

## INFORMATION FOR VENDORS WHEN CONNECTING TO EDI COMMUNICATION WITH ALZA.CZ

### MESSAGES INVOIC type „380“ – INVOICES for deliveries of goods in common mode

This document contains information about processing invoices for deliveries of goods in common mode.

#### Description of the process

1. After Alza.cz has sent an order, we expect a DESADV message before the physical delivery of goods and then, without further ado, also an INVOIC message “380”.
2. A rule applies that 1 DESADV = 1 INVOIC (however, it is possible to deliver goods from several orders in one delivery).
3. If a special regime without DESADV message has been agreed with the vendor, it is also necessary to send INVOIC message “380” at the moment of shipping goods from the warehouse of the vendor at the latest.

#### REQUISITES of INVOIC messages of type „380“ invoice for deliveries of goods in common mode

In message INVOIC „380“, always send this information:

##### Document header

- GLN of the message addressee (Alza.cz a.s. always 8594177950005)
- GLN of the buyer (Alza.cz a.s. always 8594177950005, also applies to the cases of deliveries to foreign warehouses)
- GLN of the invoicing location according to the actual place of delivery (it is specified in the order of goods, a list of all delivery places can be found under the section Documentation at <https://www.ccv.cz/alza>)
- order number from the message ORDER (e.g. OB18000001) in the document header in the case of deliveries of goods from one order, for invoices for deliveries of goods from several orders, provide order numbers also in the document entries
- correct and complete invoicing details of both vendor and buyer
- correct payment instructions (bank connection in the format corresponding to the currency of the document, variable symbol)
- the factor of the document invoicing currency against the local currency
- delivery note number
- information about vendor incorporation in the Commercial Register
- information whether the document contains reverse charge entries

##### Document entries

- line number

- entry name (textual description of the product)
- identifiers of entries (at least 2 identifiers from the following):  
GTIN(EAN), vendor code, buyer code
- UoM
- quantity (a positive whole number)
- entry type (Z – goods, S – service, O – packages)
- price without VAT for UoM before discount
- price without VAT for UoM after discount (the amount „after discount“ is a final amount after taking into account all discounts and charges/fees; a detailed methodology for reporting copyright and recycling fees can be found in a separate document)
- reference order number, if the invoice contains several orders
- VAT rate
- information whether the entry is a reverse charge entry

### Document recapitulation

- total invoiced amount (corresponds to the sum of all tax bases, tax amounts and any rounding)
- total amount to be paid (corresponds to the total invoiced amount after taking into account advance payments)
- VAT recapitulation in the invoicing currency according to the individual tax bases by rates and calculated tax amount
- the recapitulation of the document total price without VAT corresponds to the sum of individual tax bases
- VAT recapitulation in the local currency, if different from the invoicing one
- text about VAT mode, in the case of reverse charge or deliveries exempt from VAT

Detailed information can be also found in the document “General requisites of EDI documents” at <https://www.ccv.cz/alza>

### Contact

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### Warning

All information contained in this document, including its appendices, is considered confidential and is not intended to be transmitted to third parties without our prior consent.