Quick Start Guide for Electronic Document Exchange with Sezamo.ro

Guide

2022

ORiON
by GRiT

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1. Introduction

EDI solution ORiON, product of the GRiT company, is designed for document exchange between the systems of Sezamo.ro Company (Sezamo.ro) and its suppliers. To ensure this exchange, it uses EDI communication, which allows automatic document exchange between different information systems.

1.1. How to Launch Document Exchange with Sezamo.ro via ORiON?

A prerequisite is having signed a contract with Sezamo.ro.

1. Fill in the registration form at www.grit.eu/sezamo-ro

2. With the help of Sezamo.ro, unify the listing information (master data) about goods.

3. Based on the data in the registration form, GRiT will set up an account in the ORiON application and send you your login credentials.

4. Test period: Sezamo.ro will send the first orders both directly to ORiON and by e-mail, same as before.

5. If everything is in order, Sezamo.ro will cancel the sending of orders by e-mail and will only be sending them to ORiON. You will be alerted to new incoming orders by an e-mail notification with a link to the ORiON solution.

At the time of the first launch of the ORiON application, the basic information about your company will have been set up in the e-mail field (account), and the account will have been configured so as to allow you to initiate the receiving or sending of your first messages in the agreed format. **Please check your information in the settings.**

1.2. How Does the Document Exchange Using the ORiON App Work?

1. In ORiON, you receive an order from Sezamo.ro, of which you will be notified by e-mail.

2. Log into ORiON using your user account from any internet browser and you will be able to view the **new order** or download it from the order log.

3. Process the order in your system and prepare the goods for sending.

4. In ORiON, create a **despatch advice** from the received order, fill in the mandatory information and/or modify the items if needed if you do not utilize the order fully. Send the despatch advice via ORiON to Sezamo.ro before the actual delivery of goods.

   o If Sezamo.ro requires you to use pallet labels with **SSCC codes**, these must be added to the despatch advice and the goods must be assigned to them in ORiON.

5. Physically send the goods to Sezamo.ro.

6. As soon as your carrier confirms the receipt of the goods by the purchaser, you can **create an invoice** in ORiON directly from the despatch advice; you will need to fill in the necessary information and send it digitally to Sezamo.ro.

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o If Sezamo.ro rejects the invoice due to formal or content reasons, you will receive an e-mail notification. In ORiON, you will find out what the problem with the invoice is, you will then correct it and send it again to Sezamo.ro.

2. Successful Launch of ORiON Application

Basic computer skills are necessary for using ORiON, specifically the ability to use an internet browser. ORiON is an internet application, which means that you do not need to install any software on your computer and that an internet browser of any kind is all you need to run it.

There are plenty of them. We recommend one of the following to work with ORiON: Mozzila Firefox, Internet Explorer, Google Chrome or Opera.

2.1. Logging into ORiON Application

EDI ORiON application is available on this website: https://orion.ccv.cz.

After filling in the address bar of the Internet browser, a login window will be displayed (Figure 1).
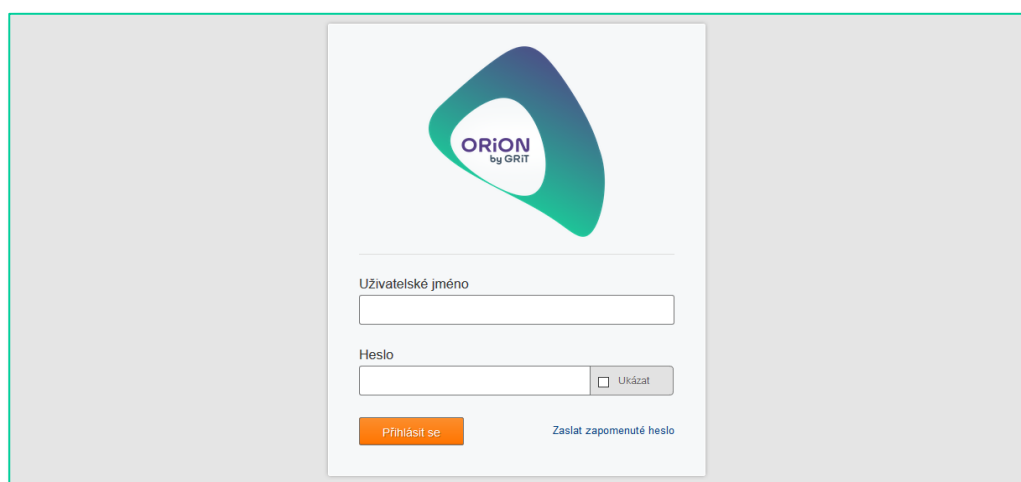

