

Integrated Seller Transaction Guideline- DXC

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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	3/25/2020	Ariba, an SAP Company	Initial Version of Document
1.1	6/15/2020	Kyle Dowler, SAP Ariba	Update Documentation (Header Level Taxes)
1.2	3/23/2021	Krishnan Venkataramani, SAP Ariba	Update Documentation (EMEA related information)

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DXC 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 DXC noted in **red**.



DXC_cXML

Delta_EMEA.xlsx

cXML Delta:

EDI Delta: *TBD*

The following is a summary of the requirements that are unique to DXC'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 ID's will be sent at both the Header and Line Level
 - Multiple Ship to ID's can be sent on 1 PO
 - Cross border PO's are allowed on an exceptional basis
- Please send back the exact address ID from the PO on the Invoice unless Ship To different from PO
- Unless specified on extrinsic (tax exempt) all POs will be Taxable
 - There will not be any POs with a mixture of Taxable & Non-Taxable Items.

Order Confirmation Specifics (Tab 2)

- Order confirmations are optional, not mandatory.
- Delivery Dates are required for Order Confirmations.
- Shipping Dates are required for Order Confirmations.
- Suppliers can send multiple confirmations.
- Suppliers can only FULLY reject a PO
 - Suppliers must provide a reason when they reject an order.
- It is imperative that PRICE, QUANTITY, AND UOM issues are addressed on the OC and match the PO or the INVOICES will fail in Ariba.
- OC ID should only contain Capitalized alpha characters & numbers and must be unique. Please no spaces or special characters.

Ship Notice Specifics (Tab 3)

- Ship Notices are optional, not mandatory.
- Delivery Dates are required for Ship Notices.
- Shipping Dates are required for Ship Notices.
- Ship Notice Type is required for Ship Notices.
- ASN ID should only contain Capitalized alpha characters & numbers and must be unique. Please no spaces or special characters.

Invoice Specifics (Tab 4)

- Required addresses and IDs: From, Ship From, Ship To, Bill To, Sold To,
 - Remit To- (Highly Recommended, but not required unless sending back Supplier Tax ID for Canadian Suppliers, **for UK Suppliers**).
 - It is highly recommended to send back the Address IDs on the invoice from the PO.
- INVOICE NUMBER (INVOICEID) Needs to be less than 17 characters, Alpha Numeric, All CAPS, No spaces, No special characters and MUST BE UNIQUE.
- Invoice numbers may not be reused even when the original invoice is rejected.
- Payment terms recommended and if sent **must match** from PO.
- Taxes are preferred to be sent at the **Line-Level**. DXC can accept taxes at the Header Level; however, Taxes at both the Header and Line Level on the Same invoice will fail. It must be one or the other.
- Also suppliers cannot send multiple entries of the same tax type at the Header Level on a single invoice. Instead, e.g. if there are 2 sales tax items on the Header, they should be combined into 1 sales tax line on the header.
- TAX DETAILS
 - Suppliers are required to send Tax Category, Tax Amount, Tax Percentage, Tax Location, Taxable Amount, & Tax Description on the Invoice.
- Shipping & special handling charges are supported at the Summary level or Line level only. Do not add as an additional line item.

Credit Memo (Tab 5)

- Line Level Credit Memos (LLCM) are supported
- LLCMs must reference another invoice
- Suppliers must provide a reason for each LLCM.

Transaction Validation Rules

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

DXC DETAILED SPECIFICATIONS AND REQUIREMENTS

Scope**DXC Prod ANID:** AN01454454130**DXC Test ANID:** AN01454454130-T**Required Transactions**

- Purchase Order
- Invoice

Optional Transactions

- Order Confirmation
- Advanced Ship Notice

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

Purchase Order Types Supported	Purchase Order Types Not Supported
New POs	Blanket POs (BPO's)—Sent as a regular PO
Change/cancel POs	Service POs
Non-catalog POs	
POs with attachments	

Ship To Address

- DXC PO will send Ship To address at Header or Line level.
- **Multiple Ship to ID's can be sent on 1 PO**
- DXC PO will contain Ship To address IDs. Suppliers must map the Ship To address IDs from the PO to the return documents.

