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# ***EDI Design Specifications Guide***

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## 1. Change Log

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	04/19/10	Ariba, Inc.	Initial version of Document
2.0	04/27/10	Ryder	Updates to non-supported invoice types; add Ryder contact email

## 2. Introduction

As a service to suppliers preferring to transact via EDI, Ariba SN accepts the ANSI X12 004010 810 (Invoice) transaction set and translates it to a cXML InvoiceDetailRequest. Because the 810 implementation ultimately maps to an InvoiceDetailRequest, it must conform to its rules. On receiving the 810, Ariba SN validates the EDI content, returns a 997 to the Supplier, and then converts it to the cXML InvoiceDetailRequest. The final cXML document is internally posted to process the actual invoice. 810 documents must strictly conform to these implementation guidelines. The 810 is implemented using ANSI X12 Version **004010**.

This document contains Ryder specifications and requirements for supplier EDI 810 transactions. Purchase order relevant data is included as well. The information in this document is specific to Ryder internal requirements, not necessarily the Ariba standard EDI 810 specification. Ryder, for example, may specify that a particular field is required, even if that field is not required per the general Ariba EDI guidelines. The Ariba EDI Guideline may require segments or fields which Ryder does not use, but none the less must be present as deemed by the Ariba specs. Invoice documents that do not adhere to the following requirements are likely to be rejected by the Ariba Supplier Network (Ariba SN) or the Ryders end processing application. Please refer to the Ariba 810 Implementation Guidelines for complete mapping requirements.

**This is a supplemental guide detailing Ryder's specific PO and invoice requirements which MUST be used concurrently with Ariba's standard EDI mapping guidelines and other EDI documentation (<http://supplier.ariba.com/help>).**

### 2.1. Audience

This document is intended for suppliers who integrate with the Ariba Supplier Network via EDI for the transmission of purchase orders and invoices. Suppliers using the on-line invoice user interface from their Network accounts (PO Flip) do not need to reference this document.

### 2.2. Requirements Overview

Suppliers that would like to automate the process of sending invoices to a customer will need to do so using this specification in conjunction with the Ariba specific guides noted below. The purpose of this document is to describe the 810 specification from a technical point of view and provide a functional description of how this specification can be used. This section of the document will describe the functional requirements and some of the rules associated with the creating an 810.

The following section provides details regarding the types of invoices that Ryder will support, the required format for specific invoice scenarios, and the required content needed to

process and pay an invoice successfully. Addressed as well are Purchase Order specific details. **Ryder prefers all suppliers provide the Purchase Order Acknowledgement and Ship Notice transactions. Delivery Date is required.**

These may be sent electronically using the Ariba supported 855 and 856 EDI transactions or generated manually via suppliers account on Ariba SN. For electronic implementation, supplier is directed to use the standard Ariba guidelines and supporting documentation found at the URL's below.

To download the complete EDI Implementation Guideline, please login to your supplier account on the Ariba SN (<https://supplier.ariba.com>). From the home page, click on the 'Help' link located on the upper right hand side of the page and choose *Documentation and Tutorials*. Scroll down to the *EDI Documentation* section on the page. Relevant documentation includes:

- Getting started with Ariba EDI
- ANSI X12 810
- ANSI X12 850
- ANSI X12 855
- ANSI X12 856
- ANSI X12 ICS (Interchange Control Structure)
- ANSI X12 997

**Note: If you will be accepting purchase orders (850) from Ryder through the Ariba Network you will want to review all related 850 documentation.**

**It is highly recommended suppliers download the “Troubleshooting EDI Problems” guide also available from the ‘Help’ link as noted above.**

### 2.3. Support

Depending on your transaction volume you will be required to subscribe to Ariba Premier Membership. Premier Membership gives your organization access to many premium features and services that are exclusively available to only Premier Members.

Suppliers intending to use EDI to integrate with Ariba Supplier Network must:

1. Click Support in the left navigation bar of your Home page from your account on Ariba SN and fill out the Ariba SN Email Support Form. Select "EDI Interconnect Setup" as the Category of Issue.
2. Submit case to Support. Supplier will be notified when EDI interconnect setup is complete.

For Ariba STS (Supplier Technical Support) program FAQ, Fact Sheet, and sign-up instructions, please go to <http://www.ariba.com/suppliersupport>.

