DOLLAR TREE.

cXML Design Specifications

Non-Merchandise Vendors

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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	2nd of April 2010	Dollar Tree Inc.	Initial version of Document

2. Introduction

This document contains Dollar Tree specifications and requirements for supplier cXML invoice file transactions. Purchase order, order confirmation and ship notice relevant data is included as well. The information in this document is specific to Dollar Tree's internal requirements, not necessarily the Ariba standard cXML invoice specification. Dollar Tree, for example, may specify that a particular field is required, even if that field is not required per the general cXML guidelines. Invoice documents that do not adhere to the following requirements are likely to be rejected by the Ariba Supplier Network (Ariba SN) or your Dollar Tree's eInvoicing system. Suppliers identified by Dollar Tree will need to receive test purchase orders, and submit back test invoices successfully to Dollar Tree's application for final processing.

This is a supplemental guide detailing Dollar Tree's specific PO, order confirmation, ship notice and invoice requirements which MUST be used concurrently with Ariba's standard cXML DTD's (http://cxml.org) and other documentation (http://supplier.ariba.com/help).

2.1. Audience

This document is intended for suppliers who integrate with the Ariba Supplier Network via cXML for the transmission of purchase orders, order confirmations, ship notices and/or invoices. Suppliers using only the on-line invoice / order confirmation / ship notice 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 order confirmations, ship notices and/or invoices to Dollar Tree 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 cXML 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 a cXML invoice.

The following section provides details regarding the types of cXML invoices that Dollar Tree supports, the required format for specific invoice scenarios, and the required content needed to process and pay a cXML invoice successfully. Addressed as well are purchase order (PO), order confirmation and ship notice specific details.

Dollar Tree requires all suppliers provide the purchase order acknowledgement (= order confirmation) and ship notice transactions. These may be sent electronically using the Ariba supported ConfirmationRequest and ShipNoticeRequest cXML DTD's or generated manually via suppliers account on Ariba SN, or they can be sent via e-mail directly to the Dollar Tree requestor. 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 cXML standard, please visit: http://www.cxml.org. Additional details regarding cXML invoice, confirmation request and ship notice transactions are available via your supplier account on the Ariba Supplier Network. To access, log on to your Ariba SN account at: https://supplier.ariba.com and navigate to the Help link located in the upper right hand corner of the Home page. Scroll down to the relevant documentation including:

- cXML Release Notes: this will take you to the url: http://cxml.org. Click on the Downloads link from the menu on the left of the page. Under Complete Downloads, click on InvoiceDetail.zip for the InvoiceDetailRequest.dtd.
- http://cxml.org Download cXML 1.2.021 for the OrderRequest
- http://cxml.org cXML 1.2.021 User's Guide
- https://supplier.ariba.com Help link: Ariba cXML Solutions Guide
- http://cxml.org Download Fulfill.dtd for ConfirmationRequest / ShipNoticeRequest

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.

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

Optionally, for ongoing electronic document support, you may want to subscribe to Supplier Technical Support (Ariba STS). To find out if you have Supplier Technical Support (STS) and for details on Premier Membership, log on to https://supplier.ariba.com, click **Manage Services** on the Property Navigator toolbar on the upper right of the page to view your account status with regards to program subscription.

For program FAQ, Fact Sheet, and sign-up instructions, please go to http://www.ariba.com/suppliersupport.

Until subscribed to one of Ariba's support programs, 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
- Go to http://supplier.ariba.com - Log in with your company's username and password - Once logged in, click on the *'Help'* link located on the upper right hand side of the page and choose *Contact Support.* - Completely fill out the web form and submit	- Go to http://supplier.ariba.com - Click on the *"Account Problems*?" link in the middle of the page (for password issues, select the *"Forgot Your Password*?" link) - Completely fill out the web form and submit

