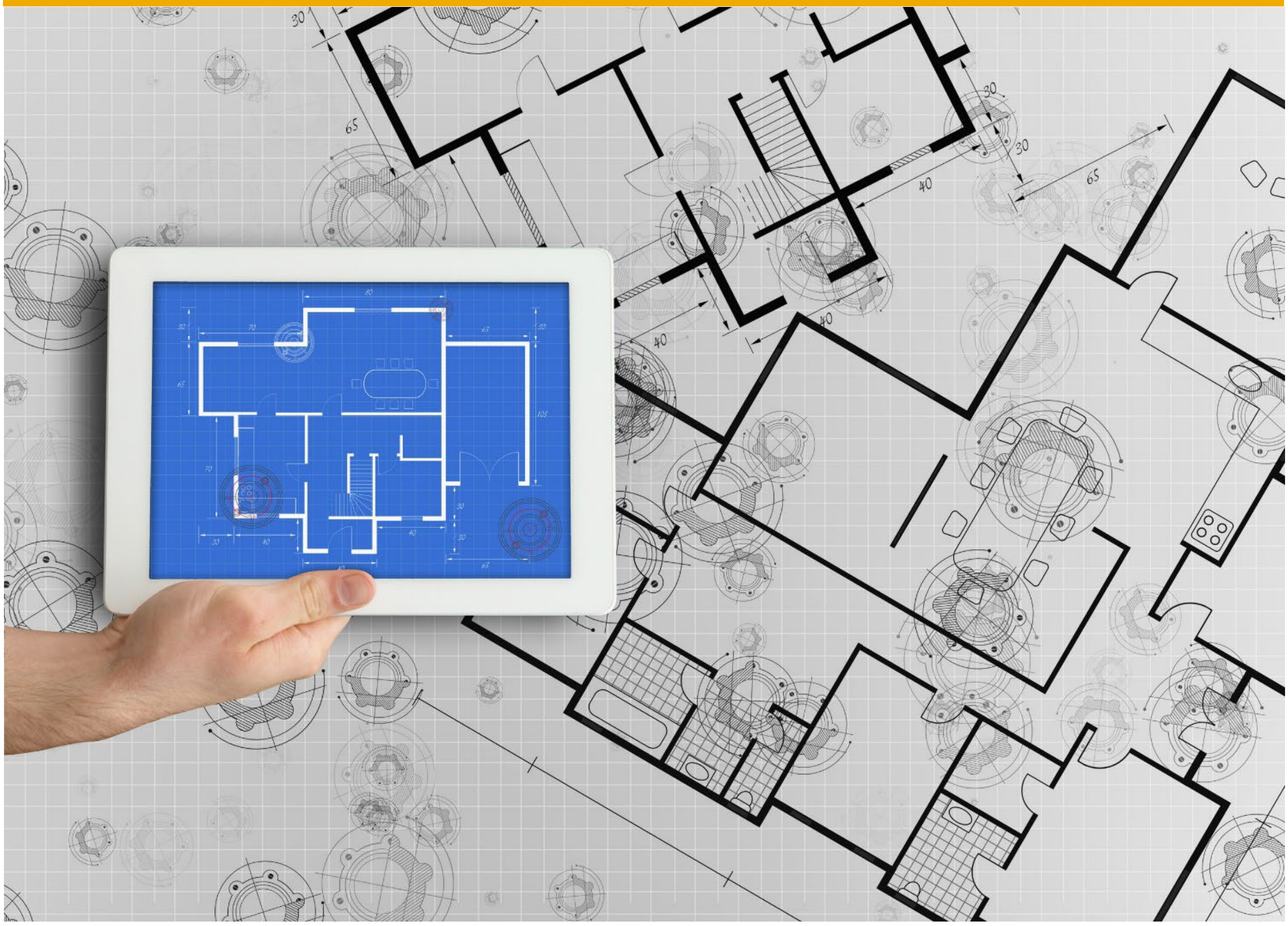

Integrated Seller Transaction Guide

July 2022

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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	07/14/2021	Angie Albertson, SAP Ariba	Initial Version of Document
2.0	08/27/2021	Angie Albertson, SAP Ariba	Emergency POs added to ERS PO Order Specifics
3.0	08/30/2021	Angie Albertson, SAP Ariba	Updated OC confirmation/rejection requirement
4.0	7/28/2022	Matt Dallas, SAP Ariba	Adding Extrinsic Values into documentation