You do not need to subscribe to STS to transact via EDI on the Network. Until subscribed to one of Ariba's support programs, however, limited assistance regarding account registration, access and configuration is available from Ariba:

**By Telephone:** 1-800-577-1522

**By Web form:**

If you can log into your Ariba SN Account	If you cannot log into your account
<ul style="list-style-type: none"> <li>▪ Go to <a href="http://supplier.ariba.com">http://supplier.ariba.com</a></li> <li>▪ Log in with your company's username and password</li> <li>▪ Once logged in, click on the 'Help' link located on the upper right hand side of the page and choose <i>Contact Support</i>.</li> <li>▪ Completely fill out the web form and submit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Go to <a href="http://supplier.ariba.com">http://supplier.ariba.com</a></li> <li>▪ Click on the "Account Problems?" link in the middle of the page (for password issues, select the "Forgot Your Password?" link)</li> <li>▪ Completely fill out the web form and submit</li> </ul>

In addition, all supplier accounts have access to self-help tools and comprehensive documentation resources available by clicking the HELP button from supplier accounts.

For more information about Ariba's Supplier Membership program, access the supplier membership website at: [www.ariba.com/suppliermembership](http://www.ariba.com/suppliermembership).

### 3. EDI Tester

With the release of AN45, suppliers have the option of using Ariba's EDI Tester tool accessed via a supplier's test account on Ariba SN to assist in validating their inbound X12 transactions (855, 856 and 810) against Ariba's EDI implementation guidelines.

The EDI Tester affords a way for suppliers to test as they wait for interconnect setup.

The tester only validates the file according to Ariba's guidelines. The file must post to validate against invoice rules setup on the Network

Only one transaction set (ST occurrence) may be tested at a time.

ISA15 must be sent in test mode ('T') as only test files are supported at this time.

EDI configuration must be in place in order to use the EDI tester (ISA/GS maintained) as the tool will validate these values as provided in the ISA/GS envelope.

To Access:

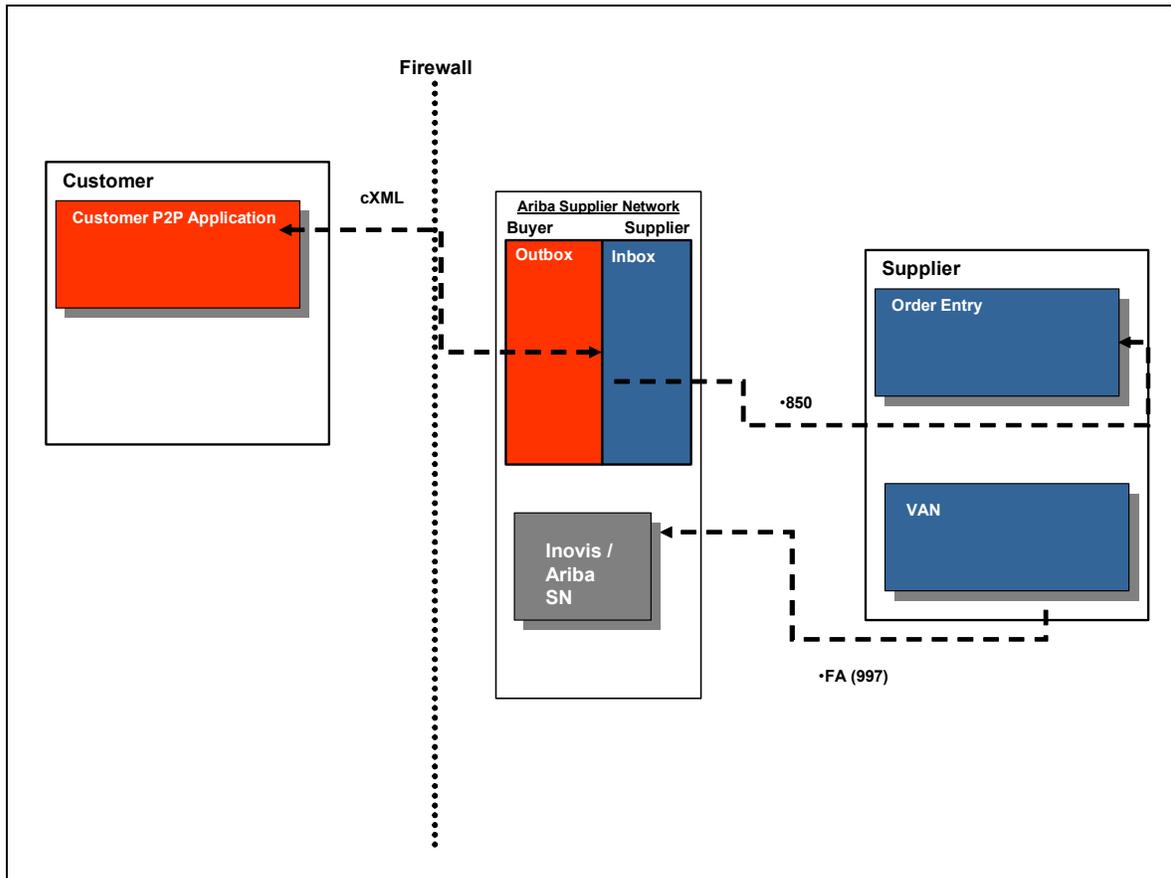
- Login to test account
- Click the **EDI Tester** link (left side under *Tools*) from the Home page