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

3. Architecture, Configuration and Data Validation

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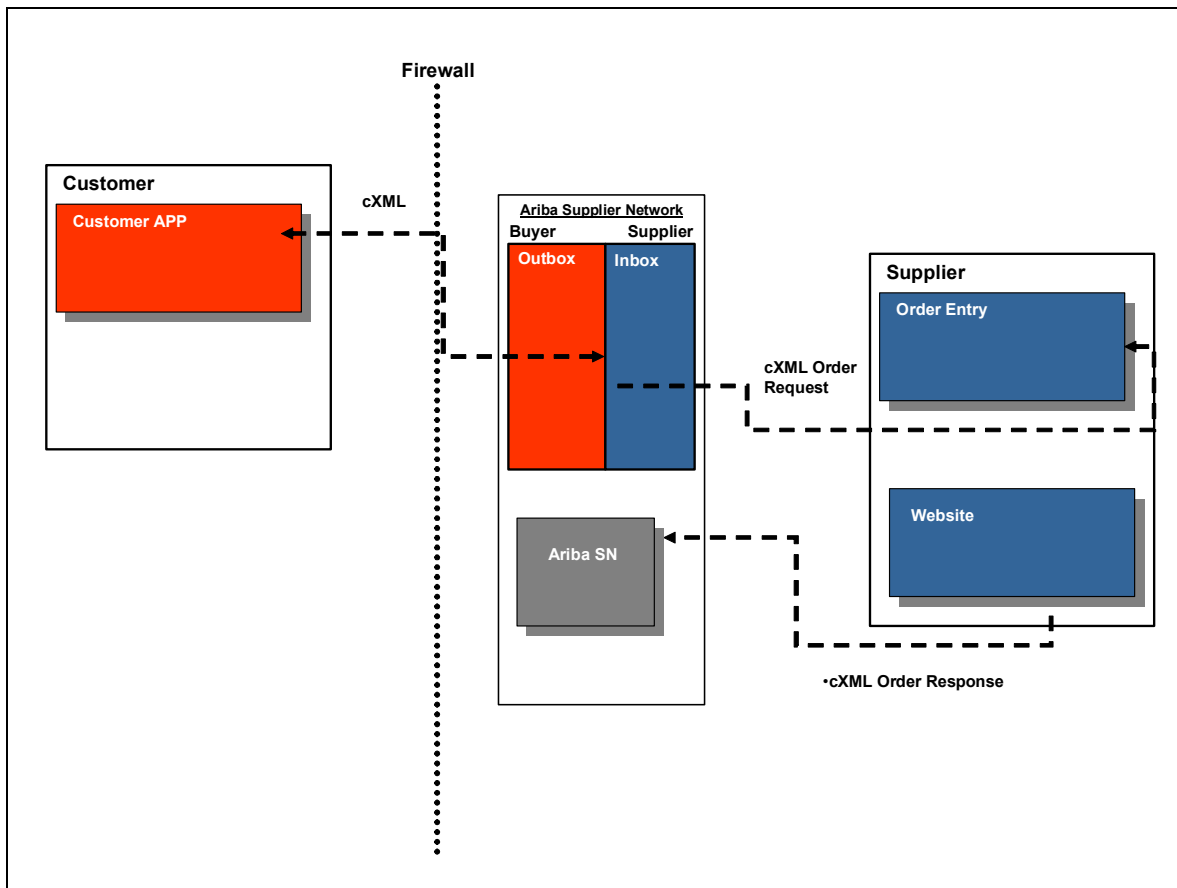
The above diagram depicts the different systems working together to automate this purchase order process. A step-by-step description is as follows:

- Customer user creates order
- cXML OrderRequest is transmitted from Dollar Tree to Ariba SN.
- Ariba SN stores a copy of the OrderRequest in the buyers Outbox and the suppliers Inbox.
- cXML Order sent to suppliers' network commerce hub via URL specified on Ariba SN.
- PO sent to supplier's internal order management system and fulfilled.
- Supplier website returns Order Response document to Ariba SN, which tells the buyer that supplier successfully received and parsed the purchase order.

Further steps in the process are (not in the diagram above):

- Supplier creates order acknowledgement (= order confirmation) either online on the Ariba Network, or sends the relevant cXML message (ConfirmationRequest) to the Ariba Network, or sends the order confirmation via e-mail directly to the requestor at Dollar Tree.
- Supplier creates ship notice (= delivery note) either online on the Ariba Network, or sends the relevant cXML message (ShipNoticeRequest) to the Ariba Network, or sends the ship notice via e-mail directly to the requestor at Dollar Tree.

