Electronic data interchange

With the company

Alza.cz

RELASE DATE:

22. 09. 2014

ORiON
by GRiT

GRiT

Kopečná 10, 602 00 Brno, Česká republika, T: +420 541 212 199, E: info@grit.cz, www.grit.cz
IČO: 46963740, DIČ: CZ46963740, Zápis v OR, KS Brno, odd. C, vl. 6560

Restrictive conditions for disclosure, provision of data:

This document contains confidential information. It is intended exclusively for the submitter and their suppliers for the purpose of putting into operation electronic communication (EDI) between them. As such, it may not be copied nor transferred to another natural or legal person without prior consent of the author.

Records of issued versions of the document:

Version	Date of issue	Description of changes
1.0	22.9.2014	Basic version of document
1.1	27.1.2015	Document revision
1.2	28.1.2015	Document revision
1.3	4. 12. 2015	Adding information about the corrective tax documents (credit notes)
1.4	19. 5. 2016	Putting copyright and recycling fees Types of corrective tax documents DESADV with SSCC, serial numbers
1.5	26. 8. 2016	Adding the new place of delivery
1.6	7. 11. 2016	Adding the new place of delivery
1.7	5. 1. 2017	Clarification of the method of payment
1.8	17. 1. 2017	Clarification of the description of EDI message APERAK
1.9	28. 2. 2017	Adding an item type S - Service
2.0	23. 5. 2018	Adding an item type "O" - packaging Item type as a mandatory entry
2.1	27. 7. 2020	Graphical changes of the document
2.2	17. 5. 2023	Document revision

Content

1. Introduction

The Company Alza.cz a.s. (hereafter ALZA) has initiated a project for operating the exchange of electronic documents (EDI – Electronic Data Interchange) with its suppliers.

The company ALZA will send you via EDI communication purchase orders for goods and services and requires you to send despatch advices (delivery notes) in the case of goods deliveries, as well as invoices and corrective tax documents (credit notes).

The following text describes individual steps for operating electronic receiving of purchase orders (EDI message ORDERS) and sending despatch advices - delivery notes (EDI message DESADV) and invoices and credit notes (EDI message INVOIC) to the retailer - the company ALZA.

2. Procedure for introducing EDI communication

In case your company is already prepared for EDI communication and you have not exchanged any EDI messages with ALZA, chapter 2.1 does not concern you, and you can continue with chapter 3.

2.1. Procedure for EDI implementation

If you do not yet communicate with any retailer or supplier electronically using EDI, it is first necessary to implement the EDI solution in your company.

For complex consultation and solutions regarding EDI, you may contact the Client center ORiON of the company GRiT, which, under advantageous conditions, will offer you a solution of electronic interchange (EDI) and paperless invoicing not only with ALZA, but also with all retail chains n Czech and Slovak Republic that use EDI.

Further information can be found at the Website www.grit.cz/en.

2.2. Basic steps when implementing EDI

- **Selection of an EDI solution and provider** – multiple variations of an EDI solution exist, as do multiple EDI providers. Verify that the provider can communicate with the company ALZA.

- **Providing communication** – The EDI solution must communicate with the EDI provider, today an Internet connection is generally used, and it is thus necessary to provide for this.

- **Providing identification** – In EDI communication, the EAN designation is used for identification. You should thus have a company registered with GS1 (previously EAN), by which you gain a localization number for your company (a so-called GLN).

- **Implementation of a solution** – The entire EDI solution must be implemented in the company, and ideally, also integrated with the used information system (accounting/warehouse management). For sending invoices and credit notes is the EDI integration practically essential. If this is in units of invoices per month, it is possible to use creation of invoices in the Web interface of the ORiON EDI application by GRiT.

ORiON
by GRiT

Kopečná 10, 602 00 Brno, Česká republika, T: +420 541 212 199, E: info@grit.cz, www.grit.cz
IČO: 46963740, DIČ: CZ46963740, Zápis v OR, KS Brno, odd. C, vl. 6560

4/24

3. Initiating EDI communication with the company ALZA

3.1. Preparation - prior to receiving order

If you already have an EDI solution, proceed as follows:

1. **Completion of EDI questionnaire** – Complete the "Questionnaire for initiating EDI" questionnaire and send it by e-mail or by fax to the EDI provider GRiT, s.r.o. (alza.orion@grit.cz).

2. **Confirmation of receipt of the EDI questionnaire** - At the contact address in the questionnaire, you will receive an e-mail with information on system settings and on initiating operation of EDI purchase orders.