On the next page, upload the X12 file (Invoice, Order Confirmation, Advance Ship Notice) and click the 'Validate Document' button. Note, the interchange envelop (ISA/GS) with the data configured in their test account is required.

Ariba SN will validate the file in accordance with Ariba's X12 guidelines for the transaction. The UI will render any translation errors the supplier would encounter had they sent the file through the VAN.

## 4. Architecture, Configuration and Validation

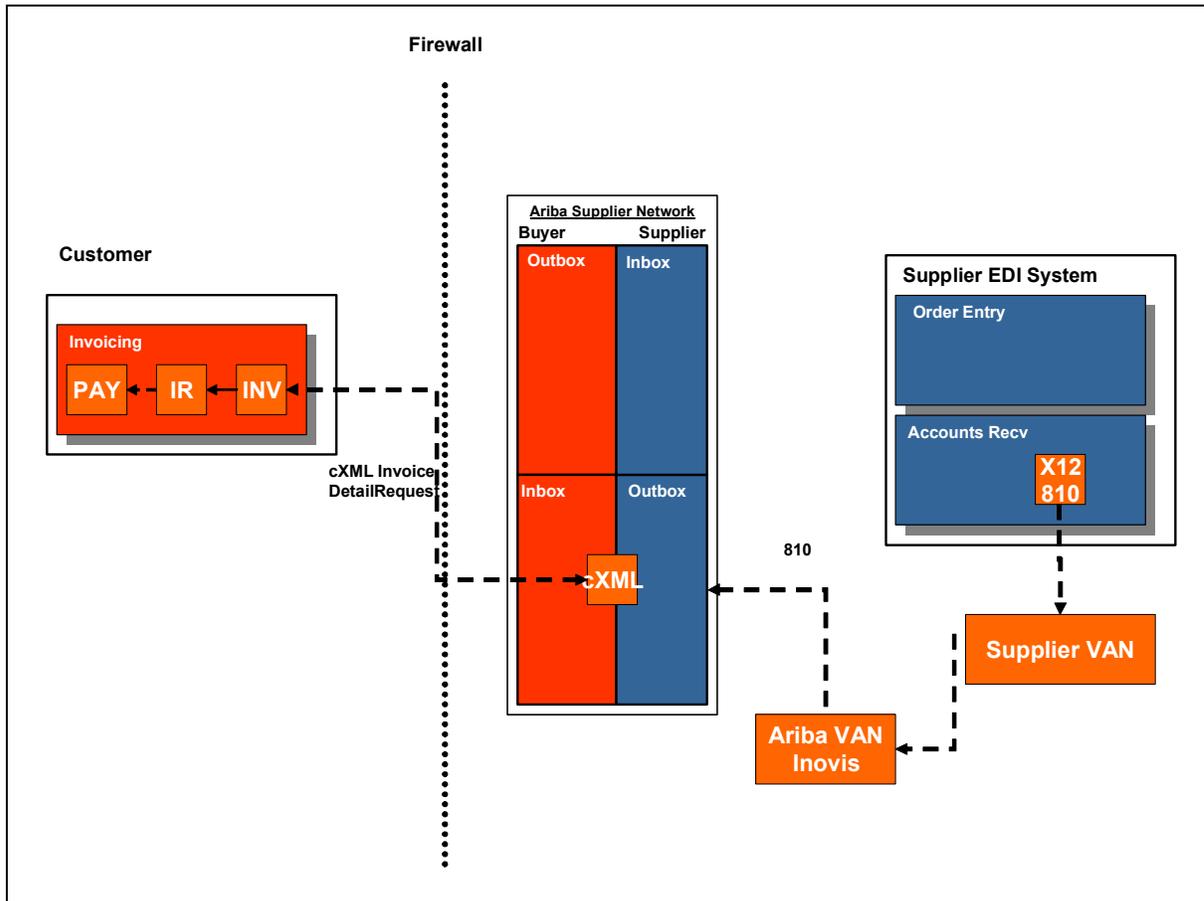
### 4.1. Architecture: Order (850)



The above diagram depicts the different systems working together to automate this purchase order process. A step-by-step description is as follows:

- Ryder user creates order
- cXML OrderRequest is transmitted to Ariba SN.
- Ariba SN stores a copy of the OrderRequest in the buyers Outbox and the suppliers Inbox.
- Order sent to supplier's network commerce hub via transaction method specified on Ariba SN.
- PO sent to supplier's internal order management system and fulfilled.
- Supplier returns Functional Acknowledgement (997) via VAN to Ariba SN which tells the buyer that supplier successfully received and parsed the purchase order.