3.2.   Architecture: InvoiceDetailRequest
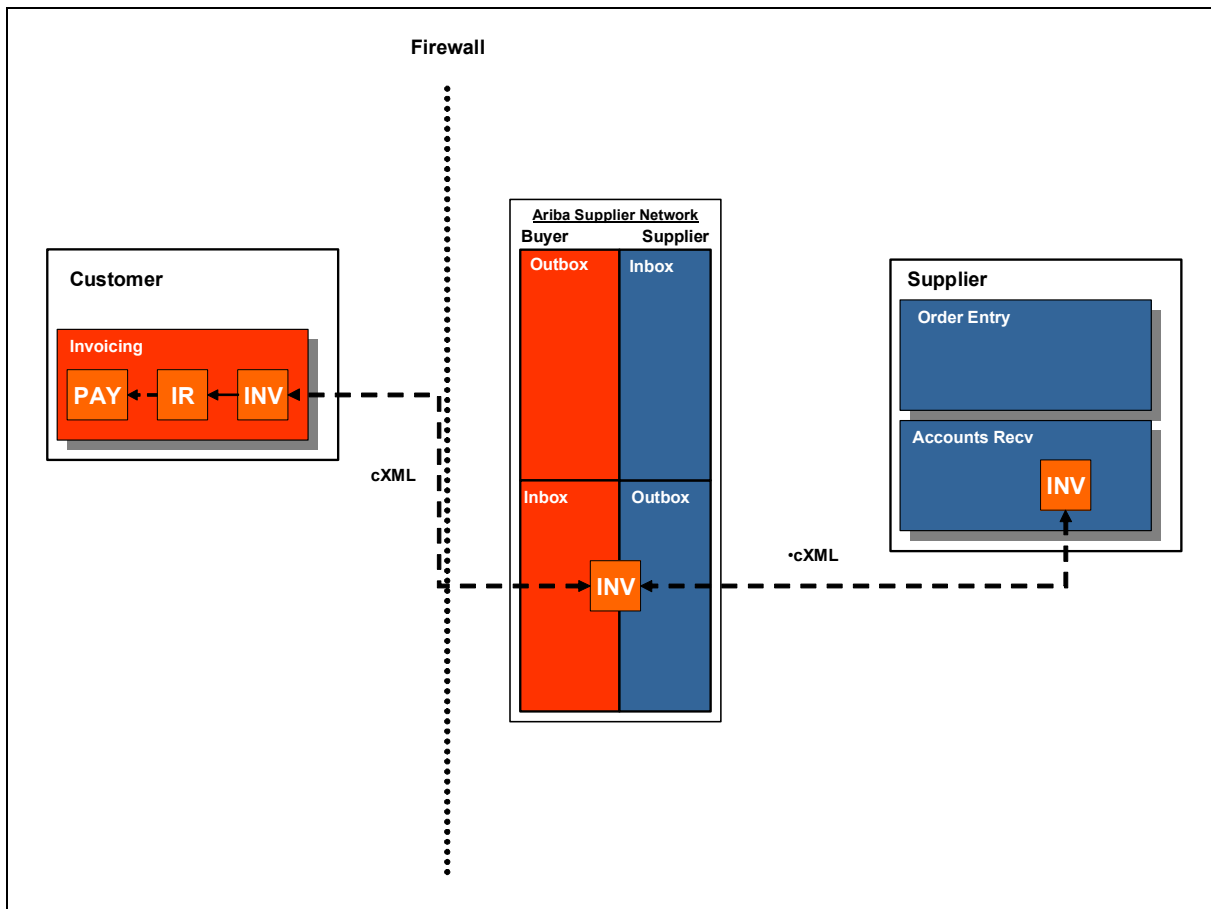

The above diagram depicts the different systems working together to automate this invoice process. A step by step description is as follows:

- Supplier Generates a cXML invoice from internal system. This will usually be the supplier's accounts receivable system.
- Supplier transmits the cXML to the Ariba Supplier Network by performing an https post to a specific URL. Ariba SN has a different set of URLs for shared-secret-authenticated and certificate-authenticated cXML documents as shown below:

Authentication Method	Ariba SN URL
shared secret	https://service.ariba.com/service/transaction/cxml.asp
certificate	https://certservice.ariba.com/service/transaction/cxml.asp

The certificate URL works for both certificate- and shared-secret-based authentication.

For additional details on posting invoices, please see the *cXML User's Guide* (chapters 1 and 2) available from your account by clicking the HELP button or from *www.cxml.org*.

- When the document is received at the Ariba SN, certain syntactic checks are made to ensure the invoice is properly formatted before it is sent to Dollar Tree. If the invoice does not pass all the checks it will fail and the supplier will receive a Failed Invoice message. If everything is correct at the Network level, the invoice is forwarded to Dollar Tree.
- Once Dollar Tree 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. The reasons an invoice may be rejected are outlined later in this document.

- Once the invoice is approved it is then sent to Dollar Tree Accounts Payable for payment.

3.3. Ariba SN Configuration

To post cXML order confirmations, ship notices and invoices to the Ariba SN, you must configure your production and test accounts appropriately. Please follow the steps below to enable your account(s) appropriately.

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. Click on the **Configure cXML setup** link at the top of the page.
6. Select your preferred authentication method: Certificate or Shared Secret. This document addresses Shared Secret authentication.
7. Enter an appropriate Shared Secret and make a note of the shared secret you have entered. The shared secret acts like a password when you will be submitting order confirmations, ship notices and/or invoices to the Ariba SN and must be populated as a part of the Sender credential at the header of your order confirmation / ship notice / invoice transaction.
8. Click OK.
9. Click Save.
10. Click on *Electronic Invoice Routing* and then click the *Configuration Required* link. If you have already configured your account, this link will read Configured with the date that configuration was completed. You can always update your configuration by clicking on the **Edit Configuration** link.
11. Select cXML from the drop down menu under the **Sending Method** section of the page.
12. Enter the required email address field and click the checkbox if you want to receive notification when an invoice fails or is undeliverable.
13. Click the Save button at either the top or bottom of the page.
14. Click Done
15. Click the **Switch to Test Account** link on the upper right hand side of the screen from the Home page.
16. **Follow the same steps above (1-12) to configure your test account accordingly**.

