**216 EDI Exchange Agreement**

This agreement is an attachment to the main agreement between customer and supplier and will clarify mutual expectations of how EDI traffic between the parties is to be regulated.

The agreement will contribute to the clear and uniform implementation of EDI between customer and supplier.

The agreement does not include legal conditions. This is covered by the main agreement between the parties.

**The agreement is established between the following parties:**

|  |  |
| --- | --- |
| **CUSTOMER** | |
| Name of CUSTOMER |  |
| Represented by (name) |  |
| Telephone |  |
| E-mail |  |
| Includes the following businesses |  |
|  | |
| Place |  |
| Date |  |
| Signature |  |

|  |  |
| --- | --- |
| **SUPPLIER** | |
| Name of SUPPLIER |  |
| Represented by (name) |  |
| Telephone |  |
| E-mail |  |
| Includes the following businesses |  |
|  | |
| Place |  |
| Date |  |
| Signature |  |

**Roles and Contacts**

The following contacts will be used for inquiries related to the implementation of the agreement.

|  |  |  |
| --- | --- | --- |
| **CUSTOMER** | | |
| **Function** | **Contact Info** | |
| ***EDI responsible*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |
| ***Integration*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |
| ***Technical Infrastructure / IT*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |
| ***Process / Business Relationship*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |
| ***Others*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |

|  |  |  |
| --- | --- | --- |
| **SUPPLIER** | | |
| **Function** | **Contact Info** | |
| ***EDI responsible*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |
| ***Integration*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |
| ***Technical Infrastructure / IT*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |
| ***Process / Business Relationship*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |
| ***Others*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this feature covers> | | |

**Message exchange**

This chapter describes how the parties agreed that the messages should be exchanged and where messages should be sent.

Both parties have mutual responsibility for informing each other about circumstances that affect or may affect the exchange of information, regardless of the types of exchange chosen.

Please include your own text that best describes the way of exchange.

|  |  |  |
| --- | --- | --- |
| **Exchange method** | **Description / requirements / preconditions** | **Set X for exchange mode** |
| Option 1:  Mailbox at message communicator | The parties exchange messages via a 3rd party mailbox. The parties bear their own costs when renting a mailbox, traffic fee per sent notification, and any additional services that 3rd party performs on behalf of the party |  |
| Option 2:  Communication type | Both parties send messages directly to each other's server. Can be using FTP / SFTP or other forms of communication.  This option is normally free of charge beyond the expense of establishing the communication form |  |
| Option 3:  Web portal | Supplier sends and receives messages via web portal  Costs with the use of this are covered by the supplier. |  |
| Option 4:  Other | Description of other forms of exchange not covered by options 1-3 |  |
| Comments on the way of exchange |  | |

|  |  |
| --- | --- |
| **Addresses / Where messages should be sent or placed / Identification of files etc.**  It is encouraged that sensitive information / passwords etc. are not described in the agreement itself, but are exchanged directly between the players in a safe manner | |
| Messages TO customer |  |
| Messages TO supplier |  |

**PART 1: Applies to the distribution form distribution deliveries**

* Includes all categories of products delivered to a distributor.
* The order type will be *Normal order* or *Industrial Sales / Representative orders*. The order type *Forecast* must be specifically agreed upon if used.
* Includes all delivery terms.

**Messages and formats**

The following messages must be exchanged

|  |  |  |
| --- | --- | --- |
| **Messages used** | **Format** | |
| **Format and version** | **Comment** |
| Order |  |  |
| Order Receipt |  |  |
| Order confirmation |  |  |
| Despatch Advice |  |  |
| Invoice |  |  |
| Invoice Receipt |  |  |

Messages in **green are required messages** for this process while messages in **red can be agreed bilaterally**.

**Bilateral agreements**

Any deviation from current guidelines should be specified in this document to be valid in the interaction. Both parties must aim to adapt as far as possible to current processes and standards for the messages to minimize discrepancies.

Deviations may be related to how processes are carried out, or to usage / content in messages.

If deviations are specified in this document, it is a prerequisite for both parties so that routines and software that support the processes can be customized in the business.

*Processes*

|  |  |
| --- | --- |
| **Deviation from description in user profile of how the processes are to be performed** | |
|  | |
| **Different deadlines for when messages are to be sent** | |
| Order confirmation |  |
| Despatch Advice |  |
| Other |  |

*Content in messages*

All information fields that are listed in the policy as SHALL, or SHALL IF, if a given criterion is met, must always be sent.