Figure 1: Window for singing into ORiON

Fill in the login details that you received in the e-mail that was sent to you with the information about the ORiON mailbox settings.

Note:

If you have lost your login information for the ORiON application, it is possible to reset them by clicking on "Send forgotten password" on the login screen (Figure 1). For the specified login account, instructions will be sent to your e-mail address with the option to renew your login into the ORiON solution.

If the information you have entered is correct, your home page will be displayed (Figure 2). You can save to your Internet browser bookmarks.

2.2. Home Page - Dashboard

On the home page of the ORiON application, you can see, among other things, an instant overview of pending orders and rejected invoices, news and events that have occurred since the last login, document search bar, overview of the history of the number of the documents by type and quantity, a quick overview of available working capital hidden in receivables, useful tutorials and documentation, where you can find answers to your questions, or perhaps search for Sezamo.ro's contact information, your company GLN, a person with admin rights, or a bar providing help, feedback or customer support contact information.
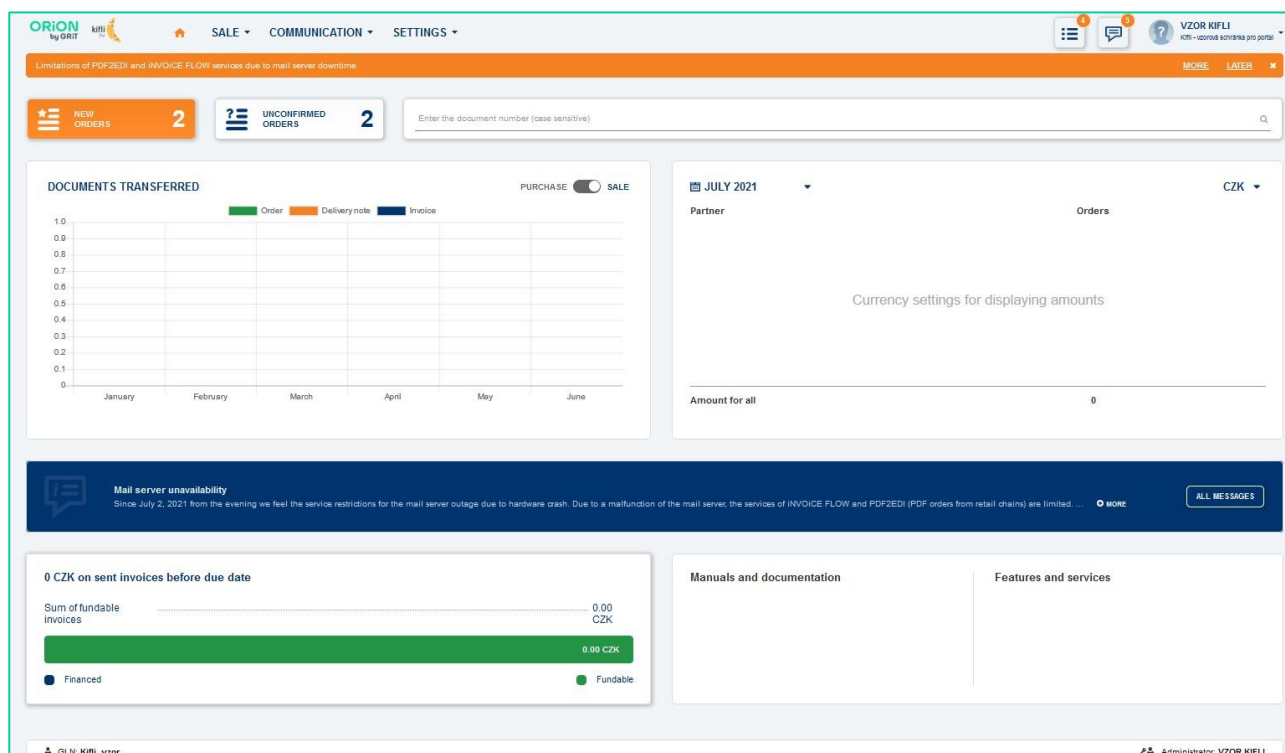
Figure 2: ORiON home page