## 4.2. Architecture Invoice (810)



The above diagram depicts the different systems working together to automate this invoice process. A step by step description is as follows:

- Supplier generates an EDI document and sends it to VAN.
- Supplier's VAN forwards 810 to the Invis:Access VAN.
- The Invis:Access VAN forwards it to Ariba Network.
- Ariba Supplier Network translates it to the corresponding cXML document type.
- Ariba Supplier Network applies any order status information to the purchase order and its line items displayed online. The Ariba Network stores a copy of each invoice in your outbox and Ryder's inbox.
- Ariba Supplier Network sends the cXML document to a download queue for your customer.
- If the invoice passes the Ariba Supplier Network validation rules setup by Ryder, it will be put in the queue for Ryder to download.
- Once Ryder receives the invoice there are a number of checks performed to ensure the data is correct and it is then sent for approval to the contact in the invoice. The checks on the data may result in an invoice rejection and a Rejected Invoice message will be sent to the supplier.
- Once the invoice is approved it is then sent to Accounts Payable for payment.

### 4.3. Functional Acknowledgements (997)

For each EDI 810 sent to Ariba, you will receive a functional acknowledgement (997). If the 810 has failed at the translator level, you will be sent a negative FA. The content of the FA will indicate that the invoice was in error. If you receive a negative FA, your invoice has **not** been received by the Ariba Network or Ryder. The error must be corrected and the invoice resent. A typical FA header of a failed invoice appears as follows:

```
ISA{00{      {00{      {ZZ{ARIBAEDI  {ZZ{SUPPLERT
{031210{0643{U{00401{000000004{0{T}{}...
GS{FA{ARIBAEDI{SUPPLERT{20031210{0643{4{X{004010...
ST{997{0004...
AK1{IN{57224...
AK2{810{0001...
AK5{E...
AK2{810{0002...
AK5{E...
AK2{810{0003...
AK5{A...
```

Note the 'E' flag on the AK5 for the 810's in error. In the case multiple invoices were sent under the same interchange envelope, only the invoices in translation error will not be sent to the Network. Successful or 'A' invoices will be translated and posted to the Network. For example, if your interchange envelope contains 20 separate invoices with one invoice missing a required element, the remaining 19 invoices will be processed and sent to customer via Ariba Network.

Make sure you have configured your error notification accordingly in both test and production in the Invoice Configuration section of your account. A valid email address must be maintained or you will not receive any email explanation of document translation failures nor are these visible in online transaction history. If your invoice fails and you are unable to resolve the message, you must open a ticket with tech support for resolution.

**NOTE: If you are receiving the 850, it is required that the 997 (FA) is sent to Ariba for each order transmitted. If a 997 is not received within 72 hours, the Network will Fail state the order. This will prevent subsequent transactions from posting against the PO electronically.**

**EVERY interchange to Ariba SN MUST have a unique ISA control number. For example, 810 with ISA293 fails during translation. Correction is made and 810 sent again. The ISA for the corrected 810 must be unique or it will be ignored by Ariba.**

### 4.4. Ariba SN Configuration: 850

To receive 850's from the Ariba Supplier Network, you must configure your production and test accounts appropriately. Please follow the steps below to enable your account(s).

1. Login to your production account on the Network
2. From the Home page, click the **Administration** tab
3. From the **Administration** page, click the **Configuration** link
4. Under **Electronic Order Routing**, click the check box and then click on the **Configure** link. If you have already configured your account, this link will read **Configured** with the date that the configuration was completed. You can always update your configuration by clicking on the **Edit Configuration** link
5. Under the **Routing Method** for **New Orders** select **EDI**.
6. Select the **Click here for Configuration** link under **Options**.
7. Enter your X12 or EDIFACT trading partner details. You will need the following information:
  - VAN
  - Interchange Control Number (default is 100)

- Application (GS) ID
  - Functional Group Control Number (default is 100)
  - ISA Qualifier
  - ISA ID
  - Notification email address if document is undeliverable. **Make sure to click on the check box here as well.**
8. Click the '**Submit**' button when complete
  9. From the Electronic Invoice Routing screen click on **Save**.

