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***EDI Design  
Specifications Guide  
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

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 the Dollar Tree specifications and requirements for supplier EDI 810 transactions. Purchase order relevant data, order acknowledgement and ship notice specific data is included as well. The information in this document is specific to Dollar Tree internal requirements, not necessarily the Ariba standard EDI 810 specification. Dollar Tree 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 your customer 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 Dollar Tree's internal system. Please refer to the Ariba 810 Implementation Guidelines for complete mapping requirements.

**This is a supplemental guide detailing Dollar Tree's specific PO, order acknowledgement, ship notice 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, order acknowledgements, ship notices 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 order acknowledgements, ship notices and 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 especially to describe the 810 (Invoice) specifications 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 of an 810 message.

The following section provides details regarding the types of invoices that your customer 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.

**Dollar Tree requires that all suppliers provide the Purchase Order Acknowledgement and Ship Notice transactions. These may be sent electronically using the Ariba supported 855 and 856 EDI transactions or generated manually via suppliers account on Ariba SN, or**

they can be sent via e-mail directly to the requestor at Dollar Tree. For electronic implementation, supplier is directed to use the standard Ariba guidelines and supporting documentation found at the URL's below. Please note that delivery dates are required in the Purchase Order Acknowledgements ( = Order Confirmations, = 855 EDI transaction), as well as in the Ship Notices ( = Delivery Notes, = 856 EDI transaction). For further information on the 855 and 856 transactions please read the standard Ariba guidelines.

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 (if supporting via EDI)
- ANSI X12 855 (if supporting via EDI)
- ANSI X12 856 (if supporting via EDI)
- ANSI X12 ICS (Inter change Control Structure)
- ANSI X12 997

**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:

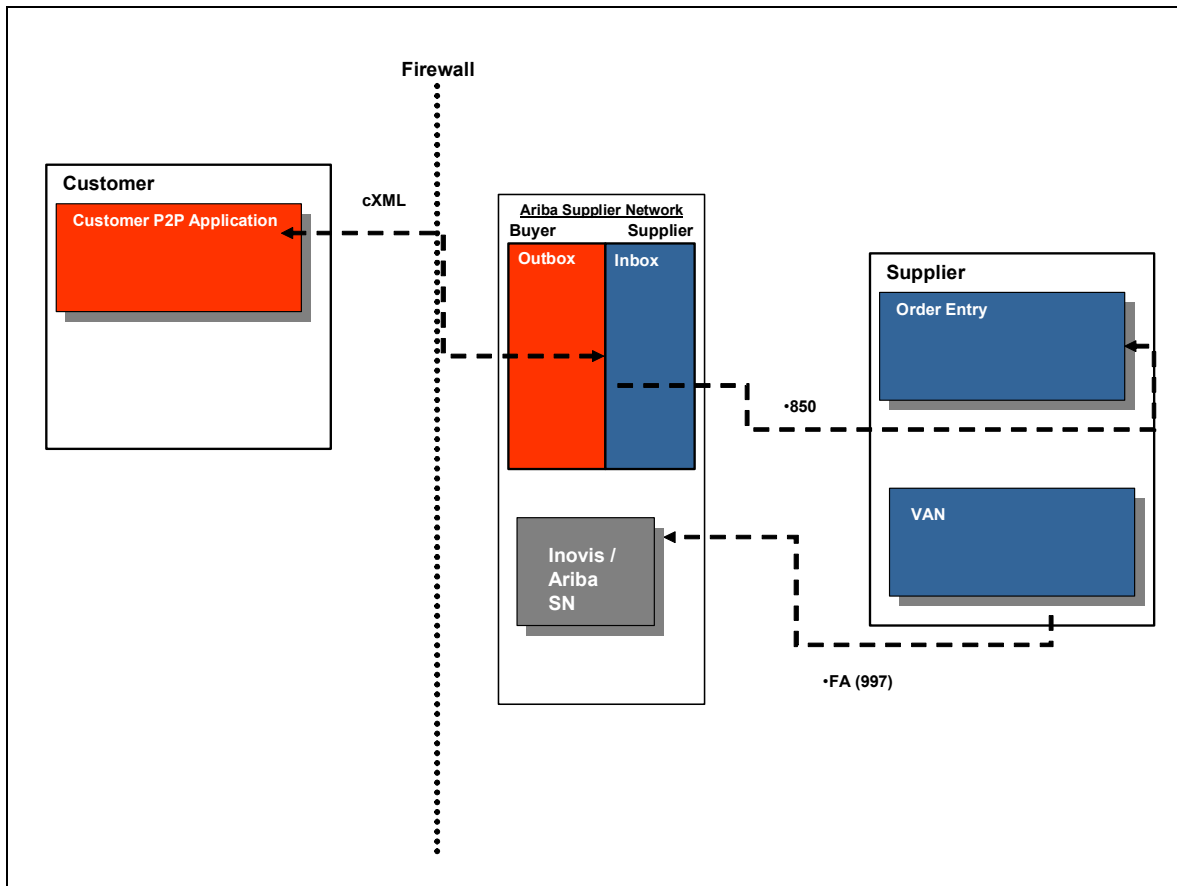
- Login to test account
- Click the **EDI Tester** link (left side under *Tools*) from the Home page

