

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

MESSAGES INVOIC type „381“ – CORRECTION TAX DOCUMENTS for return orders of goods in the common delivery mode

This document contains information about the procedure of processing credit memos (correction tax documents) for goods that has been returned, undelivered or found to be damaged during the receipt (we use a general term RETURN ORDERS) and the requisites of the related documents.

Description of the process

1. Alza.cz can send background information for creating a credit memo by sending a RETANN „352“ message, this is an option, not a requirement.
2. The settlement of these cases on the side of the vendor is carried out by INVOIC message of type „381“.

REQUISITES of RETANN messages of type „352“ notice of return of goods

In RETANN message of type „352“, you will find mainly this information:

- The number of our document **Return receipt** in the document header – the document is generated in the numbering series: „VPyyxxx“; e.g. VP180001.
- The number of purchase document (aggregate return orders of unsold goods may be an exception)
- Vendor reference, if they require it and it is known from the previous communication
- Common identification of products and their quantities similarly as it is in DESADV, the price of items is not given

Kindly inform us beforehand about the request to send RETANN messages.

REQUISITES of INVOIC messages of type „381“ for the so-called return orders

The tax documents whose purpose is to settle cases of returned, undelivered or damaged during the receipt goods should be sent in EDI communication as INVOIC messages of type „381“.

To successfully receive and process correction tax documents for claims cases, **it is necessary to provide** vendor reference in the document – **the number of our document Return receipt in the field Delivery note** in the document header, alternatively on individual items as well, if it is an aggregate credit memo. This number can be filled out either on the basis of previous, e.g. mail communication about return order solution, or from the RETANN message.

In the case of aggregate credit memos, it is not possible to combine items with original shipment location in different countries (CZ/SK/HU).

In EDI, always **transfer the required reference in the form** described above **without any other characters** or notes.

Considering the nature of these correction tax documents, we understand that this will result in the reduction of previously invoiced amounts and therefore it is necessary to specify **a correct direction of the document with a minus sign** for the declared amounts.

Other requisites are identical with the regular INVOIC message for goods deliveries in the common mode.

Contact

edi@alza.cz

Warning

Kindly regard all the information in this document, including the appendices, as confidential. Distributing this document to third parties is not allowed without a prior written consent of Alza.cz a.s.