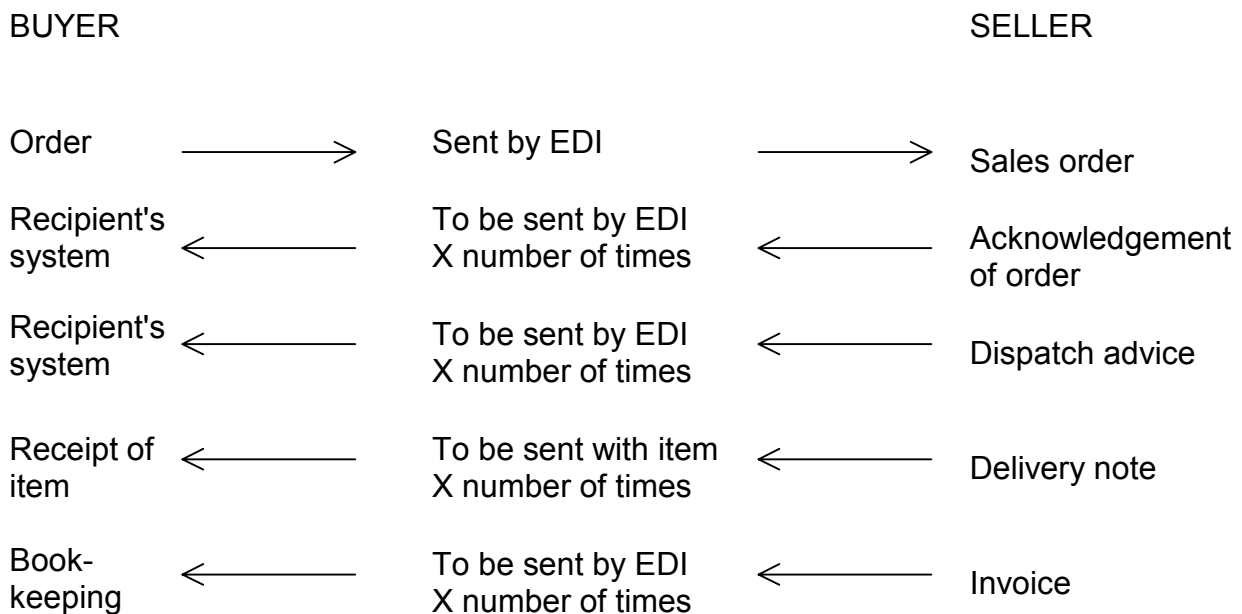


Paragraph 3

General procedures

Document flow

Taking into consideration that the seller must not mix order lines from different orders in the documents that are sent to the buyer, the document flow for the documents of the VVS EDIFACT Guideline is as follows.



Order: To be sent once

Acknowledgement of order: To be sent when the order is acknowledged and each time the seller notes deviations from the last acknowledgement of the order. Only deviating lines are to be sent.

Dispatch advice: To be sent each time items concerning the order are Dispatched. Containing the line of the delivery.

Delivery note: Written on paper and following the items to buyer.

Invoice: To be sent each time items concerning the order have been delivered. Containing the lines of the delivery.

Use of references and buyers identification

It is important for the buyer to be able to process the EDI documents automatically received in his own systems. Therefore, the documents must contain an electronic reference.

Electronic order

The reference is formed by the buyer's computer and is placed on the "order heads" and the "lines" of the order respectively.

H	reference xxxxx
L	reference yyyyy
L	reference zzzzz
L	reference wwwww

etc.

The reference is placed in both the main and the detail section:

RFF - 1153 = Type of order
CR
1154 = Reference to be returned

The contents of RFF - 1153 and RFF - 1154 are stored by the seller on the order head and the order lines and are sent to the buyer in RFF - 1153 and RFF - 1154 on the following documents:

- Acknowledgement of order
- Dispatch advice
- Invoice

The electronic reference does not necessarily make any sense to the staff members and is only for electronic usage.