3. **Listing goods** – Arrange a check of the listing of your goods in advance, including completion of all required data, mainly the EAN of products and packaging (based on which unit you prefer for goods purchasing) and the current status of your prices.

4. **EDI system settings** – Set up your EDI and information system so that it correctly identifies the business parties used in the purchase orders of ALZA. It is also necessary to set the corresponding EDIFACT format for receiving purchase orders.

5. **Issue of test unit order** – Prior to starting EDI communication, ALZA will issue to you a so-called unit order with a list of all the current range of products taken from you. The purpose of such an order is to check the accuracy of the listing of the range of products in ALZA. Any discrepancies in the listing are to be resolved by mutual communications with ALZA. Such unit order serves only to check the listing of goods **without a physical delivery of the goods**.

3.2. Receiving a purchase order

1. **Receiving the first purchase order** – ALZA will send you the first test purchase order. Verify that the assortment from the test purchase order corresponds to the listed goods. If there are differences, it is necessary to resolve the listing in ALZA.

AN OVERVIEW OF SENT PURCHASE ORDER FIELDS CAN BE FOUND IN THE CHAPTER [CONTENTS OF EDI ORDER](#).

3.3. Sending despatch advices (delivery notes)

1. **Sending the first despatch advice –** when prompted, send the first despatch advice through EDI.

2. **Checking the accuracy of the despatch advice** – ALZA will check the accuracy of the electronic despatch advice in terms of formality and content. Possible discrepancies and differences will be resolved in cooperation with the supplier. ALZA will immediately send a confirmation message APERAK on processing the despatch advice. If the advice is OK, a positive APERAK will then be sent, if not, a negative APERAK will be sent.

3.4. Sending the first EDI invoices

1. **Sending the first invoices** – after being prompted, send the first electronically signed invoice via EDI (for signing, use the hash algorithm SHA-256).

2. **Checking the accuracy of the invoice** – ALZA and GRiT will check the electronic invoice in terms of formality and content. Possible discrepancies and differences will be resolved in cooperation with the supplier.

INVOICES MUST FULFILL CONDITIONS REGARDING CONTENT AS LISTED IN CHAPTER REQUIREMENTS FOR THE CONTENT OF THE EDI INVOICE.

3.5. Confirmation of EDI invoices

To the EDI invoices and credit notes, messages AUTACK, APERAK and COMDIS will be sent.

AUTACK

A message on the performed authorization of electronic signature. If you receive a negative AUTACK message, it means that the signature for the sent document could not be verified. Possible causes of non-authorization:

- You have not sent the public key for the used certificate to the customer.

- You used a wrong hash signature scheme (SHA-256 is required).

- It is signed by an invalid certificate (do not sign by the certificate which expires on that date).

- The content of the document has changed since the signing of.

Required reaction: arrange a remedy and send the document again.

APERAK

The confirmation of receipt of a message by the application.
If no APERAK message was generated to the submitted documents, such documents are regarded undelivered. A negative APERAK message means that the sent EDI message contains errors that prevent its further processing. The seller is obliged to immediately remove these errors and send a new EDI message INVOIC, for which the buyer will generate an APERAK message. Positive message APERAK means just a confirmation of message delivery. After delivery, there will be further checks on the accuracy of the document. Therefore, it cannot be automatically assumed that the document will always be received / booked and paid for.

COMDIS

A business objection.
By such a message, the retailer confirms the successful processing of an invoice or refuses the invoice and sends a description of errors. A negative COMDIS means that the document contains content errors preventing its posting. The seller is responsible for removing these errors immediately and sending a corrected INVOIC message. Only those messages, for which a positive COMDIS message was sent, shall

be recognized as received and posted. Messages are signed by an electronic signature. COMDIS to the credit note (INVOIC type 381, 83) replaces the confirmation of credit note, and it is assumed that the buyer (retailer) posts the credit note on the day of credit confirmation.

3.6. Errors during regular transmissions of EDI invoices

The supplier will be informed about problems and discrepancies in EDI invoices by means of APERAK and COMDIS return notifications.

3.7. Frequent errors

- Deficiencies in listing of goods (incomplete and outdated assortment, incorrect labelling of goods) - these must be solved in cooperation with the retailer.

- Incorrect identification of business parties - set your system so that the sent invoice has the correct identification of business parties. This concerns both GLN codes, as well as company names.

- Invoice is not sent 1:1 to despatch advice – it's necessary to send 1 invoice (INVOIC) to 1 despatch advice (DESADV).