Order Confirmation Details

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

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

Ship Notice Details

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

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

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

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 against contract PO
Invoice against material PO	Invoice against Blanket PO
Non-PO Invoice: invoice without a supporting PO	Invoice against PCard
Line level credit supported by negative quantity at item level and positive unit price	Cancel Invoice
lineLevelCreditMemo (cXML 1.2.018 and higher) invoice purpose set to "lineLevelCreditMemo"	Debit Memo
	Header Credit Memo
	Duplicate Invoice: invoice numbers may be reuse in case of reject/fail/cancel of original invoice
	Header Invoice: single invoice applying to single PO without item details

Tax Requirements

- Tax is supported at both line and summary level
- A "summary tax amount" is required on all invoices, even if the amount is zero (0.00)

Tax Requirements for Europe

- Tax is supported at the line level only. **NOTE** that it is a legal requirement to have VAT Tax at line level only
- A summary tax amount is required on all invoices even if that amount is zero (0.00).
- If VAT is zero percent (0%), a reason must be provided
- Tax details required
 - Supplier VAT Tax ID
 - Buyer VAT Tax ID
 - Tax category (*VAT, Sales Tax, City Tax ...*)
 - Tax rate
 - taxPointDate (VAT supplier date) is the date when VAT is due
 - taxPointDate time format required to be 00:00:00
 - Taxable amount
 - Tax amount
- VAT amount must be sent in local currency and/or alternate amounts
- VAT IDs of buyer and supplier are required by **DXC**. If Supplier sends this, then it will be on the invoice but **DXC** do not process it.

<Extrinsic name = "buyerVatID">FR29421174038</Extrinsic>

<Extrinsic name = "supplierVatID">FR8888888888</Extrinsic>

- If VAT is zero percent (0%), a reason must be provided

When VAT is 0% for certain goods or services, suppliers can specify if the VAT is exempt or zero rated. The "exemptDetail" attribute and tax description in the "TaxDetail" element is required if a buying organization enables the invoice rule "Require explanation for zero-rate VAT")

- Tax point date (the date when the VAT becomes due) is required for all VAT entries.

The following is an example of a valid VAT tax group on item level (same structure content is required on summary level, the TaxDetail group must be repeated for each VAT rate/tax type).

```
<Tax>
<Money currency="EUR">0.00</Money>
<Description xml:lang="en-GB">total tax</Description>
<TaxDetail category="vat" exemptDetail="exempt" percentageRate="0.00" taxPointDate="2017-10
12T07:31:58+00:00">
<TaxableAmount>
<Money currency="EUR">50</Money>
</TaxableAmount>
<TaxAmount>
<Money currency="EUR">0.00</Money>
</TaxAmount>
<Description xml:lang="en-GB">0% tax exempt</Description>
</TaxDetail>
</Tax>
```

- Tax amounts, subtotal and amounts due are required in local currency – in case of different currency on invoice you need to use the following structure:

```
.....
<SubtotalAmount>
<Money alternateAmount = "2153.67" alternateCurrency = "EUR" currency = "USD">2053.6</Money>
</SubtotalAmount>
.....
<DueAmount>
<Money alternateAmount = "2153.67" alternateCurrency = "EUR" currency = "USD">2053.6</Money>
</DueAmount>
```

Business entity type + Capital amount

<Extrinsic name="LegalStatus">ENTITY</Extrinsic>

This should describe if it is: SARL, SAS, SA, etc.

<Extrinsic name="LegalCapital">

<Money currency="EUR"></Money>

This should be the company's social capital registered with the government.