Therefore the buyer's remarks must appear from the delivery note so that the recipient is able to identify the delivery. This remark must be placed in:

The BGM segment of element 1004

This element will normally contain the buyer's order number.

Non-electronic orders

If, for some reason, items are ordered without using EDI, the seller is not able to state electronic reference on acknowledgement of orders, Dispatch advice's and invoices.

In such cases the supplier must make sure that he gets a reference. Typically the reference is the buyer's order number on which he can state:

Delivery note	(written on paper)
Acknowledgement of order	(to be sent by EDI)
Dispatch advice	(to be sent by EDI)
Invoice	(to be sent by EDI)

On the Delivery note the electronic reference must be stated as "buyers reference" and on the other three documents the reference must be stated in the RFF segment in the main section.

RFF - 1153	= CR (Customer reference number)
1154	= "Customer reference number"

The following examples show the use of the BGM- and the RFF-segments.

Example of order given electronically:

BUYER

SELLER

ORDER

BGM1004 = S4711
RFF1153 = CR
RFF1154 = 12345
LIN1082 = 1
RFF1153 = CR
RFF1154 = 1236
LIN1082 = 2
RFF1153 = CR
RFF1154 = 1237

EDI

ACKNOWLED. OF ORDER

BGM1004 = Ackn.no.
RFF1153 = CR
RFF1154 = 12345
LIN1082 = 1
RFF1153 = CR
RFF1154 = 1236
LIN1082 = 2
RFF1153 = CR
RFF1154 = 1237

EDI

DISPATCH ADVICE

BGM1004 = Disp.no.
RFF1153 = CR
RFF1154 = 12345
LIN1082 = 1
RFF1153 = CR
RFF1154 = 1236
LIN1082 = 2
RFF1153 = CR
RFF1154 = 1237

EDI

INVOICE

BGM1004 = Invoice
RFF1153 = CR
RFF1154 = 12345
LIN1082 = 1
RFF1153 = CR
RFF1154 = 1236
LIN1082 = 2
RFF1153 = CR
RFF1154 = 1237

EDI

DELIVERY NOTE

Reference: S4711

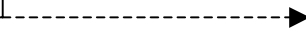
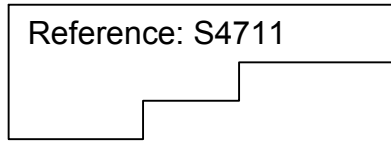
Follows item

Example of order not given electronically:

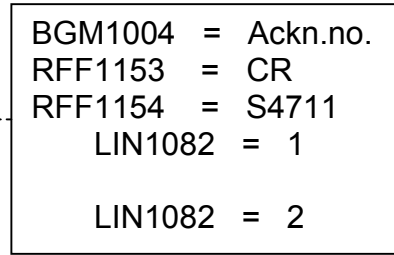
BUYER

SELLER

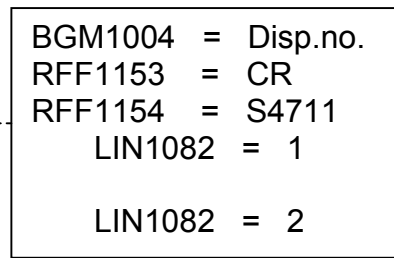
ORDER



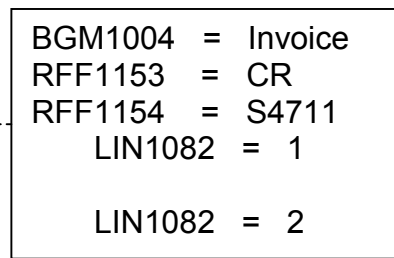
ACKNOWLED. OF ORDER



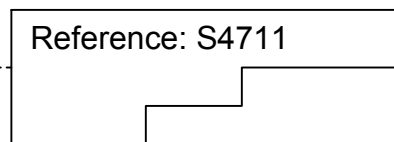
DISPATCH ADVICE



INVOICE



DELIVERY NOTE



Use of partner information

Name and address (NAD)

Information on the parties involved and delivery address is always to be given in the NAD segment of the main section of all documents.