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ORNL 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 ORNL noted in **red.**

cXML Delta: ORNL_cXML Delta Requirements.xlsx **EDI Delta:** ORNL_EDI Delta Requirements.xlsx

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

ERS (Evaluated Receipt Settlement) PO Order Specifics

- Payment terms will be sent on all POs
- Invoices are not allowed
- ERS indicator will be sent on the PO
- Ship To address will be sent at the header level and will contain Ship To IDs
  - Additional details below within the Ship To information section
- PO may include an ad hoc Ship To address
- Emergency POs should be discussed via phone or email communication between supplier and buyer if additional charges are required.
  - All expedited/emergency shipping fees will be sent as standalone Non-Catalog PO
  - Supplier to contact ORNL requestor and ORNL.Buy@ORNL.gov with quote for shipping
- Extrinsic Values will be included and can be important. While these do not need to be returned on the invoice, they are critical for PO processing and shipping.
  - Extrinsic Values are dynamic and can vary. Please see the newly added extrinsic values below as a possible sample. Additional details can be found in the "Shipping Label/Packing Requirements" section of this document.
  - <Extrinsic name="Emergency">Yes</Extrinsic>
  - <Extrinsic name="Accountable Property">No</Extrinsic>
  - <Extrinsic name="Inspection Required">Yes</Extrinsic>
  - <Extrinsic name="Hazardous Material">00000</Extrinsic>
  - See "Shipping Label/Packing Requirements" for more information

Non-ERS PO Order Specifics

- Payment terms will be sent on all POs
- Invoices required
- Ship To address will be sent at header and will contain Ship To IDs
  - Additional details below within the Ship To information section
- PO may include an ad hoc Ship To address
- Extrinsic Values will be included and can be important. While these do not need to be returned on the invoice, they are critical for PO processing and shipping.
  - Extrinsic Values are dynamic and can vary. Please see the newly added extrinsic values below as a possible sample. Additional details can be found in the "Shipping Label/Packing Requirements" section of this document.
  - <Extrinsic name="Emergency">Yes</Extrinsic>
  - <Extrinsic name="Accountable Property">No</Extrinsic>

    - <Extrinsic name="Inspection Required">Yes</Extrinsic>
    - <Extrinsic name="Hazardous Material">00000</Extrinsic>
    - See “Shipping Label/Packing Requirements” for more information

Invoice Specifics

- Required addresses and IDs: Ship From, Ship To, Bill To
- Payment terms can be omitted but not changed
- Shipping is supported at the header
- Special Handling is supported at the header
- Taxes are not supported
    - Tax tag must be sent even if there are no taxes
- Canceling invoices is allowed
- Invoice numbers can be reused when failed
- Invoices can be backdated up to 10 days
- Invoice numbers are limited to 16 characters. Uppercase letters, numbers, and only these special characters can be used (!@#$%_-/)
- For all services, start and end dates are required (Product Type marked Service)
    - (MMDDYYYY)
- Required supporting documentation for invoices must be provided in PDF format
    - Maximum size of attachments is 100 MB

Order Confirmation Specifics

- Optional but strongly encouraged
- Delivery dates are required for Order Confirmation
- Comment is required when rejecting a PO
- Confirmation and Rejection of POs required at header only
- Contact ORNL for any POs that require modification outside of confirmation and rejection

Barcoding Requirements

- Symbology: ASCII Code 39
- ORNL prefers suppliers to generate their own barcode
    - Alternate option: ORNL to generate barcode to be sent via email to the supplier
    - Supplier must provide recipient email addresses to ORNL
- Must be on exterior of package
- QR codes are not acceptable
- Must contain PO number only
- Sample barcode must be submitted for approval. Supplier must receive written approval from ORNL on barcode sample.
    - Send to supplier.enablement@ORNL.gov