<InvoicePartner>

<Contact role="from">

 <Name xml:lang=" " > Supplier name</Name>

 <PostalAddress>

 <Street>Street 12</Street>

 <City>City</City>

 <PostalCode>12345</PostalCode>

 <Country isoCountryCode=" " >DE</Country>

 </PostalAddress>

 <Extrinsic name="LegalStatus">ENTITY</Extrinsic>

 <Extrinsic name="LegalCapital">


```

        <Money currency="EUR">3000000</Money>
    </Extrinsic>
</Contact>
</InvoicePartner>

```

Supplier commercial identifier

<Extrinsic name="supplierCommercialIdentifier"> </Extrinsic>

This should be the **business registration number**. In case this is not available, you can map it as "NA".

```

        <Extrinsic name="supplierVatID">12345678</Extrinsic>
        <Extrinsic name="invoiceSourceDocument">PurchaseOrder</Extrinsic>
        <Extrinsic name="invoiceSubmissionMethod">cXML</Extrinsic>
        <Extrinsic name="supplierCommercialIdentifier">12345678</Extrinsic>
    </InvoiceDetailRequestHeader>
</InvoiceDetailOrder>

```

Tax Requirements

- Tax is preferred to be sent at the line level.
- Tax can be sent at the header level as well, if suppliers cannot support line level taxes.
 - Do not send tax at the line level for items and then taxes on the Header level for charges on the header as this will fail. Either do all line level or header level taxes.
 - When sending header level taxes, only send one entry of the same tax type or else the document will fail.
- A summary tax amount is required on all invoices even if that amount is zero dollars.

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 & special handling charges are supported at the Summary level or Line level only. Do not add as an additional line item.

Non-PO Specific Invoice Requirements

- You are required to provide a contact for non-po invoice, please provide a Sold To name and email address

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

SUPPLEMENTAL DOCUMENTATION

This document contains DXC 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 will 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**

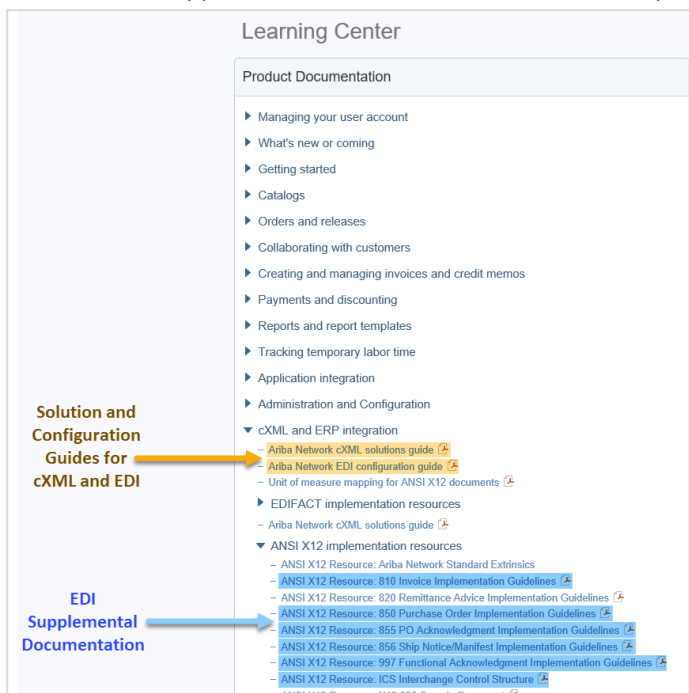
Within the *cXML and ERP Integration* section, you will see the cXML and EDI solution and configuration guides. Based on your selected integration method, please download the appropriate document.

- 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 Specialist (SIS) support is available to DXC suppliers. SIS support is available during the test phase and two weeks post-go live with DXC, or until the first production transactions are exchanged. After that period, suppliers must leverage Ariba Technical Support for any production issues. To contact SIS support, send an email to askaribatech@ariba.com. Be sure to list DXC 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.

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

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