- Missing "number (ID) of delivery note" in invoice – it's necessary to fill in this number.

- The credit note to the complaint does not indicate the complaint number ("SET *" or "* ASRE"). State the complaint number in the field for delivery note number (or in the field for order number). In a one-line credit note, it is sufficient to state it in the document header. If the document has several items, then there must be a complaint number for each item.

- Required data – see chapter Requirements for content of the EDI invoice.

- Other problems - contact EDI support of ALZA at the company GRiT.

3.8. Content of EDI ORDERS

ATTENTION! THE LIST OF ATTRIBUTES PROVIDED BELOW IS NOT A DESCRIPTION OF THE PURCHASE ORDER FORMAT! It only concerns a selection of fields from the Czech subset EANCOM 2002 of the message ORDERS EDIFACT D.01B. The actual form of the purchase order depends on the used EDI solution. Contact your EDI services or solution provider.

Purchase order - header	Type	Length	Required
Purchase order number	Char	15	**M**
Date of order issue	Date	8	**M**
GLN of Buyer - Retailer	Char	17	**M**
GLN of delivery place (store, warehouse)	Char	17	**M**
GLN of invoicing place	Char	17	**M**
GLN of supplier	Char	17	**M**

GLN of supplier's distribution warehouse	Char	17	C
Requested date of delivery	Date	8	**M**
Requested time of delivery	Time	4	C
Free text - note, contact person, telephone, fax, etc.	Char	70	C
Name of buyer – 1	Char	35	**M**
Name of buyer – 2	Char	35	C
Name of delivery place – 1	Char	35	**M**
Name of delivery place – 2	Char	35	C
Name of invoicing place – 1	Char	35	C
Name of invoicing place – 2	Char	35	C
Name of supplier – 1	Char	35	C
Name of supplier – 2	Char	35	C
Name of supplier's distribution warehouse – 1	Char	35	C
Name of supplier's distribution warehouse – 2	Char	35	C
Buyer - registered seat – street and number – 1	Char	35	**M**
Buyer - registered seat – street and number – 2	Char	35	C
Buyer - registered seat – city	Char	35	C
Buyer - registered seat – ZIP code	Char	6	C
Buyer – Company identification number	Char	15	**M**
Buyer - VAT ID	Char	15	**M**
Buyer - Extract from the Commercial Register, department, file	Char	140	C
Currency code	Char	3	C

Purchase order - items	Type	Length	Required
Line number	Num	6	**M**
GTIN (EAN) of article	Char	25	**M**
Supplier's article number	Char	25	**M**
Quantity	Num	12.3	**M**
Unit of quantity measurement	Char	3	**M**
Requested date of delivery	Date	8	C
Requested time of delivery	Time	4	C
Name of article, specification	Char	45	**M**
Internal code / Customer article number	Char	25	**M**

Number of pieces in carton / Number of consumer units in package	Num	12	C
Unit price	Num	12.4	M

3.9. Requirements for content of DESADV message

It is necessary in the despatch advice to identify individual parties of the business transaction accurately.

ALZA requires sending of the so-called "Pallet Despatch Advice", i.e. a document is broken down into individual pallets, each pallet is identified by the SSCC (Serial Shipping Container Code).

For commodities identified by serial numbers, and these numbers are required, for example, to identify in complaints, sending of these serial numbers is also required. Product serial numbers are listed individually in the SSCC structure > Products by serial numbers (each piece with a serial number as a separate LIN line).

The message structure, including SSCC, must be DESADV EDIFACT D.01B, according to the Czech subset of EANCOM 2002.

Required fields of the DESADV message

If a field is required only in certain cases, further specification is provided in the "note" column.

ATTENTION! THE LIST OF ATTRIBUTES PROVIDED BELOW IS NOT A DESCRIPTION OF THE DESPATCH ADVICE FORMAT!
It only concerns a selection of fields from the Czech subset EANCOM 2002 of the message DESADV EDIFACT D.01B. The actual form of the advice export from your IS/ERP system depends on the used EDI solution. Contact your EDI services or solution provider.