3. Received Orders

You can access your received orders in several different ways:

1. by clicking away from your despatch advice e-mail,
2. using the instant overview feature in the upper-right corner of the dashboard,
3. from the main menu by selecting the option **Sales > Orders**
4. or via the tile at the top left under the main menu.

You can also simply display the new ones using the quick filter *„New"*. All order overviews (based on the pre-set filter) can also be downloaded as an Excel table.

You can display the order detail by clicking on the document number.

It is **important** to confirm incoming orders as *Received*.

Each unconfirmed order, which has been successfully delivered to your ORiON mailbox, is accompanied by the ✓ icon in the *Action* column, and the document number is marked yellow ● with the description *New* (Figure 3).

DOCUMENT NUMBER	CREATION DATE	PURCHASER	PLACE OF DELIVERY	DATE OF DELIVERY	NOTE	CREATED DOCUMENTS	ACTION
● 22125	15:51:06	Gurkerl.at GmbH	9110028937958	07/06/21			📄 ✓ + ▾
● 133417	15:48:10	Kifli.hu Shop Korlátolt Felelősségű Társaság	5990804531006	07/06/21			📄 ✓ + ▾

Figure 3: Received orders

To confirm the order, click on the ✓ icon. ORiON will change its status to **Delivered** and the mark on the left side will change its colour to green ●.

4. Creating an Order Response

The ORDRSP message (order response) is sent by the supplier to the company as a receipt confirmation and also to show the understanding of the order. The supplier has the option to:

- confirm the order
- refuse
- adjust the quantity or delivery date of some items from the original order.

Order response (ORDRSP) can be created by two ways:

In the menu **Sales > Orders** >

a. In the corresponding log, search for the tax document from which you wish to create

an In the right column **Action** ➕ ▾ , click on the icon with the description „Next Action" and then on *„Create an order response* the corresponding log, search for the tax document from which you wish to create an order. In the right column **Action**, click on the icon with the description „Next Action" and then on *„Create an order response*->

Figure 4: Received orders - quick selection

b. in the detail of the document, select the option „*Next Action*"in the upper-right corner and then on „*Create an order response*".

Figure 5: Received orders – Next action

Figure 6: Menu - Create an order response

In the Action column for the each item, select from the options:

- Change
- Accepted
- Not accepted

Figure 7: Acceptance

In the event of a change, make the necessary adjustments in quantity, goods or delivery date.

5. Creating Pallet Delivery Notes

Sezamo.ro requires sending delivery notes with SSCC codes (pallet delivery notes). The pallet delivery note (more accurately "despatch advice") must be sent to Sezamo.ro **one day before the actual physical shipment.**

In ORiON it is possible to create a pallet delivery note directly from the original order, which can be found in the order log (menu **Sale > Orders**). Either directly in the order log using the + button at the end of the order line, or in the order detail using the "More actions" menu in the top right corner. In both cases, select the option *"Create pallet delivery note"* (Figure 11).

Figure 11: Order log

Some fields are inaccessible and greyed out. These fields are pre-populated from your preset billing information (see Billing information settings), purchaser information, or from the corresponding fields of the initial document - purchase order.

Unlock

If you need to manually edit any item, click on the button, all fields will become available for editing.

Follow these steps to complete the form (quick overview):

- Fill in the delivery note number.
- Use the icon to select the delivery departure date.
- Check the quantity delivered or the unit of measure.
- Set the VAT.

After editing, just click on the *"Save and send"* button. At this point the document will be saved in the ORiON and sent to Gurkerl. You can check the sent pallet delivery note in the **Sale > Delivery notes** menu, where you can see a complete overview of all outgoing delivery notes (despatch advice) that you have sent from ORiON to Gurkerl.