Shipping Label/Packing Requirements

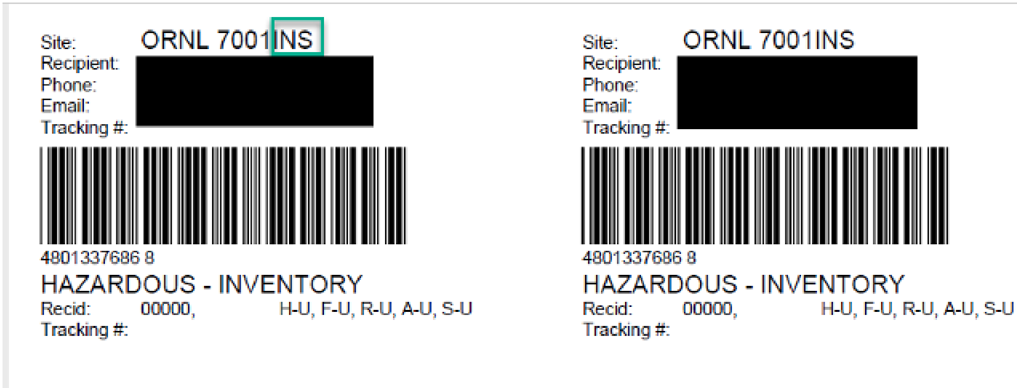
- Receiving facility/Ship To should be contained within the shipping label
- Requestor information: (held within the Extrinsic tags within the PO)
    - Requestor Name
    - Building
    - Room Number
- Packing slip can be used as shipping label if attached to exterior of box and delivery information is clearly visible and contains the required data

- Packing slip on the exterior of the box is ***strongly preferred*** and should reference both the PO Number and the Ship Notice number
- Barcode maybe included in shipping label if it contains required information and is scannable
  - If label includes barcode, please submit for approval
  - Send to supplier.enablement@ORNL.gov
- Extrinsic values from PO that should be captured and displayed on label include the following:

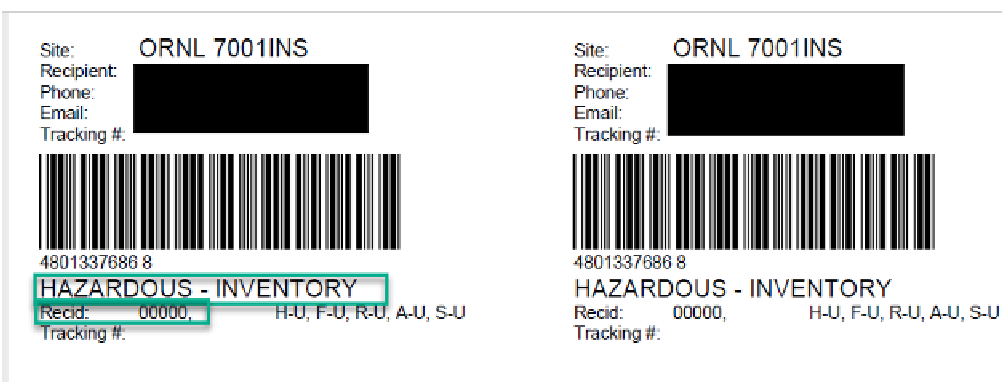
- **<Extrinsic name="*Emergency*">XX</Extrinsic>:** This should be read by supplier in order to determine if a package should be expedited/prioritized. This value is dynamic and can be "Yes" or "No". When value = 'Yes', supplier to ship as high priority.

- **<Extrinsic name="*Accountable Property*">XX</Extrinsic>:** To be used on shipping labels. This value is dynamic and can be "Yes" or "No". Supplier to map to a value of "PROP" on shipping label when extrinsic value = 'Yes'. See example below.
- Sample label will need to be submitted to ORNL for approval if supplier is creating their own barcode.
- Example:

- **<Extrinsic name="*Inspection Required*">XX</Extrinsic>:** To be used on shipping labels. This value is dynamic and can be "Yes" or "No". Supplier to map to a value of "INS" on shipping label when extrinsic value = 'Yes'. See example below.
- Sample label will need to be submitted to ORNL for approval if supplier is creating their own barcode.
- Example:



- **<Extrinsic name="*Hazardous Material*">XXXXX</Extrinsic>:** To be used on shipping labels. Supplier to map to a value of "HAZARDOUS - INVENTORY" on shipping label when extrinsic value is NOT EQUAL to blank. Additionally, the value sent in the extrinsic (dynamic value with 18 characters max) should also be mapped to the barcode just below or beside the "HAZARDOUS – INVENTORY" text with a field label of RecID. This Extrinsic Value is dynamic and can be "00-000-0461" (just an example, not always this code) which would be used for an order with 1 line of hazardous material, "00000" which would be used for an order with multiple lines of hazardous materials, or Blank which would be used if the order does not contain hazardous materials. See example below.
- Sample label will need to be submitted to ORNL for approval if supplier is creating their own barcode.
- Example:



Ship Notice Specifics

- Optional but ***strongly encouraged and preferred***
  - ASNs are not expected for service items
- Ship Notice(s) should be sent prior to delivery of the goods
- Ship Notice(s) should match shipment quantity and contents

  - Example: If 3 packages are shipped, please send 3 Ship Notices which are reflective of the **actual** contents of each package.
- Delivery dates are required for Ship Notice
- Packing Slip ID must be unique for each ASN sent per PO
- Carrier Information is not required but preferred
- Tracking number on each Ship Notice is ***strongly preferred***

Line-level Credit Memo

- Contains negative quantity and summary amounts with positive unit prices in cXML
- Contains positive quantity, line-level unit price, and summary amounts for EDI
- Tax tag must be present even if there are no taxes

Transaction Validation Rules

***NOTE:** ORNL has configured custom validation rules on the Ariba Network that apply specifically to POs, Order Confirmations, and Ship Notices. **Review these settings from your supplier account on the Ariba Network.**

ORNL DETAILED SPECIFICATIONS AND REQUIREMENTS

Scope

ORNL Prod ANID: AN01594548150
ORNL Test ANID: AN01594548150-T

Required Transactions

- Purchase Order
- Invoice (Only for Non-ERS POs)

Optional / Strongly Encouraged Transactions

- Order Confirmation
- Advanced Ship Notice

Purchase Order Details

Purchase Order Types Supported	Purchase Order Types Not Supported
ERS POs	Blanket POs (BPOs)
Non-ERS POs	
Change/Cancel POs	
POs with Attachments	
Legacy Orders	
Service POs	

Table 1 - Purchase Order Types Supported/Not Supported

Legacy Orders (Cut-Over Process)

At the time of Go Live and PO cut-over to ORNL Buy for those POs that will be migrated, ORNL will close remaining balance/open POs. Suppliers will be notified of migrated POs that will be closing/closed. Replacement POs will be issued but with a different PO number. Legacy POs will be referenced within the comments tag of the replacement PO.

Marketplace POs will not be migrated to ORNL Buy.

Any comments or questions contact supplier.enablement@ORNL.gov

Warning: if you do not cancel POs about which you are notified, you risk duplication of POs

Ship To Address

- ORNL PO will send Ship To address at header level
- ORNL PO will contain Ship To address IDs
  - Address IDs that will be sent will be 300 and 400

Order Confirmation Details

ORNL does not require that sellers send Order Confirmations, but this is **Strongly Encouraged.** Supported methods of sending confirmations are:

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

Ship Notice Details

ORNL does not require Advanced Ship Notices, but this is **Strongly Encouraged.** Supported methods of sending Advanced Ship Notices 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 blanket PO
Partial Invoice: Invoice against a portion of the items on a PO	Non-PO Invoice against PO not transacted via the Ariba Network
Invoice against material PO	Non-PO Invoice against contract or master agreement
Line level credit supported by negative quantity at item level and positive unit price	Header Invoice: Single invoice applying to single PO without item details
Cancel Invoice	
Duplicate Invoice: Invoice numbers may be reused in case of fail of original invoice	

Table 2 - Invoice Types Supported/Not Supported

Tax Requirements

- A summary tax amount is required on all invoices even if that amount is zero dollars.
- Taxes are not supported
  - Tax tag must be sent even if there are no taxes
- ORNL is not a tax-exempt entity; however, ORNL has a Direct Pay Permit, which allows us to remit applicable use taxes directly to the Tennessee Department of Revenue. A copy of the ORNL Direct Pay Permit is available at:
  - https://contracts.ornl.gov/special-articles-and-forms/

Remit To Address Information

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

Shipping and Special Handling Fees

- Shipping and Special Handling charges are supported at the summary/header 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 ORNL-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 (DTDs) 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 (DTDs)

- 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 (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

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 of **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.