Despatch advice – header	Type	Length	Required	Note
Despatch advice number (delivery note number)	Char	15	M	
Document type – code	Char	3	C	
Message function – code	Char	3	C	9 - original
Date of issue	Date	8	C	format YYYYMMDD
Date of delivery	Date	8	M	format YYYYMMDD
Departure date of delivery	Date	8	C	format YYYYMMDD
Customer's order number	Char	15	M	
Date of order issue	Date	8	C	format YYYYMMDD
Supplier's order number	Char	15	C	
Date of receiving order (supplier)	Date	8	C	format YYYYMMDD
Buyer GLN – customer	Char	17	M	
Buyer company identification number - customer	Char	15	C	
Buyer VAT ID – customer	Char	15	C	
GLN of delivery place	Char	17	M	
GLN of supplier	Char	17	M	
Supplier company identification number	Char	15	C	

Supplier VAT ID	Char	15	C	
Name of buyer – 1	Char	35	C	
Name of buyer – 2	Char	35	C	
Name of delivery place – 1	Char	35	C	
Name of delivery place – 2	Char	35	C	

Despatch advice - header - text data	Type	Length	Required	Note
Department, function of supplier contact person	Char		C	
Name of supplier contact person	Char		C	
Telephone no. of supplier contact person	Char		C	
E-mail of supplier contact person	Char		C	
Shipping type - code	Char		C	
Vehicle identification	Char		C	
Note	Char		C	

Despatch advice - items	Type	Length	Required	Note
Line number	Num	6	M	
EAN of article (GTIN)	Char	25	M	(GTIN)EAN code
Supplier's article number	Char	25	M	The article number must be filled out according to the supplier or the buyer of the article
Customer's article number	Char	25	M	The article number must be filled out according to the supplier or the buyer of the article
Serial number of the product	Char	25	M/C	M – if the product has a serial number and this number is required for a business case
Specification (Text description (name))	Char		M	
Type of item	Char	3	M	Z - goods, O - packaging
Quantity	Num	12.3	M	separator (dot)

Unit of quantity measurement	Char		**M**	PCE - designation for piece
Country of origin	Char		C	
Minimum shelf life date of goods	Date		C	
Declaration of Conformity			C	
Customer's order number	Char	15	**M**	
Order date	Date	8	C	format YYYYMMDD
Batch number			C	
Promo deal			C	
SSCC (Serial Shipping Container Code) – pallet code	Char	18	M/C	M – for selected suppliers

3.10. Requirements for EDI invoice content

The term EDI invoices here means all the types of EDI INVOIC messages, i.e. tax documents and corrective tax documents.

The company ALZA requires issuing and sending only one invoice (INVOIC) to one despatch advice (DESADV).

It is also necessary to indicate in the invoices the number of the delivery note to which the invoice relates.

Copyright and recycling fees should be reported for items that are subject to these fees.

It is essential in the documents to identify the individual parties of the business case correctly.

3.10.1. Basic site identification:

A detailed overview of invoicing and delivery locations, including their GLN codes, is contained in a separate document **ALZA_GLN_en.xlsx**.

3.10.2. Reporting copyright and recycling fees

In the case of goods subject to copyright or recycling fees, these fees should be reported as surcharges to the item. For each surcharge, the type of surcharge must be identified. Fees must then be included in the net price of the item (price after applying discounts and surcharges).

IN THE MESSAGE INVOIC IN THE EANCOM 2002 SUBSET, SYNTAX 3, EDITION 2008, THE FEES SHOULD BE LISTED AS FOLLOWS:

ALC+C+Copyright fee++1+AEP
The text "Copyright Fee" is a textual description of the surcharge in the data element 1230.
The text "AEP" is a copyright fee code (Copyright fee collection) in the data element 7161.

MOA+8:10.5 The value "10.5" is the total amount of the copyright fee per item (piece fee * quantity).

ALC+C+Recycling fee++1+AEO
The text "Recycling fee" is a textual description of the surcharge in data element 1230.
The text "AEO" is the recycling fee code (Collection and recycling) in the data element 7161.
MOA+8:15.65 The value "15.65" is the total amount of the recycling fee per item (piece fee * quantity)

The basic fee identification is according to the code (AEP, AEO) in data element 7161. If you cannot fill this code, ALZA will use the text description in element 1230 as a secondary identification, but the given text (Copyright Fee, Recycling Fee) must then be strictly adhered to. After this text, the specification of the group of goods / waste may follow.

Corrective tax documents (credit notes)

In corrective tax documents, ALZA requires stating the number of the document to which the corrective tax document is related. For documents with multiple items for each item.
In the case of aggregate credit notes for a period (warehouse protection, reverse repayment, etc.), at least one of the documents to which the credit note is related to must be given, and it is not possible to issue such a credit note in aggregate for deliveries with a place of original delivery in different countries.
Price credit notes (message type 83): Is used to credit the difference between the prices of goods invoiced at incorrect prices, warehouse protection, reverse bonuses. Reference number should be given.
Returns credit notes (message type 381): In the document, the return number assigned by ALZA (VP* for returns for goods in the normal delivery mode, OBDR* for returns in Dropshipment mode) must be entered in the field for the despatch advice number.