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)



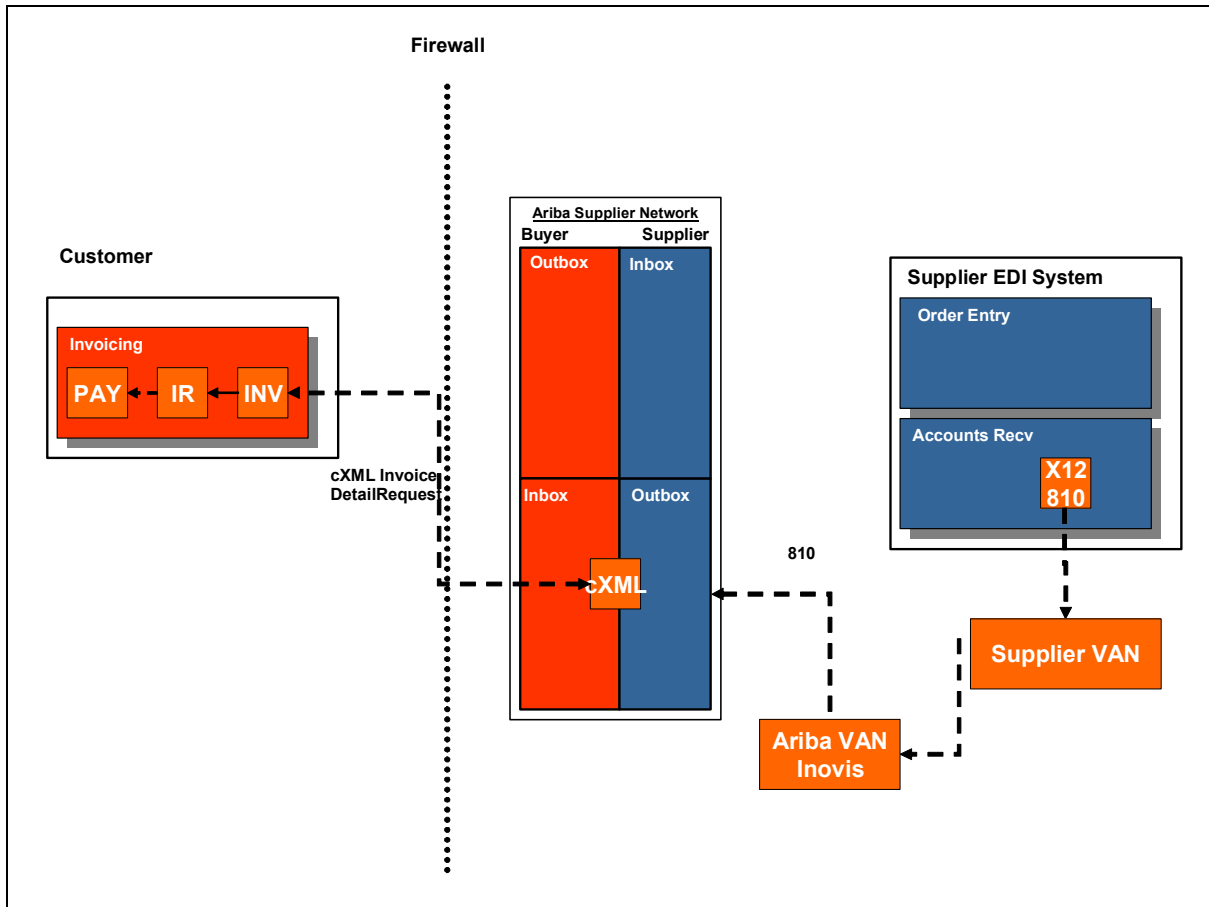
The above diagram depicts the different systems working together to automate this purchase order process. A step-by-step description is as follows:

- Dollar Tree 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.

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 EDI 855 (or cXML) message to the Ariba Network, or sends the order confirmation via e-mail directly to the requestor at Dollar Tree.
- Supplier creates ship notice (= delivery notes) either online on the Ariba Network, or sends the EDI 856 (or cXML) message to the Ariba Network, or sends the ship notice via e-mail directly to the requestor at Dollar Tree.

## 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 Invois:Access VAN.
- The Invois: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 your customer'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 Dollar Tree, it will be put in the queue for download.
- Once Dollar Tree receives the invoice, there are a number of checks performed to ensure that 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 Dollar Tree. 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 Dollar Tree 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 (such as '3Y' noted in receiverAssignedDropZone) 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 Dollar Tree eEnablement- TEST click on **Actions** button
- From the drop down, select: cXML / EDI Transformations

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

If your customer requires payment terms on the invoice match the PO, you may want to configure your account so the purchase order (850) coming over from Dollar Tree 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 customer

#### 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 Dollar Tree purchase order number is required for all Ariba PO-based invoices.**

### 5.1. Supported Order Types

Dollar Tree will support the following order types:

- New orders
- Change / Cancel orders
- Non-catalog items
- Service Orders (material item structure)

## 5.2. Purchase Order Attachments

Purchase Orders with attachments are not supported by Dollar Tree.

## 5.3. Purchase Order Comments

Dollar Tree PO's may include comments. This message will be captured in the N9 loop at the header

level as follows:

**N901\*L1\*Comment\*EN**

**MSG\*Body:"CUSTOMER PURCHASE ORDER TERMS AND CONDITIONS\*LC**

**MSG\*Here are the terms of the order**

## 5.4. 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 Customer'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

## 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, customer 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 be charged to a specific percentage (ie: supplier can't charge sales tax greater than 8%).

**Note:** View the invoicing rules Dollar Tree 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 your customer:

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**

### **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 (not service 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 BIG07='CN'. Ariba SN will default all amounts and quantities to negative on suppliers behalf.
- **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 REF segment); line items may be material items (not service items!)
- **Invoices with attachments**

### **Non-supported invoice types:**

- **Paper Invoice** – Customer 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** - (i.e. where BIG09="NA") are not allowed.
- **Duplicate Invoices** – Invoice numbers may not be reused, even if the original invoice was rejected, cancelled or failed validation
- **Cancel** – Customer does not support the Network capability to cancel invoices.
- **Header Invoice**– a single invoice applying to a single purchase order but not providing line item details
- **Header Level Credit Memo**
- **Debit Memo**
- **Summary Invoice** – a single invoice applying to multiple purchase orders, also called consolidated invoices

**Note: More information on the Credit Memo (Header & Line) transactions can be found in the *ANSI X12 810 Implementation Guide*. This may be accessed online at [supplier.ariba.com/help](http://supplier.ariba.com/help) under *EDI 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 onboarding 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 on the 850. This syntax as is follows:

**N1\*ST\*** US Corporate Group - Avon Lake **\*92\*9091~**

where the ship to code in N104 corresponds to a unique ship-to location. A complete list of these codes and their corresponding address are available for download at Dollar Tree's supplier information 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 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.

Dollar Tree will 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.

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 customer requirements as noted in this customer specific document.

