required IDs: Ship To and Bill To
- Required Addresses: Ship From, Ship To and Bill To
- From Address required for Canada to include registration number
- If Sold to address is sent, it must match PO Bill to address from the PO
- Invoice numbers are limited to 16 characters and no spaces should be used.
- Payment terms required on all invoices
- Invoices can be back dated for over a year
- Changes to unit price is allowed
- From Address required for Canada Suppliers to include registration number
- GST and QST registration number is required when GST/HST and QST tax is sent (Canada Suppliers)

#### **Order Confirmation Specifics (Tab 3)**

- Changes to UoM, part number, quantity, currency and line-item descriptions are not allowed
- Changes to unit price is allowed

#### **Ship Notice Specifics (Tab 4)**

- Actual or estimated shipping date is required

#### **Credit Memo (Tab 5)**

- Reason (Comment) is not required

**Transaction Validation Rules**

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

**CONA DETAILED SPECIFICATIONS AND REQUIREMENTS**

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**Scope**

**CONA Prod ANID:** AN01507506618  
**CONA Test ANID:** AN01507506618-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, CONA will send “41” & “45” Commerce Automation (Direct & In Direct) POs that are open and outstanding to the Ariba Network as Legacy Orders. Any PO that has not been Invoiced 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.

CONA will not send “40” B&I PO’s that are open and outstanding to the Ariba Network at the time of cut over.

**Ship To Address**

- CONA PO will send Ship To address at header or line level
- CONA PO will contain Ship To address IDs. Ship To address ID and Address list will be provided

**Order Confirmation Details**

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

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

**Ship Notice Details**

CONA 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.	Invoice against Blanket PO
Invoice against material PO	Cancel Invoice
Non-PO Invoice: invoice against PO not transacted via the Ariba Network	Invoice against PCard
Non-PO invoice against contract or master agreement	Header Invoice: single invoice applying to single PO without item details
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	
Header Credit Memo	
Debit Memo	
Duplicate Invoice: invoice numbers may be reuse in case of reject, fail or cancel of original invoice	

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

### **Tax Requirements**

- Tax is supported at the summary level only.
- A summary tax amount is required on all invoices even if that amount is zero dollars.
- QST, HST and GST supplier tax ids are required when Canada tax is used.

### **Remit To Address Information**

- Remit To address information is not required on the invoice. Please provide any changes to remittance directly to CONA

### **Shipping and Special Handling Fees**

- Shipping and special handling charges are supported at the summary level.

### **Non-PO Specific Invoice Requirements**

- Contact for non-po invoice (eg sold-to email address) 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

### **Buyer configured Allowances and Charges**

<b><u>Code</u></b>	<b><u>Description</u></b>
B870	Customs Charge
E910	On Carriage
D240	Freight
C010	Deficit Freight
D270	Fuel Surcharge
C310	Discount
D980	Insurance
F155	Packaging

## SUPPLEMENTAL DOCUMENTATION

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This document contains CONA 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 will 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 a list of supplemental documentation to be used with this document for CIG connectivity, CIG EDI x12 and PIDX transaction file formats. These documents can be viewed or downloaded from the CIG Resource Portal. How to login to [SAP Cloud Integration Gateway](#).

### New Cloud Integration Gateway Supplier

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

### EDI x12 Supplemental Documentation via SAP Ariba Cloud Integration Gateway

- 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

- 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

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### 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 After Supplier Account Login

[Login to your account](#) (supplier.ariba.com) look to the top right-hand side of your screen and click on the



icon to view the Help Center panel.

### 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 from the search bar or view Documentation.

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 the Help Center webform.

### 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 **Help Center Home**.
2. Select **Contact Us** on the menu bar.
3. Search for your issue in the **I need help with** search bar.

### SAP Ariba Customer Support Help Form

- 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.