Claim process credit notes (document type 381): In the corrective tax documents for complaints, ALZA requires a claim number ("SET*" or "ASRE*") in the field for the despatch advice number, or you can use the field for the order number. If the credit note is one-line, then simply fill in the claim number in the header of the document. For multi-line credit notes, you must specify the claim number for each line.

3.10.3. Reverse charge mode

Information about reverse charge mode has to be provided in accordance with the Czech subset EANCOM 2002, Syntax 3, Edition 2008, Version 2.03 and later.

3.10.4. Electronic signature

For legislative reasons, it will be required for all electronic invoices to be given an electronic signature. An electronic signature created on the basis of a qualified certificate will be accepted. In the Czech Republic, you can request the qualified certificate e.g. at the certification authority PostSignum (www.postsignum.cz), or at I.CA (www.ica.cz).

ALZA will only accept in EDI invoices an electronic signature using the hash algorithm SHA-256. The supplier will be informed verification/non-verification of the signature with an AUTACK message.

If you have not yet ascertained an electronic signature, GRiT can also sign electronic documents for you based on power of attorney.

3.10.5. Required fields of INVOIC message

If a field is required only in certain cases, further specification is provided in the "note" column.

ATTENTION! THE LIST OF ATTRIBUTES PROVIDED BELOW IS NOT A DESCRIPTION OF THE INVOICE FORMAT! It only concerns a selection of fields from the Czech subset EANCOM 2002, Syntax 3, Edition 2008 of the message INVOIC EDIFACT D.01B. The actual form of the invoice export from your IS/ERP system depends on the used EDI solution. Contact your EDI services or solution provider.

Invoice – header	Type	Length	Required	Note
Invoice number (tax document)	Char	15	**M**	
Document type – code	Char	3	**M**	380 - invoice, 83 - price credit notes, 381 - other credit notes
Message function - code	Char	3	**M**	9 - original
Date of issue	Date	8	**M**	format YYYYMMDD
VAT reference date	Date	8	**M**	format YYYYMMDD
Date of removal from warehouse	Date	8	C	format YYYYMMDD
Delivery date	Date	8	C	format YYYYMMDD
Invoicing period start (consolidated invoice)	Date	8	C	format YYYYMMDD
Invoicing period end (consolidated invoice)	Date	8	C	format YYYYMMDD
Due date	Date	8	**M**	format YYYYMMDD
Payment method - code	Char	3	C	"42" for bank transfer is expected
Contract number	Char	15	C	
Customer's order number	Char	15	C	
Date of order issue	Date	8	C	format YYYYMMDD
Supplier's order number	Char	15	C	
Date of receiving order (supplier)	Date	8	C	format YYYYMMDD
Despatch advice number	Char	15	C	In invoices, number of the despatch advice, in claims credit notes, claims number
Date of despatch advice issue	Date	8	C	format YYYYMMDD
Meaning of the invoice reference number	Char	3	C (M)	Required for credit notes
Invoice reference number (original invoice number)	Char	15	C (M)	Required for credit notes
Date related to invoice reference number	Date	8	C (M)	format YYYYMMDD Required for credit notes
Promotion deal category	Char	15	C	
Buyer GLN - customer	Char	17	**M**	8594177950005

Buyer – Company identification number	Char	15	M	27082440
Buyer – VAT ID	Char	15	M	CZ27082440
GLN of customer	Char	17	M	8594177950005
GLN of delivery place	Char	17	C	Same as in the order
GLN of invoicing place	Char	17	M	Same as in the order (8594177950005, 8594177951002)
GLN of supplier	Char	17	M	
Supplier – Company identification number	Char	15	M	
Supplier – VAT ID	Char	15	M	
GLN of supplier's distribution warehouse	Char	17	C	
Bank account number of the supplier	Char	17	M	
Supplier bank code	Char	4	M	
Constant symbol of the payment	Char	4	C	
Variable symbol of the payment	Char	10	M	
Specific symbol of the payment	Char	10	C	
Currency code	Char	3	M	e.g. CZK, EUR, …
VAT code of local currency	Char	3	M	If domestic document is in foreign currency
Exchange rate	Num	8	M	If domestic document is in foreign currency
Number of currency units per conversion rate	Num	6	M	If domestic document is in foreign currency
Date of exchange rate	Date	8	M	If domestic document is in foreign currency
Tax registration number of supplier	Char	15	C	
Tax registration number of customer	Char	15	C	
IBAN number	Char	34	C (M)	Required for foreign suppliers
SWIFT code	Char	11	C (M)	Required for foreign suppliers
Name of buyer – 1	Char	35	C	Alza.cz a.s.