NOTE: Ariba SN configuration supports the capability to route order types using different methods. Suppliers, for example, can route new orders via cXML, change orders via fax and orders with attachments via email to accommodate internal transaction processing.

Order Response Account Configuration
In order to send order confirmation and ship notice information via cXML, 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 cXML from the routing method drop down list
- Save your changes
- **Make sure you complete this same configuration in your test and production accounts.**

4. Purchase Order Specifics

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

4.1. Supported Order Types

Dollar Tree will support the following order types:

- New orders
- Change / cancel orders
- Non-catalog items
- Blanket purchase orders
- Service purchase orders (material item cXML structure)

4.2. Purchase Order Comments

Customer POs may include comments. This message will be captured at the header of the OrderRequest as follows:

<OrderRequest>
<OrderRequestHeader>
<Comments>
PO changed 4/20/07
</Comments>

4.3. Purchase Order Attachments

can have an attachment. This can be sent as part of the cXML message or left online for later viewing.

4.4. Purchase Order Settings

Review Dollar Tree'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 Dollar Tree's name in your Current Customer list.

Below are Dollar Tree's current PO settings:

- Allow change orders for fully shipped orders: no
- Allow change orders for partially shipped orders: yes
- Allow change orders in invoice aggregation: yes
- Allow cancel orders for fully shipped orders: no
- Allow cancel orders for partially shipped orders: no

4.5. Notes / General Guidelines: Buyer ANIDs

- Refer to "cXML_1.2.21.pdf" for detailed information on the cXML InvoiceDetail specification. This document can also be obtained at the following site: http://www.cxml.org.
- Additional test and development tools are available at the following site: https://alive.ariba.com/supplier/. You will need to register to access the information available.
- cXML documents cannot have the ampersand character "&" unless it is properly escaped using the syntax: &amp;
- **Ariba SN test accounts are identified by appending "-T" to the production number. For example, the Network production account of Dollar Tree is "AN01000816951", the relevant test account is "AN01000816951-T".**

4.6. Header Element

The Header Element contains the cXML addressing and authentication information. The Header child elements are the From, To, and Sender. All elements below are mandatory. Please reference the cXML User's Guide for element definition.

4.7. From Element (Inbound from Supplier)

The Header "From" element identifies the supplier who is the creator of the Invoice. The "From" element contains the Credential which identifies the supplier. An example is below:

```
<From>
    <Credential domain="NetworkID">
        <Identity>AN01000111111-T</Identity> ← Supplier test account ANID
    </Credential>
</From>
```

4.8. To Element (Inbound from Supplier)

The Header "To" element identifies the recipient of the Invoice, ie. Dollar Tree. The Credential element contains the customer's Ariba SN information. This can be hard-coded to use Dollar Tree's NetworkID number. An example is below:

```
<To>
    <Credential domain="NetworkID">
        <Identity> AN01000816951-T </Identity> ← Dollar Tree's Test Account ANID
    </Credential>
</To>
```

NOTE: For testing purposes you will have a relationship created with customer's Test account using the ANID noted above. Production data will be sent and received by Dollar Tree's production ANID: AN01000816951. Test data will be sent and received by Dollar Tree's test ANID: AN01000816951-T.

4.9. Sender Element (Inbound from Supplier)

The Header "Sender" element information is used by the Ariba SN to authenticate the "From" sender. An example is below:

```
<Sender>
    <Credential domain="NetworkID">
        <Identity>AN01000111111-T </Identity>
<SharedSecret>*********</SharedSecret> ← supplier shared secret configured in supplier acct. on ASN
    </Credential>
    <UserAgent>Ariba Network V1.1</UserAgent>
</Sender>
```

5. Order Confirmations and Shipping Notes

Please note that delivery dates need to be sent in the ship notice message. For further information please review the standard Ariba cXML implementation guideline which can be found at supplier.ariba.com/help.

6. Invoice Specifics

6.1. Ariba SN Invoice Validation

The Ariba SN will reject invoices under the following conditions:

- Invoice files that do not meet the defined cXML specification or are missing required cXML data elements
- Invoices greater than the Network supported file size of 4 MB or containing greater than 3,000 line items
- Invoices that fail to validate against the Document Type Definition (DTD)

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

- Invoices with service information. This control determines whether invoices can have cXML InvoiceDetailServiceItem elements (available in cXML 1.2.009 or later). However, service information can be sent as material items.

- Header level Credit Memo and Debit Memo
- Cancelled Invoices
- 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 a change in part number 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
- Invoice missing line item description
- Invoices backdated greater than **2 DAYS**
- Invoices with summary level shipping tax
- Invoices missing supplier tax ID
- Invoice missing bill-to address
- Invoice missing sold-to address
- Invoice missing from address
- Invoice missing remit-to address and/or 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
- Enforce strict address validation for required address fields is enabled for Dollar Tree: complete addressing (name, address) must be provided for required address roles.