**850 mapping may optionally include:**

Mapping purchase order tax details

Mapping payment terms

Mapping order date with complete date, time and zone (this builds the payloadID for optional return on the 810)

You may optionally set different routing methods for different order types or accept the default which is the same for new orders. You may want to select online, fax or email for orders with attachments as EDI does not support the attachment embedded in the 850. If the PO has an attachment, the attachment detail is mapped to N9 with N904 set to "AttachmentOnline".

N9\*ZZ\*\*AttachmentOnline

**4.5. Standard Extrinsic Qualifier Enablement (REF Mapping)**

In order to receive what Ariba refers to as standard extrinsics in the REF segment your supplier account must be configured to trigger this action at the translator level and render in the 850 through the VAN. This is enabled on a per customer basis by following the below configuration steps:

- Login to your test account on Ariba SN
- Click on the **Administration** tab at the top of the page then click **Customer Relationships** from the navigational bar just below.
- Next to **Ryder - TEST** click on **Actions** button
- From the drop down, select: cXML / EDI Transformations

Current			Page 1
Customer	Approved Date ↓	Routing Type	
<input type="checkbox"/> <a href="#">SE RTL Internal Only</a>	11 May 2009	Default	<b>Actions</b> ▼ Override Routing cXML/EDI Transformation Catalog Validation Preferences
<input type="checkbox"/> <a href="#">Sodexo, Inc. - TEST</a>	25 Mar 2009	Default	
<input type="checkbox"/> <a href="#">Wachovia-Genpact Invoice Conversion Buyer - TEST</a>	2 Oct 2008	Default	

- Enable standard extrinsic mapping by checking the box under the cXML to EDI Mapping

**CXML TO EDI MAPPING**

Map standard Ariba SN Extrinsic to ANSI X12 REF segments. i

- Click the '**OK**' button
- **Repeat above steps in your Production account on Ariba SN prior to go-live**

#### 4.6. Order Response (855/856) Account Configuration

If you will be sending the order confirmation and ship notice information via EDI, it is required that you set the response document configuration to cXML as well as order and invoice. To configure for response documents:

- Login to your production account on the Network
- From the Home page, click the **Administration** tab
- From the **Administration** page, click the **Configuration** link
- Under **Electronic Order Routing**, click the check box and then click on the **Configure** link. If you have already configured your account, this link will read **Configured** with the date that the configuration was completed. You can always update your configuration by clicking on the **Edit Configuration** link.
- Next to the Order Response Document Type, select **EDI** from the routing method drop down list

#### Other Document Types

Document Type	Routing Method
Blanket Purchase Orders	Online ▼
Time Sheets	Online ▼
Order Response Documents	EDI ▼

- Save your changes
- **Make sure you complete this same configuration in your test and production accounts.**

#### 4.7. Tax Detail / Payment Terms Configuration

To receiver payment terms on the PO, you may want to configure your account so the purchase order (850) coming over from Ryder has the payment terms mapped. To do this:

1. Login to your production account on the Network
2. From the Home page, click the **Administration** tab
3. From the **Administration** page, click the **Configuration** link
4. Under **Electronic Invoice Routing**, click the check box and then click on the **Configure** link. If you have already configured your account, this link will read **Configured** with the date that the configuration was completed. You can always update your configuration by clicking on the **Edit Configuration** link.
5. Under the **Sending Method for Invoices** choose **EDI**.
6. Select the **Click here for Configuration** link under Options.
7. Scroll down to the bottom of the screen to the Mapping section
8. If you have a customer who does send tax at the item level or you would simply like to enable this mapping, check the box next to Map purchase order tax details to EDI
9. Check the box next to Map payment terms to generate the payment terms from the Network to the 850
10. Click the **Submit** button when you are done
11. Repeat the same configuration in your test account to receive data specified on test orders from Ryder

#### 4.8. Ariba SN Configuration: 810

To post 810's to the Ariba Network, you must configure your production and test accounts appropriately. Please follow the steps below to enable your account(s). **You only need to complete steps 4-10 if you have not already configured your order routing method for EDI.**