Name of buyer – 2	Char	35	C	
Name of delivery place – 1	Char	35	C	
Name of delivery place – 2	Char	35	C	
Name of invoicing place – 1	Char	35	**M**	Alza.cz a.s.
Name of invoicing place – 2	Char	35	C	
Name of supplier's distribution warehouse – 1	Char	35	C	
Name of supplier's distribution warehouse – 2	Char	35	C	
Receiving advice number (RECADV)	Char	15	C	
Date of receiving advice (RECADV) issue	Date	8	C	format YYYYMMDD

Invoice - header - text data	Type	Length	Required	Note
Buyer – business name – 1	Char	35	**M**	Alza.cz a.s.
Buyer – business name – 2	Char	35	C	
Buyer – business name – 3	Char	35	C	
Buyer – business name – 4	Char	35	C	
Buyer – business name – 5	Char	35	C	
Buyer – address – street and number – 1	Char	35	**M**	Jankovcova 1522/53
Buyer – address – street and number – 2	Char	35	C	
Buyer – address – street and number – 3	Char	35	C	
Buyer – address – street and number – 4	Char	35	C	
Buyer – address – place (city)	Char	35	**M**	Praha 7 - Holešovice
Buyer – address – ZIP code	Char	6	**M**	170 00
Supplier – business name – 1	Char	35	**M**	
Supplier – business name – 2	Char	35	C	
Supplier – business name – 3	Char	35	C	
Supplier – business name – 4	Char	35	C	
Supplier – business name – 5	Char	35	C	
Supplier – address – street and number – 1	Char	35	**M**	
Supplier – address – street and number – 2	Char	35	C	
Supplier – address – street and number – 3	Char	35	C	
Supplier – address – street and number – 4	Char	35	C	
Supplier – address – place (city)	Char	35	**M**	
Supplier – address – ZIP code	Char	6	**M**	

Supplier – Registration in Company register, department, file	Char	140	**M**	

Invoice – items	Type	Length	Required	Note
Line number	Num	6	C	
GTIN (EAN) of article	Char	25	**M**	GTIN (EAN) code
Supplier's article number	Char	25	**M***	The article number must be filled out according to the supplier or the customer
Customer's article number	Char	25	**C***	The article number must be filled out according to the supplier or the customer
Type of item	Char	3	**M**	Z - goods, O - packaging, S -service
Quantity	Num	12.3	**M**	separator - dot
Unit price before allowance w/o VAT (gross)	Num	12.4	**M**	separator - dot
Allowance per unit in %	Num	7.3	C	separator - dot
Allowance amount per unit (absolute value)	Num	12.4	**M**	separator - dot
Surcharge – copyright fees	Num	12,4	**C/M**	M if the item is burdened by this fee
Surcharge – recycling fees	Num	12,4	**C/M**	M if the item is burdened by this fee
Surcharge - another surcharge	Num	12,4	C	separator – dot
Unit price after allowance w/o VAT (net)	Num	12.4	**M**	separator – dot
Total price for the item (excluding VAT) (price * quantity)	Num	12.4	**M**	separator – dot
VAT rate	Num	5.2	**M**	separator – dot
Invoicing unit of quantity measurement	Char	3	**M**	PCE - unit for piece
Number of consumer units in invoicing unit	Num	12.3	C	separator – dot
The category of excise duty – code	Char	15	C	
Basis for excise duty (quantity)	Num	12.4	C	separator – dot
Excise duty amount	Num	12.2	C	separator – dot
GLN of customer	Char	17	C	

GLN of delivery place	Char	17	C	
Date of delivery	Date	8	C	format YYYYMMDD
Customer's order number	Char	15	**M**	
Date of order issue	Date	8	C	format YYYYMMDD
Supplier's order number	Char	15	C	
Date of receiving order (supplier)	Date	8	C	format YYYYMMDD
Despatch advice number (DESADV)	Char	15	**M**	Number of the despatch advice in case of invoice, the claims number in case of claims credit notes
Date of despatch advice (DESADV) issue	Date	8	C	format YYYYMMDD
Meaning of the invoice reference number	Char	3	C	For credit notes
Invoice reference number (original, advance, etc.)	Char	15	C	For credit notes
Date related to invoice reference number	Date	8	C	format YYYYMMDD for credit notes
Status of balance of returnable packaging for listed price	Num	8	C	
Supplied packaging	Num	8	C	
Returned packaging	Num	8	C	
Status of balance of returnable packaging of one type - total	Num	8	C	