Blanket PO Rules
- Invoices with a change in currency for unit price
- Invoices with a change in unit of measure
- Invoices with a change in line item description

In addition to the above, Dollar Tree does not allow the reuse of invoice numbers, except for cases where the original invoice failed at the Network level or was rejected by Dollar Tree's application.

Dollar Tree allows for omission of payment terms, if sent, they must match the PO.

Buyers may also specify specific tax rules for suppliers and corresponding tolerances. For example, a buyer can configure their account to allow for Sales Tax to be charged to a specific percentage (i.e.: supplier can't charge sales tax greater then 8%).

Note: you may view the invoicing rules Dollar Tree has set up for you as a supplier at the Network level by performing the following steps:

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 **Dollar Tree** 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. Customer Specific Validation
Customer 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

Dollar Tree supported invoice types:
- **Individual Detail Invoice** – applies against a single purchase order referencing line items; line items may be material items (the cXML service item structure is not supported, please use the material item cXML structure for service related items!)
- **Partial Invoice** – applies against specific line items from a single purchase order; line items may be material items or service items
- **Credit** - Item level credit supported by sending standard invoice with negative quantity and positive dollar amount at each line item to which credit applies
- **Credit Invoice** – Item level credit supported by sending invoice with the <InvoiceDetailRequestHeader> attribute "purpose" equal to "lineLevelcreditMemo". with negative quantity and positive dollar amount (Unit Price) at each line item to which credit applies
- **Non-PO** invoices against **CONTRACT** or **MASTER AGREEMENT** (a contract number is required – which will be sent at the header level of the order in the **agreementID** element); line items may be material items or service items (the cXML material item structure must be used for service items!)
- **Invoices with attachments**

Non-supported invoice types:
- **Paper Invoice** – Dollar Tree 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, even if the original invoice was rejected, cancelled or failed validation
- **Cancel** – Dollar Tree does not support the Network capability to cancel invoices (InvoiceDetailRequestHeader element contains the attribute operation="delete").
- **Header Invoice** – a single invoice applying to a single purchase order but not providing line item details.
- **Header Level Credit Memo** - Dollar Tree does not support the use of the Credit Memo feature on the Ariba SN and does not accept cXML invoices with the <InvoiceDetailRequestHeader> attribute "purpose" equal to "creditMemo". See supported Credit invoice type noted above.
- **Debit Memo**
- **Summary Invoice** – a single invoice applying to multiple purchase orders, also called consolidated invoices

Note: examples of the Credit Memo (Header & Line) transactions can be found in the _cXML Users Guide_ and _cXML Solutions Guide_ These may be accessed online at _supplier.ariba.com/help_ under _cXML Documentation._

6.2.1. Tax Requirements (update as appropriate)
- Tax is may be sent on line item level only, tax ID is required
- 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.

6.2.2. Remit To Address Information
- Dollar Tree 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 Dollar Tree 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 Dollar Tree of any changes to their Remit-To address information.

6.2.3. 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 and line item level.
- Shipping and Special Handling may be sent on the invoice as separate line items.

Dollar Tree will send suppliers a ship to code at the header level in the cXML OrderRequest. The syntax as is follows:

```
<ShipTo>
<Address
        addressID="9091" isoCountryCode="US">
```

A complete list of these codes and their corresponding address are available for download at Dollar Tree's supplier infromation portal:

https://knowledge.ariba.com/DollarTree

Shipping Amount
- A shipping amount is required to accompany ship-to/ship-from elements at the line level.

Special Handling
- Special handling charges are optional, if included, they can be sent on line item level.

6.3. Ariba SN Invoice Status Updates

Whenever an invoice is rejected, Dollar Tree's ERP will check to see if that invoice originated from Ariba SN.

- If the invoice did originate from Ariba SN, Dollar Tree's ERP sends a status update back to Ariba SN.

Dollar Tree can send the following standard status updates to suppliers:
- **Sent** – The invoice has been received by Dollar Tree, but has not yet been approved or rejected.
- **Rejected** – The invoice failed to reconcile. Dollar Tree 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. A new invoice number must 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 Dollar Tree.

6.4. Invoice Detail Request Element

The InvoiceDetailRequest element represents the cXML Invoice. The InvoiceDetailRequest child elements group the Invoice data by header, line items and summary information. The child elements are as follows:

- InvoiceDetailRequestHeader – this element contains all the Invoice header information and the line item details
- InvoiceDetailOrder – contains the line items and associated purchase order (if applicable)
- InvoiceDetailSummary – summary invoice information such as tax, discounts, and total.

6.4.1.   InvoiceDetailRequestHeader

The following attributes and elements are either required or specifically not supported by customer. In addition to the cXML standard requirements, the ones below must be adhered to or the invoice will be rejected. Optional attributes or elements not referenced specifically may be included but will likely be ignored as the invoice as processed.