Buyer (BY) and seller (SE) are only identified according to their EAN location number in element 3039 of the NAD segment.

Further information concerning name and address (DP, IV, RE) is to be given in element 3124 of the NAD segment.

Contact persons and department

In order to be able to follow-up, the buyer must always - in continuation of buyer information (NAD-BY) and place of delivery (NAD-DP) - state name/number of department of both buying and receiving department in the CTA-segment. If the place of delivery is not a department belonging to buyer, but e.g. a building site, the department number of the selling wholesaler department is stated.

The COM segment always follows the CTA segment.

Communication

The main telephone number of the address must always be stated in the COM segment of the NAD segments (BY, DP) of the order.

Allowances and charges

All allowances and charges must be given in the ALC segment group and not as item lines. This regards both detail and total level.

Minimum demands

Minimum demands to the contents of each document are stipulated in the agreement on data interchange.

However, at least the following demands must be fulfilled:

- All service segments must be stated (UNA, UNB, UNH, UNS, UNT, UNZ)
- The reference of the UNB segment element 0020 must be unique across all dispatches.

Quality control of EDIFACT documents

In support of the members of the society the secretariat makes the first quality control of all types of EDIFACT documents.

The control is made to ensure that all documents observe the specifications of the guideline before they are sent to the trade partner.

All new EDIFACT documents can be forwarded to the EAN location number of the secretariat **83501000** or **5790000010707**, *but* only upon agreement.

Guide to message definitions

The description of each segment is shown in full scale according to EDIBUILD specifications. The number of reiterations of each segment is stated according to the international UN-standard and is not a direct recommendation. The number of reiterations may be stated in the interchange agreement.

Codes and contents

Where *** are stated, the data element is not used.

If an # is stated, it means that several codes of the code list may be used. If an # is not stated, only the codes stated in the element may be used.

Codes not stated in the code list cannot be used.

All new codes are to be co-ordinated by the secretariat.

Some of the code values indicated start with a 'Z' which indicates that the value is a DAVID-code value and therefore not recognised by the UN. These values are used because the official UN code list does not contain values covering the current need for codes.

The definitions of each message segment are created according to the pattern below.

SG15 - C 9999 - ALC.026			
SG17 - C 1 - QTY.027			
(1)			
QTY - M 1 - Quantity			
Function:			
To specify a pertinent quantity.			
(2)			
Segment number:			
027			
Seg-/ element	Contents	Status/Rep. length	Codes / contents
C186	QUANTITY DETAILS	M	
6063	Quantity qualifier	M an..3	1 = Discrete quantity
6060	Quantity	M n..15	Numeric value of a quantity
6411	Measure unit qualifier	C an..3	KGM = Kilogram
(3)	(4)	(5)	(6)
Example:			
QTY+1:125'			
(7)			

(1) Here you will find information regarding group membership for the segment, the place the segment has in the message and the number of times the segment may be iterated. If group and segment must be filled: **M**(andatory), or it is left out: **C**(onditional), this is also

stated here. The number of iterations may be stipulated in the agreement on data interchange.

(2) Here you will find a short definition of the contents and the application of each segment. All segments are successively numbered.

Generally columns 3 and 4 represent the EDIFACT format for each segment. And columns 5 and 6 represent specific DAVID recommendations for the usage of the segment.

(3) and **(4)** contain information regarding the data elements number and name.

(5) Contains information regarding EDIFACT status (M or C) and field format, e.g. "an..3" means that the field is alphanumeric (an) and the length of the field is 3 characters. "n..15" means that only numeric (n) values are allowed and the length of the field is 15 characters.

(6) In this column the value of the data element is stated. The value may be a constant or a proposal for a code and the 'value' of the code.

(7) An example of a filled-in segment is shown at the bottom of each segment.