Information fields listed as CAN be sent, are basically additional information that is not required to be sent. Therefore, there are no special treatment rules for this at the recipient.

If the sender wishes the recipient to act on this in a manner not described in the guidelines, this must be described below.

|  |  |  |
| --- | --- | --- |
| **Message** | **Information field** | **Description of how this is used** |
| Order |  |  |
| Order Receipt |  |  |
| Order confirmation |  |  |
| Despatch Advice |  |  |
| Invoice |  |  |
| Invoice Receipt |  |  |

**PART 2: Applies to the distribution form deliveries directly to retailer**

* The process includes all product categories delivered directly to the retailer.
* The order type will be *Normal order* or *Industrial Sales / Representative orders*
* Includes all delivery terms where the supplier is responsible for transportation.

**Messages and formats**

The following messages must be exchanged

|  |  |  |
| --- | --- | --- |
| **Messages used** | **Format** | |
| **Format and version** | **Comment** |
| Order |  |  |
| Order receipt |  |  |
| Order confirmation |  |  |
| Despatch Advice |  |  |
| Invoice |  |  |
| Invoice receipt |  |  |

Messages in **green are required messages** for this process while messages in **red can be agreed bilaterally**.

**Bilateral agreements**

Any deviation from current guidelines should be specified in this document to be valid in the interaction. Both parties must aim to adapt as far as possible to current processes and standards for the messages to minimize discrepancies.

Deviations may be related to how processes are carried out, or to usage / content in messages.

If deviations are specified in this document, it is a prerequisite for both parties so that routines and software that support the processes can be customized in the business.

*Processes*

|  |  |
| --- | --- |
| **Deviation from description in user profile of how the processes are to be performed** | |
|  | |
| **Different deadlines for when messages are to be sent** | |
| Order confirmation |  |
| Other |  |

Content in messages

All information fields that are listed in the policy as SHALL, or SHALL IF, if a given criterion is met, must always be sent.

Information fields listed as CAN be sent, are basically additional information that is not required to be sent. Therefore, there are no special treatment rules for this at the recipient.

If the sender wishes the recipient to act on this in a manner not described in the guidelines, this must be described below.

|  |  |  |
| --- | --- | --- |
| **Message** | **Information Field** | **Description of how this is used** |
| Order |  |  |
| Order receipt |  |  |
| Order confirmation |  |  |
| Despatch Advice |  |  |
| Invoice |  |  |
| Invoice receipt |  |  |

**PART 3: Applies to the distribution form Crossdock**

* The process includes all products that are part of a Crossdock process.
* The order type will be *Crossdock*.
* Includes all delivery terms.

**Messages and formats**

The following messages must be exchanged

|  |  |  |
| --- | --- | --- |
| **Messages used** | **Format** | |
| **Format and version** | **Comment** |
| Order |  |  |
| Order receipt |  |  |
| Order confirmation |  |  |
| Despatch Advice |  |  |
| Invoice |  |  |
| Invoice receipt |  |  |

Messages in **green are required messages** for this process while messages in **red can be agreed bilaterally**.

**Bilateral agreements**

Any deviation from current guidelines should be specified in this document to be valid in the interaction. Both parties must aim to adapt as far as possible to current processes and standards for the messages to minimize discrepancies.

Deviations may be related to how processes are carried out, or to usage / content in messages.

If deviations are specified in this document, it is a prerequisite for both parties so that routines and software that support the processes can be customized in the business.

*Processes*

|  |  |
| --- | --- |
| **Deviation from description in user profile of how the processes are to be performed** | |
|  | |
| **Different deadlines for when messages are to be sent** | |
| Order confirmation |  |
| Despatch Advice |  |
| Other |  |

*Content in messages*

All information fields that are listed in the policy as SHALL, or SHALL IF, if a given criterion is met, must always be sent.

Information fields listed as CAN be sent, are basically additional information that is not required to be sent. Therefore, there are no special treatment rules for this at the recipient.

If the sender wishes the recipient to act on this in a manner not described in the guidelines, this must be described below.

|  |  |  |
| --- | --- | --- |
| **Message** | **Information field** | **Description of how this is used** |
| Order |  |  |
| Order receipt |  |  |
| Order confirmation |  |  |
| Despatch Advice |  |  |
| Invoice |  |  |
| Invoice receipt |  |  |