For the complete cXML Users Guide, please access the Help -> Documentation and Tutorials link available when you login to your supplier account at supplier.ariba.com. It can also be accessed from the Dollar Tree portal at: https://knowledge.ariba.com/DollarTree.

This is the actual header of the Invoice and contains the following fields.

Attribute	Description	Notes
invoiceID	A supplier-generated identifier for the invoice.	*Required* **This value must be unique.**
Purpose	Purpose of the invoice.	*Required* "standard", "lineLevelCreditMemo"
operation	Determines type of invoice	*Required* "new"
invoiceDate	Date and time the invoice was created.	*Required*

6.4.2.   InvoicePartner

InvoicePartner defines a party involved in invoicing. **The Bill To, From, Remit To and Sold To roles are required.** Bill To must match what was received on the PO.

Attribute	Description	Notes
Contact role="soldTo"		*Required*
Name	Sold-To Company Name. (Dollar Tree site or plant). Free-form name.	*Required*

PostalAddress
       <Street>
       <City>
       <State>
       <PostalCode>
       <Country isoCountryCode>
		Required

Contact role="billTo"		*Required*
addressID	Bill To addressID	*Required*
Name	Bill-To Company Name. Free-form name	*Required*

PostalAddress
       <Street>
       <City>
       <State>
       <PostalCode>
       <Country isoCountryCode>
		Required

Contact role="from"		*Required*
Name	From Company Name. (supplier company name). Free-form name.	*Required*

PostalAddress
       <Street>
       <City>
		Required

Attribute	Description	Notes
<State> <PostalCode> <Country isoCountryCode>		
IdReference	Partner reference ID	*Required*
identifier	Supplier Tax ID	*Required* Example: identifier="222222222"
domain	Type of credential or ID	*Required* Set to "supplierTaxID"
Contact role="remitTo"		*Required*
addressID	Remit To address ID	*Required* Contact Dollar Tree directly for your Remit-To ID. If you have more then one Remit-To ID, you will want to use the SystemID element from the OrderRequest to determine which Remit-To ID to send back on the invoice. See section 4 PO Specifics for syntax. Dollar Tree will let you know which SystemID is relevant to which Remit-To ID for you as the supplier for mapping services.
Name	Supplier Remit To Company Name. Free-form name	*Required*
PostalAddress <Street> <City> <State> <PostalCode> <Country isoCountryCode>		*Required*
IdReference	Partner reference ID	*Required*
identifier	Supplier Tax ID	*Required* Example: identifier="222222222"
domain	Type of credential or ID	*Required* Set to "supplierTaxID"

6.4.3. InvoiceDetailShipping

InvoiceDetailShipping contains shipping related details of the order: ShipTo and ShipFrom are required.

Attribute	Description	Notes
Contact role="shipTo"		*Required*
addressID	Ship-To address ID	*Required*
Name	Ship-To Company Name (Dollar Tree site or plant). Free-form name.	*Required*
PostalAddress <Street> <City> <State> <PostalCode> <Country isoCountryCode>		*Required*

Contact role="shipFrom"		*Required*
Name	Ship-From Company Name. Free-form name.	*Required*

PostalAddress
      <Street>
      <City>
      <State>
      <PostalCode>
      <Country isoCountryCode>
		Required

6.4.4. IdReference identifier

Suppliers who are paid via EFT can optionally pass bank routing information on the cXML invoice. This data is supported after the remitTo occurrence of the <Contact> element is closed and before the close of <InvoicePartner>.

Example:

<InvoicePartner>
       <Contact role="remitTo" **addressID="Test1234"**>
              <Name xml:lang="en">ABC Supplier</Name>
              <PostalAddress>
                     <DeliverTo>krs</DeliverTo>
                     <Street>8th Ave</Street>
                     <City>Sunnyvale</City>
                     <State>CA</State>
                     <PostalCode>94043</PostalCode>
                     <Country isoCountryCode="US">United States</Country>
              </PostalAddress>
       </Contact>
       <IdReference identifier="123456789" domain="bankRoutingID"/>
       <IdReference identifier="987654" domain="accountID"/>
</InvoicePartner>

Both the IdReferenceIdentifier and the domain are required.

6.4.5. PaymentTerm

If the Purchase Order specifies payment terms they must be returned in the Invoice.

Attribute	Description	Notes
payInNumberOfDays	Number of days **Dollar Tree** has to pay to recognize discount.	*Optional* If sent, must match the PO.
percentageRate	The discount rate supplier will apply to invoice if paid in x days	*Optional* **Note:** a discount percent for a payment term of 0% is treated as a "net term". cXML only supports one "net term" segment per xml invoice.

6.4.6. InvoiceDetailLineIndicator

Indicates the presence of invoicing details at the line item level. By default, all indicators are set to false, assuming that these details are included at the header level.