In the **Sale > Delivery notes** menu you can view the delivery note sent by clicking on the detail of the document number and then print the SSCC code(s). This can be done by clicking on the "More actions" button, where you select the option *"Print SSCC labels"* (SSCC codes are based on the standard GS1-128).

CREATE PALLET DELIVERY NOTE FROM ORDER

| Delivery note No. * | | Original values | Unlock | Preview | Save and send |

ⓘ You have No pre-generated SSCC code. Automatic line will be used.

SUPPLIER

Code *	8594027409998
Name *	CCV, s.r.o.
Commercial Register No. *	10 VAT ID 10
Supplier code	ⓘ
record in the CR	test
Address	▾ Details

PURCHASER

Code *	8590421000007 🔍
Name	Albert Česká Republika, s.r.o.
Commercial Register No.	44012373 VAT ID CZ44012373
Recipient's code	
Address	▾ Details

DISTRIBUTION WAREHOUSE

Code	8593893007581 🔍
Name	Nestlé Česko, s.r.o. PET food
Address	▾ Details

PLACE OF DELIVERY

Code *	8590421903179 🔍
Name	Albert - DC Klecany
Address	▾ Details

PLACE OF BILLING

Code	🔍
Name	
Address	▾ Details

5.1. Splitting across Multiple Pallets and Moving a Line Item to Another Pallet

When creating a document, there may be situations where you need to **split the delivered goods across multiple pallets**.

Add

You can insert another pallet line item by clicking the button. In the *"Add number of pallets"* box, set how many additional pallet records will be created (Figure 12).

Figure 12: Preview of the form for creating a pallet delivery note

If you have added a pallet and assigned the appropriate SSCC code to it, you can move the delivered item under another pallet in two ways:

by clicking on the selection icon,

by dragging the line item with the mouse under the appropriate pallet (press the selection icon again and at the same time drag the line item and drop it under the new pallet record).

Figure 13: Dragging the line item under the pallet

In both cases, this action will be followed by the *"Move item"* dialog (Figure 14), where you specify whether you want to move the entire quantity of the item or only part of it to one

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of the other pallets. These methods can be used to move line items between pallets not only by item resolution, but also by lot numbers or expiration dates.

Figure 14: Moving goods

To delete pallet records and line items, use the button with the icon ![x], and to add line items, click on the icon ![+].

Use the procedure described above to divide all the items between the pallets so that the deliver note matches the way you pick and ship the goods to the purchaser.

6. Creating an Invoice

Invoices can be created from three interconnected documents:

1. The best way is to create it from a confirmed delivery note (provided that Sezamo.ro sends it to you via ORiON). In that case, you invoice precisely what the customer has obtained. By doing so, you avoid having to create credit notes. Creating an invoice is possible either directly from the delivery note log in the menu Sales > Delivery Notes, or from the detail of the delivery note. So, you will wait for the confirmed delivery note before creating your invoice.

2. The invoice can also be created from a despatch advice in the menu Sales > Delivery Notes. In this case, you need to wait for the confirmed delivery note from the carrier unless you and Sezamo.ro have made different arrangements.

3. If the order does not differ from the despatch advice, it is equally easy to create an invoice from the order in the menu Sales > Orders. Again, you need to wait for the confirmed delivery note from the carrier, unless you and Sezamo.ro have made different arrangements.

In the corresponding log, search for the tax document from which you wish to create an In the right column **Action**, click on the ⬚ icon w + ▾ ᴇ description „Next Action" and then on „*Create an invoice*" (Figure 15), or, in the detail of the tax document, select the option „*Next Action*" in the upper-right corner.

Figure 15: Creating an invoice directly from the document log

The invoice form will be displayed, pre-filled with the information from the order (Figure 16). Some boxes are inaccessible and grey. These boxes are pre-filled based on the supplier's billing information (see billing information settings), on the purchaser's information, or based on the relevant boxes of the primary document. They can be modified directly within the tax document only after the form has been „unlocked" (blue button in the header of the document).