Invoice – general text items	Type	Length	Required	Note
Free text 1 - contact person, telephone, fax, etc.	Char	70	C	
Free text 2 - contact person, telephone, fax, etc.	Char	70	C	
Free text 3 - contact person, telephone, fax, etc.	Char	70	C	
Free text 4 - contact person, telephone, fax, etc.	Char	70	C	
Free text 5 - contact person, telephone, fax, etc.	Char	70	C	
Free text 6 - contact person, telephone, fax, etc.	Char	70	C	
Free text 7 - contact person, telephone, fax, etc.	Char	70	C	
Free text 8 - contact person, telephone, fax, etc.	Char	70	C	
Free text 9 - contact person, telephone, fax, etc.	Char	70	C	
Free text 10 - contact person, telephone, fax, etc.	Char	70	C	

Invoice – summary items	Type	Length	Required	Note
VAT base of tax group 0 (exempted)	Num	12.2	**M**	separator - dot
VAT base of tax group 1 (reduced rate)	Num	12.2	**M**	separator - dot
VAT base of tax group 1.2 (second reduced rate)	Num	12.2	**M**	separator - dot
VAT base of tax group 2 (base rate)	Num	12.2	**M**	separator - dot
VAT base of tax group 1 AE – reverse charge (reduced rate)	Num	12.2	**M**	If applied
VAT base of tax group 1.2 AE – reverse charge (second reduced rate)	Num	12.2	**M**	If applied
VAT base of tax group 2 AE – reverse charge (base rate)	Num	12.2	**M**	If applied
Total price excluding VAT	Num	12.2	**M**	separator - dot
VAT rate of group 1 (reduced rate)	Num	5.2	**M**	separator - dot
VAT rate of group 1.2 (second reduced rate)	Num	5.2	**M**	separator - dot
VAT rate of group 2 (base rate)	Num	5.2	**M**	separator - dot
VAT amount of tax group 1	Num	12.2	**M**	separator - dot
VAT amount of tax group 1.2	Num	12.2	**M**	separator - dot
VAT amount of tax group 2	Num	12.2	**M**	separator - dot
Total VAT amount	Num	12.2	**M**	separator - dot
Total excise duty amount	Num	12.2	C	separator - dot
Total quantity	Num	12.3	C	separator - dot
Total line items amount	Num	12.2	**M**	separator - dot
Additional Allowance on invoice for tax group 0 in %	Num	7.3	C	separator - dot
Additional Allowance on invoice for tax group 0 (absolute)	Num	12.2	C	separator - dot
Additional Allowance on invoice for tax group 1 in %	Num	7.3	C	separator - dot
Additional Allowance on invoice for tax group 1 (absolute)	Num	12.2	C	separator - dot
Additional Allowance on invoice for tax group 1.2 in %	Num	7.3	C	separator - dot
Additional Allowance on invoice for tax group 1.2 (absolute)	Num	12.2	C	separator - dot
Additional Allowance on invoice for tax group 2 in %	Num	7.3	C	separator - dot
Additional Allowance on invoice for tax group 2 (absolute)	Num	12.2	C	separator - dot
Additional Allowance on invoice in %	Num	7.3	C	separator - dot
Additional Allowance on invoice (absolute)	Num	12.2	C	separator - dot
Additional Charge on invoice for tax group 0 in %	Num	7.3	C	separator - dot
Additional Charge on invoice for tax group 0 (absolute)	Num	12.2	C	separator - dot