Attribute	Description	Notes
IsTaxInLine	Indicates if Tax is provided at invoice line level.	*Required – if tax information is being sent*

		Dollar Tree will accept tax at line item level only. If attribute is used, set the value to "yes".
IsSpecialHandlingInLine	Indicates if Special handling is provided at invoice line level.	**Optional** Set to "yes" if providing at item level
IsShippingInLine	Indicates if Shipping is provided at invoice line level.	**Optional** Set to "yes" if providing at item level
isDiscountInLine	Indicates if Discount is provided at invoice line level.	**Optional** Set to "yes" if providing at item level
isAccountingInLine	Indicates if Accounting is provided at invoice line level.	**Optional** Set to "yes" if providing at item level

6.5.   InvoiceDetailOrder

Indicates the beginning of line items section of the invoice. InvoiceDetailOrder is a parent to the following child elements:

- InvoiceDetailOrderInfo
- InvoiceDetailItem
  - Unit of Measure
  - InvoiceDetailOrderReference
  - Unit Price
  - Subtotal
  - NetAmount
  - Distribution

6.5.1.   InvoiceDetailOrderInfo

Defines information related to the corresponding order, including order reference. This information is used to match the invoice with the corresponding purchase order.

6.6.   Referencing the PO number on the invoice

PO-based requirements
- **A valid Dollar Tree purchase order number is required for all Ariba PO-based invoices**. Note: PO's received prior to e-enablement, should not be invoiced through Ariba Supplier Network and should be invoiced using your current method with Customer.
- For a PO based Invoice, the ***OrderReference element orderID attribute*** should be used to store this information.
- **The orderID is the purchase order number**.
- **The invoiceID is the suppliers unique invoice number on the inbound invoice transaction**

PO Matching
Ariba SN performs document matching immediately after cXML validation to find pre-existing purchase orders.
> • If invoices use **payload ID in the DocumentReference element**, but that value does not match purchase orders on Ariba SN, Ariba SN considers the purchase orders to be external.
> **Example:** <OrderReference orderID="PO4000118">
>
> <DocumentReference payloadID="1165611125703.425570795.000000219@RyKVBLhncvPz3rDQcL4pMmG+3 Zs="/> ← the header payloadID of the PO
>   </OrderReference>
>
> • If invoices use only **orderID** and **orderDate**, Ariba SN attempts to match based on the purchase order number and optional order date.
> **Example:**

orderID and orderDate are mapped at the header as follows:
<InvoiceDetailOrder>
<InvoiceDetailOrderInfo>
....
<<**OrderIDInfo** orderID="PO4000118" orderDate="2007-01-01T00:00:00-12:00/>
</InvoiceDetailOrderInfo>

• If invoices use only **orderID** and **orderDate**, and those values match multiple purchase orders, Ariba SN rejects the invoices.
• If invoices use both **payload ID** and **orderID**, Ariba SN makes sure these values match the same purchase orders. If they do not match, Ariba SN considers the purchase orders to be external, even if payloadID matches a purchase order.
• If invoices match an obsolete purchase order, Ariba SN rejects the invoices.

Successful Matches
If Ariba SN successfully matches invoices with purchase orders, it creates online hyperlinks to them available to both trading partners.

Ariba SN then tests invoice contents against the buying organization's business validation rules.

Unsuccessful Matches
If Ariba SN cannot match a purchase order, it treats the invoice as belonging to an external purchase order, which is any purchase order that was not routed through Ariba SN.

Buying organizations configure their Ariba SN accounts to either allow or reject invoices against external purchase orders. This type of invoice, against external PO's, is supported for US suppliers only.

Invoices for Contracts
If the invoice is referencing a contract (MasterAgreement) the reference must be passed as follows:

<InvoiceDetailOrder>
<InvoiceDetailOrderInfo>
<MasterAgreementIDInfo agreementID="1234567">

NOTE: Every inbound post attempt to Ariba SN MUST have a unique payloadID:
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.2.021/cXML.dtd">
<cXML
payloadID="1264617929036.557390619.000000234@oeCOUP9nMZ4uyg5ZabyuvQw7l1o="
(the payloadID attribute as part of the SYSTEM declaration must be unique)
timestamp="2010-01-27T10:45:29-08:00" version="1.2.020" xml:lang="en-US">

Attribute	Description	Notes
orderID	PO Number of originating order	*Required for PO based invoice.*
orderDate	PO Date	*Required for PO based invoice.*
agreementID	Contract or Agreement number	*Required if invoice is against contract (Master Agreement)*

6.6.1. InvoiceDetailItem
Defines the invoice line item.

Attribute	Description	Notes
invoiceLineNumber	Supplier defined sequence number for the current invoice line item.	*Required* Must be unique across all invoice lines within an invoice.
quantity	The quantity being invoiced for	*Required*

	the line item.	Credits must be provided with a quantity > 0 and a Unit Price < 0.
Element	**Description**	**Notes**
UnitOfMeasure	Line items unit of measure	*Required*
UnitPrice	Unit price of good or service.	*Required*

6.6.2. InvoiceDetailItemReference

This part of the cXML invoice defines a reference to the related PO line item.

