

Electronic Transacting via cXML

Monash University supports electronic transacting via cXML for ordering and invoicing. The benefits of transacting via cXML eliminates your need to manually generate invoices in the Coupa Supplier Portal. This document outlines the process to get started testing and setting up cXML transacting in Coupa.

For basic information around cXML integrations see:

<http://cxml.org/index.html>

<http://xml.cxml.org/current/cXMLGettingStarted.pdf>

INITIAL SETUP

Contact the Coupa Administration team at coupa.administrator@monash.edu requesting cXML setup and testing. You'll be sent a questionnaire to collect contact information and cXML credentials. Once the questionnaire is submitted we will update your information in our test environment with your cXML credentials and send you a test purchase order (PO). The questionnaire also includes cXML samples for your reference.

TESTING

Once we have received your test credentials via the questionnaire, we will create a test PO and send via cXML from our test environment. We'll let you know once the test PO is sent and if we receive an error response.

If you successfully receive the PO at your end and are ready to test invoicing via cXML, you can send your invoice to our test URL listed in the questionnaire. We'd suggest testing invoicing scenarios around adding shipping and GST/GST-Free purchases (if applicable). We can send multiple test PO's if required. Please note, we do not support handling and miscellaneous charges in the invoice payload, please consolidate these charges in the shipping field.

COMPLETED SET UP

Once we have both PO and invoice integrations successfully working in our test environment, we'll migrate your credentials to our production/live environment. Please ensure your Coupa Supplier Portal (CSP) admin has [invited the technical contact](#) as a user to the CSP so that we can list this email as the integration contact on your supplier record. This user will then be able to access cXML responses once live.

It's worth noting that although we can assist with the initial setup and testing of the connection, we do not offer ongoing cXML technical support. We'd ask that you manage cXML errors at your end and resolve pricing disputes.

CONTACT

If you'd like to arrange a call to discuss the process of setting up cXML for electronic transacting, please contact coupa.administrator@monash.edu