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Figure 16: Creating an invoice – header and line section of the form

When filling in the form, please follow these steps (quick overview):

- Enter the number of the invoice.

- The supplier's billing information will be filled automatically based on the way it was set according to Chapter 12.

- The purchaser's billing information is also filled automatically, this time from the internal database of ORiON.

- Enter information about due dates, creation dates and dates of taxable supply or delivery dates.

- In the invoice lines, check the quantity delivered, fill in *„Price before discount",* units of measurement and set the VAT.

- In the end, it it necessary to check whether the sum of bases and taxes match the document created in your internal accounting system.

- If everything is in order, you can send the document by clicking on the button "Save and send"

Useful tip:

If you have filled in all information, you can display a preview of the invoice before sending it by clicking on the "Preview" button. If you have forgotten to fill in any of the required boxes, a message about this error will be displayed and the empty boxes in the form will be underlined red.

You can check the invoice in the invoice log, which you will access from the main menu **Sales** > **Invoices,** where a complete overview of all outgoing invoices sent from your mailbox to your purchasers is displayed a complete overview of all outgoing invoices sent from your mailbox to your purchasers is displayed.

6.1. Bulk Change of Values

If your invoice contains a large number of line items which you wish to fill with identical information in bulk (such as VAT rate or currency), click on the "Bulk chance of values" button.

A window will be displayed in which you can set the above-mentioned information as well as the ratio of units of measurement, type of items and percentage discount in the invoice line (Figure 17).
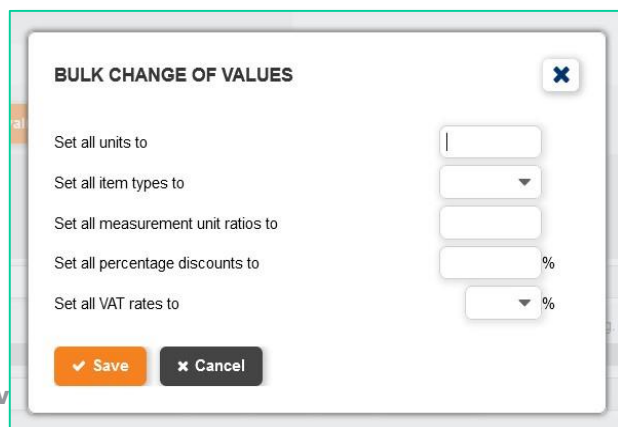

Figure 17: Bulk change of v

6.2. Editing Line Items

If you cannot invoice the quantity of goods that the purchaser requests from you or, on the contrary, if you need to quantify goods which weren't part of the order, it is possible to add or delete line items. Click on the *„Unlock"* button and a function for deleting entries will be added to the line section   , and the "Add lines" button will become available above the line items. When you enter the number of lines that you wish to add in the *„Add lines"* box and click on the button, the invoice creation form will add the requested number of lines.

6.3. Rounding Difference (Penny Rounding)

If you need to quantify the rounding difference in the total amount of the invoice, you can do so by unlocking the form after the automatic price recalculation and adjusting the price in the *„Total invoiced"* box (which is located in the sum section) to the requested value. The final rounding difference will be displayed in the *„Penny rounding"* box.
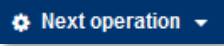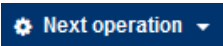
Warning:

If you are using this method to modify the amount of the invoice that was automatically recalculated by the form, **do not click** on the the „Recalculate" button   . If you were to do so, the amount invoiced would revert to the original amount.

After making sure that everything is in order, click directly on "Save and send".

6.4. Additional Invoice Log Features

From the sent invoice list which you have displayed, you can display the invoice preview (Figure 18) by clicking on the document number. If you want to work with the document also in paper form, it is possible to print it out via the tax document detail by clicking on the   button in the upper-right corner of the form.

If you need to access the invoice archive file, which has a digital signature for possible inspection by the tax authority, you can do so by clicking on the   **⚙ Next operation ▾**   and   selecting *"Download invoice archive"*.