Attribute	Description	Notes
lineNumber	The associated PO header line number for this invoice line item, copied from the OrderRequest.	*Required* Must reference valid line item number from originating order
Description	The description for this invoice line.	*Required*
SupplierPartID	Data content dependent on type of supplier passing invoice.	*Required*
Description		*Required with language qualifier:* <Description xml:lang="en">

6.6.3. Line item level Subtotal Amount (child of InvoiceDetailItem)

Element	Description	Notes
SubtotalAmount		*Required*
Money	Monetary Amount	*Required*
GrossAmount		*Optional*
NetAmount		*Optional*
Tax/Money		*Required – if tax is present* (currency is required as well) If there are no taxable items, this element must be included but set to zero.
Tax/Description	Name of tax being sent	*Required – if tax is present* Language qualifier required as well: <Description xml:lang="en"></Description>
TaxDetail/category	Tax category	*Required – if tax is present*
TaxDetail/percentageRate	percentageRate	*Required – if tax is present*
TaxDetail/TaxableAmount/Money	Taxable amount	*Required – if tax is present* (currency is required as well) Sum of line item quantities multiplied by unit price
TaxDetail/TaxAmount/Money	Total tax	*Required – if tax is present* If there are no taxable items, this element must be included but set to zero.
Tax/Money		*Required – if tax is present* (currency is required as well) If there are no taxable items, this element must be included but set to zero.

Sample:
```
<SubtotalAmount>
        <Money currency="USD">5.67</Money>
        </SubtotalAmount>
<Tax>
        <Money currency="USD">0.47</Money>
        <Description xml:lang="en-US"></Description>
<TaxDetail category="sales">
        <TaxAmount>
        <Money currency="USD">0.47</Money>
        </TaxAmount>
        <Description xml:lang="en-US"></Description>
</TaxDetail>
</Tax>
</InvoiceDetailItem>
```

6.6.4.   InvoiceDetailLineShipping

Ship to and ship from data is required at the header level, but they can be sent at line item level as well. If shipping amount is being sent on line item level, then the shipping addresses need to be sent on line item level as well.

Attribute	Description	Notes
Contact role="shipTo"		*Optional*
addressID	Ship-To address ID	*Required – if address sent*
Name	Ship-To Company Name (Customer site or plant). Free-form name.	*Required – if address sent*
PostalAddress <Street> <City> <State> <PostalCode> <Country isoCountryCode>		*Required – if address sent*
Contact role="shipFrom"		*Optional*
Name	Ship-From Company Name. Free-form name.	*Required – if address sent*
PostalAddress <Street> <City> <State> <PostalCode> <Country isoCountryCode>		*Required – if address sent*

Shipping charges can be sent either as separated line items, or can be sent in the shipping details on line item level as in this example:

```
<InvoiceDetailLineShipping>
    <InvoiceDetailShipping >
        <Contact role="shipTo" addressID="12345">
            <Name xml:lang="2 char language name ">Texas Workforce</Name>
            <PostalAddress>
                <Street/>
                <City/>
                <State>TX</State>
                <PostalCode></PostalCode>
                <Country isoCountryCode=""/>
            </PostalAddress>
        </Contact>
```

```
        <Contact role="shipFrom">
            <Name xml:lang="2 char language name">Contact name</Name>
        </Contact>
    </InvoiceDetailShipping>
    <Money currency="ISO 4217 currency code">amount</Money>
</InvoiceDetailLineShipping>
```

6.6.5. InvoiceDetailLineSpecialHandling (Optional)

The special handling information for the invoice line item, this information is optional. Special handling and shipping charges can be sent as separate line items as well.

Example:

```
<InvoiceDetailLineSpecialHandling>
        <Description xml:lang="en-US">dry ice</Description>
        <Money currency="USD">25.00</Money>
</InvoiceDetailLineSpecialHandling>
```

6.7.   InvoiceDetailSummary

The InvoiceDetailSummary element contains all the summary information related to the Invoice.

Attribute	Description	Notes
SubtotalAmount/Money	Sum of the line item quantities multiplied by unit price	*Required* SubTotalAmount is the sum of the line items before taxes and discounts. currency attribute required ie: <Money currency="USD">243.25</Money>
GrossAmount/Money	Sum of subtotal, taxes, special handling charges, and shipping charges, before discounts	*Required* (currency is required as well)
NetAmount/Money	Total Gross Amount minus discounts	*Required* (currency is required as well)
DueAmount/Money	Total amount due and payable	*Required* (currency is required as well)