1. Login to your production account on the Network
2. From the Home page, click the **Administration** tab
3. From the **Administration** page, click the **Configuration** link
4. Under **Electronic Invoice Routing**, click the check box and then click on the **Configure** link. If you have already configured your account, this link will read **Configured** with the date that the configuration was completed. You can always update your configuration by clicking on the **Edit Configuration** link.
5. Under the **Sending Method** for Invoices select **EDI**.
6. Select the **Click here for Configuration** link under Options.
7. Enter your X12 or EDIFACT trading partner details. You will need the following information:
  - VAN
  - Interchange Control Number (default is 100)
  - Application (GS) ID
  - Functional Group Control Number (default is 100)
  - ISA Qualifier
  - ISA ID
  - Notification email address if document is undeliverable. **Make sure to click on the check box here as well.**
8. Click the **'Submit'** button when complete
9. From the Electronic Invoice Routing screen click on **Save**.
10. Click **Done** to exit the configuration screen
11. Open a case with Ariba Technical Support requesting EDI Interconnect setup

To do this, from the Home page, click on the *'Help'* link located on the upper right hand side of the page and choose *Contact Support*. Fill out the Ariba Customer Support Form. Select "EDI Interconnect Setup" as the Category of Issue. In the Issue Description box, request an EDI interconnect and identify your VAN. In this request, include both your production and test ISA ID and qualifier information if they are different. If you would like to transmit EDI via AS2, you can include that information in this request as well. Ariba will notify you when the VAN interconnect is in place so you may begin transacting.

If you prefer to transact via AS2, indicate as such in your support request. Ariba Technical Support will contact you directly to swap certificates.

Follow steps 1 - 9 above to configure your test account accordingly. If you are the account administrator, you can log in to your test account by going to the Home page and clicking on the "Switch to Test Account" link in the upper right hand corner.

#### **Ariba Interchange Details:**

- a. **Test ISA Qualifier: ZZ ID: ARIBAEDI**
- b. **Production ISA Qualifier: ZZ ID: ARIBAEDI**

**Note: ARIBAEDI** is always used. Ariba SN does not use a separate sender/receiver ID for test data. **Test interchanges are to be determined by ISA15.**

## 5. Purchase Order Specifics

Review this section if you are implementing the 850 for order receipt.

### PO-based requirements

- **A valid customer purchase order number is required for all Ariba PO-based invoices.**

### 5.1. Supported Order Types

Ryder will support the following order types:

- New orders
- Change / cancel orders
- Non-catalog items
- Orders with attachments
- Blanket purchase orders
- Service purchase orders

### 5.2. Purchase Order Extrinsic

Purchase orders to legal entities will contain a (Legal Matters) extrinsic at the item level. This data applies to law firms only and must be returned on the invoice against PO and any invoices against contract. For additional details please contact Ryder directly at: [Supplier\\_enablement@ryder.com](mailto:Supplier_enablement@ryder.com).

### Line Level

### 5.3. Purchase Order Attachments

All orders may have an attachment, a PDF file – which would contain information related to the PO. No other attachments will be sent.

The attachment can be left online for later viewing.

### 5.4. Purchase Order Terms and Conditions

The PO will contain a <URL> noting the web address where Ryder terms and conditions may be viewed and downloaded.

N9\*ZZ\*\*AttachmentOnline

MSG\*<https://www.ryder.com/Supplier.aw/ad/termsandconditions>

### 5.5. Purchase Order Comments

Ryder POs may include comments. This message will be captured in the N9 loop at the header level as follows:

**N901\*L1\*Comment\*EN** (N903 This is the language code attribute sent by cXML to describe the language used for the comment. The code is ISO 639 compliant. Note that this code is optional and can be supplied in lower case.)

**MSG\*PO Comment Here\*LC**

### 5.6. Purchase Order Settings

Review Ryder's Order Routing Rules from the Customer Relationships page of your account for information regarding change orders and cancel orders with orders that have a shipped status. Customer Order Routing Configuration Rules (and invoice rules) are visible from the Customer Relationships page by clicking on Ryder's name in your Current Customer list.

Below are Ryder current PO settings:

Do not allow change orders for fully shipped orders  
Allow change orders for partially shipped orders  
Allow change orders for invoice aggregation (one invoice for multiple purchase orders)  
Do not allow cancel orders for fully shipped orders  
Do not allow cancel orders for partially shipped orders

## 6. Invoice Specifics

### 6.1. Ariba Network Validation

The Ariba SN will reject invoices under the following conditions:

- Invoice files that do not meet the defined EDI specification or are missing required EDI data elements
- Invoices greater than supported file size of 4MB

In addition to the above network validation rules, Ryder has configured their **buyer account** on the Ariba SN to **Reject** invoices under the following criteria, which will cause the invoice Status to go to **Failed** state:

- Invoices against PO's not received via Ariba SN
- Invoices with a change in currency for unit price from what was on the PO
- Invoices with a change in unit price from what was on the PO
- Invoices with a change in unit of measure from what was on the PO
- Invoices with an increase in quantity from what was on the PO
- Invoices with an increase in line item subtotal from what was on the PO
- Invoices with additional line items that were not on the PO
- Invoices with a **change** in payment discount terms from what was on the PO
- Invoices where the Sold To name and country do not match the PO Bill To name and country
- Invoice missing line item description
- Invoices backdated greater than 1 day
- Invoices with summary level shipping tax
- Invoices missing tax information
- Invoice missing bill-to address
- Invoice missing sold-to address
- Invoice missing from address
- Invoice missing remit-to address
- Invoice missing remit-to ID
- Invoice missing ship from or ship to address
- Invoices with a change in Ship To from what was on the PO
- Invoices with a change in Bill To Info from what was on the PO

#### Additional Validation Rules

- Allow case sensitive invoice matching has been enabled. The addressing on the invoice for required roles is **not** required to syntactically match the address received on the PO
- Enforce strict address validation for required address fields has been enabled. Complete addressing must be provided for required address roles.

#### Blanket PO Rules

In addition to the above network validation rules, Ryder has configured their **buyer account** on the Ariba SN to **Reject** invoices against blanket purchase orders under the following criteria, which will cause the invoice Status to go to **Failed** state:

- Invoices with a change in currency for unit price
- Invoices with a change in unit of measure
- Invoices with an increase in item quantity
- Invoices with an increase in line item subtotal
- Invoices missing line item description
- Invoices with a change in line item description

In addition to the above, Ryder will only allow the reuse of invoice numbers in the case that the original invoice **Failed invoice validation at the Network**.

**Ryder allows for omission of payment terms though if sent must match the PO.**

**Note:** View the invoicing rules Ryder has set up for you as a supplier at the Network level by performing the following steps as the above setting may be modified by Ryder:

1. Login to your supplier account on the Ariba SN
2. Click on the **Administration tab at the top of the page** then click **Customer Relationships** from the navigational bar just below.
3. Click on **Ryder** under your list of **Current** trading partners
4. Scroll down to the INVOICE SETUP section

You are only able to view invoice rules for customers which have enabled you as an invoicing supplier on Ariba SN.

## 6.2. Ryder Specific Validation

**Ryder invoices defined:**

- Invoice against an existing purchase order (referenced by this document as a **PO Invoice**)
- Invoice against order or contract not received via Ariba SN (referenced by this document as a **Non-PO Invoice**)
- Invoice against contract or master agreement (collaborative invoice). A contract number is required for Non-PO invoices against contract

**Ryder supported invoice types:**

- **Individual Detail Invoice** – applies against a single purchase order referencing line items; line items may be material items or service items
- **Partial Invoice** – applies against specific line items from a single purchase order; line items may be material items or service items
- **Invoice Against Services**
- **Credit** - item level credit supported by sending standard invoice with negative quantity and positive dollar amount at each line item to which credit applies
- **Invoice against Blanket Purchase Order (BPO) / Contract**
- **lineLevelCreditMemo** – item level credit supported by sending BIG07='CN'
- **Credit Memo** – Supplier must provide a reason <comment> for each credit memo submitted to Ryder
- **Debit Memo** - Supplier must provide a reason <comment> regarding correction for debit memo submitted to Ryder

**Non-supported invoice types:**

- **Paper Invoice** – Ryder requests that invoices be submitted electronically through Ariba SN for all enabled suppliers doing business at enabled sites.
- **Invoices for Purchasing Cards (P-Cards)**
- **Information Only Invoices (isInformationOnly)**
- **Duplicate Invoices** – Invoice numbers may not be reused unless the original invoice failed validation

- **Header Invoice**– a single invoice applying to multiple purchase orders, also called consolidated invoices
- **Non-PO** - invoice against orders not received via Ariba SN
- **Cancel** – Ryder does support the Network capability to cancel invoices

### 6.2.1. Unit of Measure

All Ariba applications and transactions support the UNUOM (United Nations Unit of Measure) standard. For EDI suppliers, the UNUOM may not be the same in some cases as the X12 UOM on the outbound 850. In these instances, the UNUOM will be converted to the ANSI X12 UOM at Ariba's translator level and mapped as such to the supplier on the 850. EDI suppliers MUST return that UOM as received on the 850 back on the 810 or any subsequent inbound transactions and Ariba will handle the conversion back to UNUOM.

Please see the [UOM\\_Mapping\\_for\\_ANSI\\_X12\\_Documents.pdf](http://supplier.ariba.com/help) located at <http://supplier.ariba.com/help> for complete details.