Should you ever need to send the invoice archive file to an email address, it is possible to do so in the Invoice preview by clicking on   **⚙ Next operation ▾**   then selecting *„Send invoice to e-mail"*. The invoice archive file will be sent to the e-mail address of your choice.

Figure 18: Invoice preview

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7. Sending a Credit Note

If you need to create a credit note in the ORiON EDI solution, the process of sending it is similar to the process of sending an invoice. After clicking on the ⊞ ▾ and selecting *„Create an invoice"*, you will access the invoice creation form. In the upper-left corner, there is a box in which two types of documents can be selected – the default setting is *„Invoice"*.

After clicking on the drop-down menu, you can select the right type of document from the two options: **Invoice/Credit Note**. After selecting *„Credit note"*, the form will automatically re-adjust itself so as to allow you to enter a minus sign in the line section of the *„Quantity"* field. By multiplying the negative amount of the item by the positive one, the total price will be calculated in a way similar to the way in which a typical tax document is created.

Warning:

If you select *„Credit Note"* as the type of document, a field for **Document Reference Number** will be displayed in the *„Other Information"* section of the document. This field is filled with the invoice number which corresponds to the credit note, so don't forget to fill it in. Should you fail to do so, your purchaser won't be able to pair the credit note with the corresponding invoice in their system and will reject it as incorrect.

8. Correcting an Existing Invoice

When sending an invoice via EDI, you might make a mistake in your invoice and end up having to issue and send it again. In that case, you have to notify Sezamo.ro of the incorrect invoice by e-mail and create the correct document in ORiON again. In this case, all you need to do is click on the ⊞ ▾ icon in the invoice log and then on *„Create the invoice again"*. After that, the method is similar to the one outlined in Chapter 5, with one difference: all the information has been pre-filled, so all you need to do is correct the mistake you have made, or that has been signalled to you by the purchaser.

9. Transferred Tax Liability

If you need to forward an invoice in transferred tax liability mode (hereafter referred to as TTL) to your purchaser, you first need to set this mode for sending documents in ORiON, specifically in the menu **Settings**> **Billing Information** (Figure 19).

Figure 19: Billing information – transferred tax liability

When creating an invoice, the tax document form will be loaded along with the pre-set TTL configuration. All that remains to be done is set the relevant VAT rate, check the document and press send (Figure 20).

Figure 20: Invoice in the transferred tax liability mode

10. DOTS – Date of Taxable Supply

In a business relationship, you can find yourself needing to enter a date of taxable supply which is more recent than the invoice date. In the default settings of the ORiON application, the date of taxable supply is generated automatically and is identical to the date of delivery of the goods (according to §21 of the Value Added Tax Act).

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If you need the online form to permit a more recent date of taxable supply than the date of creation of the invoice, you need to set this option in the menu **Settings** > **Billing Information** by selecting „*Yes*".

11. Billing Information Settings

Before creating delivery notes and invoices from previous documents for the first time, it is a good idea to set your company's billing information in ORiON (Figure 22). This information is then used for pre-filling issued documents, so that you do not have to be constantly filling it in during the document creation process.

Set your billing settings in the menu **Settings** > **Billing Information**. To save your settings, click on "Save".

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Warning:

Change of configuration in this menu must be made in the case of changes made by your company (changing its address information, legal personality or VAT rate) or changes in the business terms between you and your purchaser.

12. How to Contact Us

12.1. Contact Person at Sezamo.ro

Andreea Dan ⊠ e-mail: andreea.dan@sezamo.ro

12.2. ORiON Customer Support

Please address your technical questions (in English only) to podpora.orion@grit.cz.

13. About the Company

Czech company which has been developing information systems since 1992. Systems that, thanks to the automation of their processes, help reduce the amount of human intervention required when processing documents, goods or money and, by doing so, contribute to saving money in labor costs, zero mistakes as well as increased productivity.

Since its foundation, the company has gradually developed into an EDI leader on the Czech market, and its ORiON solution is used by over 2000 customers and transfers over 3 million documents per month. In addition to that, the company has also become a leading supplier of warehouse management systems (LOKiA WMS) and other cloud services. It has spearheaded thousands of IT projects connected to the digitization of company processes and is familiar with the best practices including the differences specific to each field.

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