SUPPLIER GUIDE EDI

SUPPLIER CONNECTIVITY,
TEC33HNICAL SPECIFICATION

Global

CONTENTS

1   INTRODUCTION

This document includes all necessary information on how to receive EDI Orders, send Order responses and Invoices. Here are the messages described in more detail:

Purchase Order

Purchase order is sent from Customer to Supplier where there is information about ordering services, goods etc. Upon receiving the Order Supplier can confirm or reject the Order via sending an Order response back.

Order Response

Order Responses input depends on the supplier's processes and capabilities. It can confirm the order as a whole, or partially, or reject the order if there is issues in delivering what was requested. IF supplier does not support order confirmation, this will be then a manual step between Supplier and Customer.

Purchase Invoice

After delivering the requested services or goods, the supplier can then invoice the customer with sending an Invoice in electronic format. That will include all details needed in order to do the payment of the invoice.

For a new EDI-project you will go through the following process with OpusCapita and Buyer.

2   HOW TO GET STARTED

In order to get started Supplier will need to select optimal Connectivity-method in order to exchange required business documents with Buyer.

Select one of the following Connectivity methods:.

Supplier Connectivity	Description
PEPPOL	Use Opuscapita Peppol Access point
Direct Integration / EDI	You have inhouse/own capability to do connection and format conversion
Interoperability	You use an external operator who helps you with connections and format conversions

How to handle the different alternatives can be read in 2.1 - 2.3.

2.1   PEPPOL

In order to integrate via Peppol, Supplier needs to have an access to Peppol Network via Access Point. List of current certified Access Points can be found from here: https://peppol.eu/who-is-who/peppol-certified-aps/ . If you don't have one use OpusCapita. Contact Customer Support. Buyer supports standard Peppol BIS formats registered in Peppol Network – Orders, Order responses and Invoices in Peppol BISv2 and Peppol BISv3.

Before start of using PEPPOL, Supplier must make sure:

- You are capable of supporting the required Business Documents Buyer is requesting.
- Have all internal flows tested and operational prior to PEPPOL data testing.
- You are capable of supporting required Peppol AP process.

The following messages are supported by Peppol. Below you can find file descriptions.

Business document	Format description
Purchase Order	https://github.com/OpenPEPPOL/documentation/tree/master/PostAward/Ordering28A
Order response	Described in the same document as the order
Purchase Invoice	https://github.com/OpenPEPPOL/documentation/tree/master/PostAward/InvoiceOnly4A

Following process steps will be gone through within onboarding of Peppol with the Supplier:

1. Selection of Peppol Connectivity method can be done by Supplier and there is no need for mandatory meeting between the parties.

2. Notify OpusCapita's **onboarding team** (please see contact details in chapter 4.) about Supplier ID in Peppol network and ensure that this ID has Order receiving capability registered in Peppol network.

3. Check the Buyer ID's in Peppol network (Peppol ID's for different Buyer companies are defined in chapter 5) and confirm to OpusCapita's **onboarding team** Supplier's readiness to exchange required documents, Orders, Order responses and Invoices, via Peppol Network.

4. After readiness for Peppol has been verified by both of the parties (Supplier and Onboarding team), Buyer sends test Order via Peppol to the Supplier by using the Supplier ID given within Kick off -meeting. Supplier needs to confirm that testing with the Order was successful.

5. Next step is that Supplier sends Order response back to the Buyer, which then will be accepted by the Buyer.

6. Last step is that Supplier sends Invoice back to the Buyer, which then will be accepted by the Buyer.

7. Once the test messages regards all Business Documents in scope have been approved by the Buyer, switching and decision about going to production will happen. Buyer will inform Supplier contact person before sending first live Order.

8. Remember: All Invoices, all departments, all divisions for your supplier number must be sent electronically after moving to production.

2.2   Direct Integration / EDI

Direct Integration / EDI implementation is performed in a supplier specific implementation project. Scope setting and scheduling will be agreed in Kick off -meeting. Supplier nominates technical contact persons to the project.