### 6.2.2. Tax Requirements (update as appropriate)

- Tax is required and supported at the item level only
- Tax can be passed as a dollar amount or as a percentage. Tax percentage must be passed as percentage values, not as fractional amount values. For example, a 9% tax rate should be represented as **9.0**, not 0.09.
- Tax information (detail) is required on all invoices
- If tax does not apply to the invoice, a summary tax amount of zero is required.

### 6.2.3. Remit To Address Information

- Ryder 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 Ariba SN.
- Remit-To ID is required on the invoice. Contact Ryder 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 Ryder of any changes to their Remit-To address information.

### 6.2.4. Shipping & Special Handling Charges

#### Shipping Address

- Ship-to and Ship-from address information is required on all invoices.
- Shipping address information is supported at the header level only.
- Shipping and Special Handling charges if applicable may be sent on the invoice as separate line items. EDI suppliers must leverage service specific mapping as presented in IT1 on the 810.

Ryder will not provide a ship to code at the header level on the 850. Complete shipping and sold to addressing details will be on every purchase order.

#### Shipping Amount

- Ryder must have agreed to absorb additional shipping charges with each supplier. If this agreement exists, shipping charges may be passed at the summary or item level.

#### Special Handling

- Ryder must have agreed to absorb additional special handling with each supplier. If this agreement exists, special handling charges may be passed at the summary or item level.

### 6.3. Invoice Extrinsic

Purchase orders to legal entities will contain a (Legal Matters) extrinsic at the item level. This data applies to law firms only and must be returned on the invoice against PO and any invoices against contract. For additional details please contact Ryder directly at: [Supplier\\_enablement@ryder.com](mailto:Supplier_enablement@ryder.com).

#### Line Level

### 6.4. Ariba SN Status Updates

Whenever an invoice is rejected, your customer's application will check to see if that invoice originated from Ariba SN.

- If the invoice did originate from Ariba SN, Ariba Buyer sends a status update back to Ariba SN.

Ryder will send the following standard status updates to suppliers:

- **Processing (invoice status = 'Sent')** – Invoice has been sent to Ryder.
- **Reconciled – (invoice Status = 'Approved')** – The invoice reconciled. The amounts in the invoice have not been paid.
- **Rejected** – The invoice failed to reconcile. Ryder is rejecting the invoice. The Comments element should contain text explaining why the invoice was rejected, and the actions the supplier should take. Suppliers can view comments explaining why the invoice was rejected by accessing the invoice from their Ariba SN outbox and clicking on the History tab. Suppliers can also configure their account to receive invoice status notifications via email on the *Configuration -->Email Notifications* page of their account. Suppliers can resubmit a corrected invoice. The same invoice number can be used for invoices that have a Rejected or Failed status.
- **Paying** – Invoice has been approved for payment.
- **Paid** – The invoice has been paid by Ryder.

### 6.5. Canada Specific Invoice Validation Requirements

In addition to the above invoicing requirements, Ryder has configured their **buyer account** on the Ariba SN to **Reject** invoices from Canadian suppliers under the following criteria, which will cause the invoice Status to go to **Failed** state:

#### **Canadian suppliers only:**

- Supplier VAT ID is required on all invoices
- VAT details are required at the item level
- Tax amounts must be sent in local currency
- Explanation (Comment) is required for zero rate VAT
- Detailed tax information is required in tax summary:
  - Tax Category
  - Tax Location
  - Tax Description
  - Taxable Amount
  - Tax Rate
  - Tax Amount

### 6.6. Ariba Mapping Specifications

All Ariba EDI mapping specifications guidelines are hosted at:

<http://supplier.ariba.com/help>

or via login to your supplier account on Ariba SN then click the 'Help' link in the upper right hand section of the page. Select 'Documentation and Tutorials' from the drop down menu.

Supplier is advised to refer to the Ariba standard guidelines for specific mapping information to meet Ryder requirements as noted in this customer specific document.

**6.7. Interchange and Functional Group Identity for inbound documents (ISA, GS)**

See: <http://supplier.ariba.com/help> --> ANSI X12 ICS

**6.8. 850 Header / Detail / Summary**

See: <http://supplier.ariba.com/help> --> ANSI X12 850 Implementation Guide

**6.9. 855 Header / Detail / Summary**

See: <http://supplier.ariba.com/help> --> ANSI X12 855 Implementation Guide

**6.10. 856 Header / Detail / Summary**

See: <http://supplier.ariba.com/help> --> ANSI X12 856 Implementation Guide

**6.11. 810 Header / Detail / Summary**

See: <http://supplier.ariba.com/help> --> ANSI X12 810 Implementation Guide

