**205 EDI Exchange Agreement**

This agreement is an attachment to the Commercial 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 a precise and uniform implementation of EDI between customer and supplier.

The agreement does not include legal conditions. This is covered by the Commercial 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 companies |  |
|  | |
| Place |  |
| Date |  |
| Signature |  |

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

**Roles and Contacts**

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

|  |  |  |
| --- | --- | --- |
| **CUSTOMER** | | |
| **Function** | **Contact Info** | |
| ***EDI responsible*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |
| ***Integration*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |
| ***Technical Infrastructure / IT*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |
| ***Process / Business related conditions*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |
| ***Others*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |

|  |  |  |
| --- | --- | --- |
| **SUPPLIER** | | |
| **Function** | **Contact Info** | |
| ***EDI responsible*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |
| ***Integration*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |
| ***Technical Infrastructure / IT*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |
| ***Process / Business related conditions*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |
| ***Others*** | Name |  |
| Telephone / mobile |  |
| E-mail |  |
| <Describe here which areas this contact is responsible for> | | |

**Message exchange**

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

Both parties have a mutual responsibility for informing each other about circumstances or incidents that affect or may affect the message exchange, regardless of the exchange method.

Please include your own text that best describes how messages are exchanged.

|  |  |  |
| --- | --- | --- |
| **Exchange method** | **Description / requirements / preconditions** | **Set X for exchange method** |
| Option 1:  Mailbox at MTA (Message Transfer Agent) | The parties exchange messages via a 3rd party mailbox. The parties holds their own costs when renting a mailbox, traffic fee per sent message, 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 a web portal  Costs for this option must be paid by the supplier. |  |
| Option 4:  Other | Description of other forms of exchange not covered by options 1-3 |  |
| Comments on the exchange method |  | |

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

**PART 1: Applies to the distribution form: Delivery via Distributor**

* 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 mandatory messages** for this process while messages in **red can be agreed upon bilaterally**.

**Bilateral agreements**

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

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

As deviations are specified in this document, it is visible for both parties so that routines and software that support the business processes can be adjusted accordingly for both parties.

*Processes*

|  |  |
| --- | --- |
| **Deviation from the guideline of how the processes are to be performed** | |
|  | |
| **Deadlines for when messages are to be sent, if different from guideline** | |
| Order Confirmation |  |
| Despatch Advice |  |
| Other |  |

*Content in messages*

All information attributes that are listed in the EDI guideline as SHALL, or SHALL IF, if a given criteria is met, must always be sent.

Information attributes listed as CAN be sent, are basically additional information that is not mandatory to be sent. Therefore, there are no specific rules on how the recipient shall react on this.

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

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

**PART 2: Applies to the distribution form: Delivery 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 mandatory messages** for this process while messages in **red can be agreed upon bilaterally**.

**Bilateral agreements**

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

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

As deviations are specified in this document, it is visible for both parties so that routines and software that support the business processes can be adjusted accordingly for both parties.

*Processes*

|  |  |
| --- | --- |
| **Deviation from the guideline of how the processes are to be performed** | |
|  | |
| **Deadlines for when messages are to be sent, if different from guideline** | |
| Order Confirmation |  |
| Other |  |

Content in messages

All information attributes that are listed in the EDI guideline as SHALL, or SHALL IF, if a given criteria is met, must always be sent.

Information attributes listed as CAN be sent, are basically additional information that is not mandatory to be sent. Therefore, there are no specific rules on how the recipient shall react on this.

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

|  |  |  |
| --- | --- | --- |
| **Message** | **Information Attribute** | **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 mandatory messages** for this process while messages in **red can be agreed upon bilaterally**.

**Bilateral agreements**

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

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

As deviations are specified in this document, it is visible for both parties so that routines and software that support the business processes can be adjusted accordingly for both parties.

*Processes*

|  |  |
| --- | --- |
| **Deviation from the guideline of how the processes are to be performed** | |
|  | |
| **Deadlines for when messages are to be sent, if different from guideline** | |
| Order Confirmation |  |
| Despatch Advice |  |
| Other |  |

*Content in messages*

All information attributes that are listed in the EDI guideline as SHALL, or SHALL IF, if a given criteria is met, must always be sent.

Information attributes listed as CAN be sent, are basically additional information that is not mandatory to be sent. Therefore, there are no specific rules on how the recipient shall react on this.

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

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