### 6.4. Interchange and Functional Group Identity for inbound documents (ISA, GS)

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

Segment/Element		Notes
ISA01	Authorization Code	<b>Required</b> – '00'
ISA02	Authorization Code	(blank)
ISA03	Security Code	<b>Required</b> – '00'
ISA04	Security Code	(blank)
ISA05	Sender Id Qualifier	<b>Required</b> – your qualifier
ISA06	Sender Identifier	<b>Required</b> – your ID
ISA07	Receiver Id Qualifier	<b>Required</b> – 'ZZ'
ISA08	Receiver Identifier	<b>Required</b> – 'ARIBAEDI'
ISA09	Interchange Date	<b>Required</b> – format (YYMMDD)
ISA10	Interchange Time	<b>Required</b> – 'format (HHMM)
ISA11	Control Standards Identifier	<b>Required</b> – 'U'
ISA12	Version	<b>Required</b> – '00401'
ISA13	Interchange Control Number	<b>Required</b> – unique control number
ISA14	Acknowledgment Requested - (interchanges are not acknowledged - no TA1 returned)	<b>Required</b> – '0'
ISA15	Test Indicator	<b>Required</b> – use 'P' for Production and 'T' for Test
ISA16	Sub-Element Separator	<b>Required</b> – '>'
GS01	Functional Group Identifier	<b>Required</b> – 'IN'
GS02	Application Sender	<b>Required</b> – your value
GS03	Application Receiver – the Buying Organization's Network ID	<b>Required</b> – 'AN01000816951' for production and 'AN01000816951-

		T' for test
GS04	Functional Group Date	<b>Required</b> – format (CCYYMMDD)
GS05	Functional Group Time	<b>Required</b> – format (HHMM)
GS06	Functional Group Control No	<b>Required</b> – unique control number
GS07	Agency	<b>Required</b> – ‘X’
GS08	Version	<b>Required</b> – ‘004010’

#### 6.5. 850 Header / Detail / Summary

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

#### 6.6. 855 Header / Detail / Summary

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

**Please note that delivery dates need to be sent in the order acknowledgement message.**

#### 6.7. 856 Header / Detail / Summary

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

**Please note that delivery dates need to be sent in the ship notice message.**

#### 6.8. 810 Header / Detail / Summary

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

##### 6.8.1. Invoice Header (BIG, N1, N3, N4, REF, DTM, ITD)

The following invoice attributes and elements are either required or specifically not supported by Dollar Tree. In addition to the Ariba X12 810 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.

Segment/Element		Notes
BIG01	Invoice Date	<b>Required</b> YYYYMMDD Cannot be less than the PO date. Cannot be a future date.
BIG02	invoiceID. A supplier-generated identifier for the invoice.	<b>Required</b> Letters and numbers only (A thru Z, 0 thru 9) No special characters allowed. <b>ANY LETTERS MUST BE UPPER CASE and not contain any spaces.</b>
BIG03	PO Date	YYYYMMDD <b>Required for Ariba PO-based invoices.</b> Should be left blank for non-PO invoices.
BIG04	PO Number	<b>Required for Ariba PO-based invoices.</b> Should be left blank for non-PO invoices. <b>If invoice is against contract (collaborative) PO Number is optional but you must send the contract number in REF as noted below.</b>
BIG07	Transaction Type Code	<b>Required</b> Supported transaction types are: “DI” = Debit Invoice “CN” = Line level Credit Memo
BIG08	Transaction Set Purpose Code	<b>Required</b>