Additional Charge on invoice for tax group 1 in %	Num	7.3	C	separator - dot
Additional Charge on invoice for tax group 1 (absolute)	Num	12.2	C	separator - dot
Additional Charge on invoice for tax group 1.2 in %	Num	7.3	C	separator - dot
Additional Charge on invoice for tax group 1.2 (absolute)	Num	12.2	C	separator - dot
Additional Charge on invoice for tax group 2 in %	Num	7.3	C	separator - dot
Additional Charge on invoice for tax group 2 (absolute)	Num	12.2	C	separator - dot
Additional Charge on invoice in %	Num	7.3	C	separator - dot
Additional Charge on invoice (absolute)	Num	12.2	C	separator - dot
Total invoiced amount	Num	12.2	**M**	separator - dot
Percentage of the advance payment	Num	7.3	C	separator - dot
Advance payment amount	Num	12.2	C	separator - dot
Advance amount paid in total	Num	12.2	C	separator - dot
To settle (remains unsettled)	Num	12.2	**M**	separator - dot
Rounding difference	Num	12.2	**M**	separator - dot
Number of line items in message	Num	6	C	
Basis of tax group 0 (exempted) - converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
Basis of tax group 1 (reduced) - converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
Basis of tax group 1.2 (second reduced) - converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
Basis of tax group 2 (basic) - converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
VAT amount of tax group 1 (reduced) - converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
VAT amount of tax group 1.2 (second reduced) - converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
VAT amount of tax group 2 (basic) - converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
Basis of tax group 1 (reduced AE – reverse charge) – converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
Basis of tax group 1.2 (second reduced AE – reverse charge) – converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency
Basis of tax group 2 (basic AE – reverse charge) – converted to local currency	Num	12,2	**M**	If domestic document is in foreign currency

3.11. Options for extending EDI to other types of messages

3.11.1. RETANN message

At the request of a supplier, we offer a RETANN message (Announcement of Returns), sent both in the normal mode and in the dropshipment mode.

The RETANN message is generally used in cases where the buyer wants to return the delivered goods to the supplier for a specific reason (for repair, due to damage, etc.) or if discrepancies have been detected (goods delivered by mistake, goods with expired warranty period).

3.12. Other sources

Another information source containing the information about document digitization is the Website http://www.edizone.cz.

4. Contacts

4.1. EDI Support of suppliers of ALZA, a.s.

GRiT, s.r.o. provides for ALZA services concerning EDI communication (EDI system settings, connecting suppliers to EDI communication, etc.).

Information and materials related to the project of EDI communication at ALZA can be found at http://www.grit.cz/alza/.

Send requirements for introducing EDI communication with ALZA to the e-mail: alza.orion@grit.cz. IN THE E-MAIL SUBJECT, ALWAYS STATE THE NAME OF YOUR COMPANY AND A BRIEF DESCRIPTION OF THE REQUIREMENT. THE REQUEST MAY NOT BE PROCESSED WITHOUT THIS DATA.

You can also turn to GRiT's ORiON client centre with general issues when implementing an electronic data interchange (EDI).

5. How you can contact us

5.1. EDI client centre ORiON

In the EDI client centre ORiON, we are ready to provide you with further information on our products and services.

✉	e-mail:	podpora.orion@grit.cz
🖷	fax:	+420 597 071 010
✆	tel:	+420 553 610 317
☞	web:	http://www.grit.cz

5.2. Technical support in routine operation

✉	e-mail:	alza.orion@grit.cz
✆	tel:	+420 553 610 317

5.3. Recommended method of contact

E-mail

Send us an e-mail at podpora.orion@grit.cz. These e-mails are automatically recorded in an issue tracking system and gradually processed by operators.

Phone

In urgent cases (critical errors), you can contact us by phone, or get in touch with your sales representative. The line is not intended for solving common operational issues over the phone, such as questions and consultancy about working with the application, browser settings, etc.

Telephone HOTLINE is a paid service that you can order. It also includes access to a dedicated VIP line, higher priority of solving issues and other benefits.

5.4. Contacts in Alza.cz a.s

✉	e-mail:	edi@alza.cz
☞	web:	http://www.alza.cz/

6. About GRiT

A Czech company (formerly acting under the name CCV Information systems) that has been developing information systems since 1992. Systems that, by automating processes, reduce the amount of manual work when handling documents, goods or money, contributing to wage savings, zero error rate as well as increased work efficiency.

Since its establishment, it has developed into the EDI leader on the Czech market, whose solution ORiON is used by more than 2000 customers, for whom it transmits more than 3 million documents monthly. It

Kopečná 10, 602 00 Brno, Česká republika, T: +420 541 212 199, E: info@grit.cz, www.grit.cz
IČO: 46963740, DIČ: CZ46963740, Zápis v OR, KS Brno, odd. C, vl. 6560

22/24

has also become the leading provider of warehouse systems (LOKiA WMS) and other cloud services. It has managed thousands of IT projects related to digitization of business processes and knows best practices, including the differences in individual fields.

They can advise on how best to set up the flow of documents, money and goods in your company. Each of our services can be used separately – however, they will bring you the greatest benefit when brought together. They will create a network around your company that will effectively connect you with your business partners and ensure that documents, money and goods flow automatically and require minimum manual processing.