		Fill with "00" = Original
REF01	Required for non-PO invoices. <b>This reference number is used if a PO number is not included in the BIG04 element.</b>	<b>Required for contract invoices.</b> For invoice against contract. Fill with 'AH' (Master Agreement Number)
REF02	Reference information	<b>Required.</b> Contract (Master Agreement) Number
REF03	Description	<b>Optional</b>
N101	Party Identification	<b>Required</b> "ST"
N102	<b>Ship-To</b> Name	<b>Required</b>
N103	ID Code qualifier	<b>Required</b>
N104	Ship-To Code	<b>Required if N103 is present</b>
N201	Specify Deliver To in postal Address	<b>Optional</b>
N301	Address Information	<b>Required</b>
N401	City Name	<b>Required</b>
N402	State	<b>Required</b>
N403	Postal Code	<b>Required</b>
N404	Country Code	<b>Required</b>
N101	Party Identification	<b>Required</b> "BT"
N102	<b>Bill-To</b> Name or ID Code qualifier	<b>Required</b> Must match PO
N103	ID Code qualifier	<b>Optional</b>
N104	Bill-To Code	<b>Required if N103 is present</b>
N201	Free-form name	<b>Optional</b>
N301	Address Information	<b>Required</b>
N401	City Name	<b>Required</b>
N402	State	<b>Required</b>
N403	Postal Code	<b>Required</b>
N404	Country Code	<b>Required</b>
N101	Party Identification	<b>Required</b> "SO"
N102	<b>Sold-To</b> Name	<b>Required</b>
N103	ID Code Qualifier	<b>Optional</b>
N104	Sold-To Code	<b>Required if N103 is present</b>
N201	Free-form Name	<b>Required</b>
N301	Address Information	<b>Required</b>
N401	City Name	<b>Required</b>
N402	State	<b>Required</b>
N403	Postal Code	<b>Required</b>
N404	Country Code	<b>Required</b>
N101	Party Identification	<b>Required</b> "SF"
N102	<b>Ship-From</b> Name	<b>Required</b>
N103	ID Code Qualifier	<b>Optional</b>
N104	Ship-From Code	<b>Required if N103 is present</b>
N201	Specify Deliver To in postal Address	<b>Optional</b>
N301	Address Information	<b>Required</b>
N401	City Name	<b>Required</b>
N402	State	<b>Required</b>

N403	Postal Code	<b>Required</b>
N404	Country Code	<b>Required</b>
N101	Party Identification	<b>Required</b> "FR"
N102	<b>From</b> Name (where product shipment originates)	<b>Required</b> From Company Name. (supplier company name). Free-form name.
N103	ID Code qualifier	<b>Required</b>
N104	From Code	<b>Optional (Required if N103 is present)</b>
N201	Specify From in postal Address	<b>Required</b>
N301	Address Information	<b>Required</b>
N401	City Name	<b>Required</b>
N402	State	<b>Required</b>
N403	Postal Code	<b>Required</b>
N404	Country Code	<b>Required</b>
N101	Party Identification	<b>Required</b> "RI" Note: Remit-to information is required on invoices, it needs to be also configured on supplier's Ariba SN account under the <i>Configuration</i> > <i>Settlement</i> area of the account.
N102	<b>Remit-To</b> Name	<b>Required</b>
N103	ID Code qualifier	<b>Required</b> "92"
N104	Identification Code	<b>Required</b> Dollar Tree requires the Remit-to ID information
N201	Free-form name	<b>Required</b>
N301	Address Information	<b>Required</b> Remit to = Supplier billing address
N401	City Name	<b>Required</b>
N402	State	<b>Required</b>
N403	Postal Code	<b>Required</b>
N404	Country Code	<b>Required</b>
ITD01	Code identifying type of payment terms	<b>Optional</b> "01" – must be used if payment terms are included in the PO
ITD02	Code identifying the beginning of the terms period	<b>Optional</b> "3" Invoice Date - must be used if payment terms are included in the PO
ITD03	Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	<b>Optional</b> must match the PO
ITD05	Number of days in the terms discount period by which payment is due if terms discount is earned	<b>Optional</b> must match the PO
ITD07	Number of days until total invoice amount is due (discount not applicable)	<b>Optional</b> must match the PO
ITD015	Percentage expressed as a decimal	<b>Optional</b> must match the PO

ITD examples:  
Discount Term(Days): 10 Rate(%): 0.1000  
Net Term(Days): 45  
The ITD segment would look like: ITD\*01\*3\*10\*\*10\*\*45\*\*\*\*\*0  
If the terms are Net 45, then the ITD segment would look like: ITD\*05\*3\*\*\*\*\*45\*\*\*\*\*0

### 6.8.2. Invoice Detail (IT1, PID, CUR, REF, SAC, TXI, N1)

Information related to the corresponding order, including order reference is used to match the invoice with the corresponding purchase order.

Segment/Element	Description	Notes
IT101	The associated PO line number for this invoice line item, copied from the OrderRequest.	<b>Required</b> <b>For PO-based invoices – this must match the corresponding line number from the Dollar Tree purchase order.</b>  For non-PO invoices – use the invoice line number here.
IT102	The quantity being invoiced for the line item.	<b>Required</b>
IT103	Line items unit of measure	<b>Required</b>
IT104	Unit price of good or service.	<b>Required</b>
IT108	Code identifying the type/source of the descriptive number used in Product/Service	<b>Required</b> Fill with 'VP' for vendor part number.
IT109	Identifying number for a product or service	<b>Required</b> This is the Vendor part number
CUR01	Code identifying an organizational entity, a physical location, property or an individual	<b>Optional (may be sent at the header level)</b> Allowed values: 'BY' Buying Party 'SE' Selling Party
CUR02	Code (Standard ISO) for country in whose currency the charges are specified	<b>Optional (may be sent at the header level)</b>
PID01	Code indicating the format of the Item Description	<b>Required</b> 'F' – Free Form
PID05	Product/Item Description	<b>Required</b>
REF01	Code qualifying the Reference Identification.	<b>Required</b> Use 'FJ'.
REF02	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	<b>Required</b> Invoice line item sequence number (1,2,3...)
SAC01	Code which indicates an allowance or charge for the service specified	<b>Required – if charges and/or taxes are included</b> A Allowance C Charge N No Allowance or Charge

		Note, your SAC01 must equal "C" in order to pass SAC02="H850" and the supporting TXI segment
SAC02	Code identifying the service, promotion, allowance, or charge	<b>Required - if charges and/or taxes are included</b> G830 = shipping and handling charge H090 - Special handling charge Fill with H850 for Tax Code
SAC05	Monetary Amount	<b>Required - if charges and/or taxes are included</b>
SAC15	A free-form description to clarify the related data elements and their content	<b>Required – if taxes are included</b> A free-form description to clarify the related data elements and their content. i.e. "Sales Tax." Must be present when passing SAC02=H850
SAC16	Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	<b>Required - if charges and/or taxes are included</b> Language code is required. For example, if the language of the transaction is English, fill this element with the attribute 'EN'
TXI01	Tax Type Code	<b>Required – if taxes are included</b> See X12 810 spec for allowable codes
TXI02	Monetary amount	<b>Required – if taxes are included</b> If there are no taxable items, this element must be included but set to zero
TXI03	Percent	<b>Required – if taxes are included</b> Must be present if passing TXI08 Represented as a percentage value, not a fractional amount. For example, a 9% tax rate should be represented as <b>9.0</b> , not 0.09.
TXI08	Dollar basis for percent	<b>Required – if taxes are included</b>

N101	Party Identification	<b>Required if shipping charges sent on item level</b> <b>"ST"</b>
N102	Ship-To Name	<b>Required if shipping charges sent on item level</b>
N103	ID Code qualifier	<b>Optional</b>
N104	Ship-To Code	<b>Required if N103 is present</b>
N201	Specify Deliver To in postal Address	<b>Optional</b>
N301	Address Information	<b>Required if shipping charges sent on item level</b>
N401	City Name	<b>Required if shipping charges sent on item level</b>
N402	State	<b>Required if shipping charges sent on item level</b>
N403	Postal Code	<b>Required if shipping charges sent on item level</b>
N404	Country Code	<b>Required if shipping charges sent on item level</b>

### 6.8.3. Invoice Summary (TDS, AMT)

Segment/Element	Description	Notes
TDS01	Total Amount	<b>Required</b> Sum of all line items and associated charges (tax, shipping, etc.).
AMT01 (first occurrence)	Code to qualify amount	<b>Required</b> Fill with '1' (code for line item total of all line items)
AMT02	Sum of the line item quantities multiplied by unit price	<b>Required</b> SubTotalAmount is the sum of the line items before taxes and discounts
AMT01 (second occurrence)	Code to qualify amount	<b>Required</b> Fill with 'N' for net amount
AMT02	Monetary amount	<b>Required</b> Net amount is the value remaining after all deductions and adjustments have been made
AMT01 (third occurrence)	Code to qualify amount	<b>Required</b> Fill with 'BAP' for total amount due
AMT02	Monetary amount	<b>Required</b> Total amount due and payable