Before beginning use of EDI, Supplier must make sure:
- You are capable of supporting the required Business Documents Buyer is requesting.
- All mapping of the required Business documents and any inhouse programming must be completed before testing can begin.
- Have all internal flows tested and operational prior to EDI data testing.
- You are capable of supporting required Data Transfer method and process.

OpusCapita support the following messages and formats.

Business document	Supported Formats	Description
Purchase order	UBL 2.1	
	EDIFACT D.96A	
Order Response	UBL 2.1	
	EDIFACT D.96A	
Purchase Invoice	UBL 2.1	
	EDIFACT D.96A	

For communication see chapter 3.

The following process will be applied in the onboarding project::

1. Kick off -meeting

   OpusCapita's Onboarding team will setup a Kick off -meeting between, Buyer, Supplier and OpusCapita. In the meeting all details regards the Direct Integration model will be gone through, relevant business documents in scope will be agreed, data formats will be agreed, data transfer as well identification of parties will be documented. The parties will agree the schedule which usually takes on average 6-8 weeks including testing and go live.

2. Implementation and Testing phase

   After readiness for EDI has been verified by both of the parties (Supplier and Onboarding team) and data transfer interface is up and running, Buyer sends test Order via EDI to the Supplier by using the Supplier ID given within Kick off -meeting. Supplier needs to confirm that testing with the Order was successful.

   - Next step is that Supplier sends Order response back to the Buyer, which then will be accepted by the Buyer.

   - Last step is that Supplier sends Invoice back to the Buyer, which then will be accepted by the Buyer.

   In most cases, EDI data testing will last no longer than two weeks per Business document. We recommend a maximum of six weeks for the testing of all of the basic documents. Although there are exceptions, most Suppliers will be testing all of the basic documents simultaneously. If the testing takes longer than six weeks, the supplier may be removed from EDI testing for non compliance. If a supplier will exceed six weeks of testing, they must contact as soon as possible Onboarding team and provide both an ETA and reason for the testing to exceed the six week timeframe.

3. GO Live and Hypercare

Once you have successfully met all EDI exchange requirements, which includes three invoices sent without error, your company will be moved into production. All EDI data from this point forward must be sent via required data transfer.

2.3   Interoperability / Service Provider

In order to integrate via Interoperability/Service Provider it is assumed that Supplier has an access to one EDI or e-Invoicing Service Provider OpusCapita has an interoperability agreement (where most of the technical details for the connection establishment are agreed) with.

As different interoperability agreements might function in a bit different way then final technical connection between Supplier's Service Provider and OpusCapita (as Buyers service provider) is dependent on respective interoperability agreement.

Before beginning use of Interoperability Connectivity, Supplier must make sure:

- You are capable of supporting the required Business Documents Buyer is requesting.
- Have all internal flows tested and operational prior to Interoperability data testing.
- Notify Supplier's Service Provider about respective connection request
- Your Service Provider is capable and committed in supporting you during the implementation, testing and Go live phases.

OpusCapita support the following messages and formats.

Business document	Supported Formats	Description
Purchase order	UBL 2.1	Links
	EDIFACT D.96A	
Order Response	UBL 2.1	
	EDIFACT D.96A	
Purchase Invoice	UBL 2.1	
	EDIFACT D.96A	

In case Supplier's Service Provider and OpusCapita doesn't have an existing interoperability agreement then This interoperability agreement will be signed in the frames of this connection activation or Supplier is recommended to choose Direct Integration option (look at *chapter 2*) in order to activate the connection.

Following process steps will be gone through within onboarding of Interoperability Supplier:

1. Send to OpusCapita's onboarding team Supplier's Service provider name and contact person/team details (it is assumed that this contact is in detail knowledge of technical capabilities of the Supplier).

2. OpusCapita's Onboarding team will setup a Kick off -meeting between, Buyer, Supplier and OpusCapita. Interoperability provider may join to the meeting as well. In the meeting all details regards the Interoperability model will be gone through. Relevant business documents in scope will be agreed, data formats will be agreed, data transfer as well identification of parties will be documented.

3. After readiness between parties have been verified and necessary technical interface is ensured, Buyer sends test Order via OpusCapita to the Interoperability provider which delivers it to the Supplier by

using the Supplier ID given within Kick off -meeting. Supplier needs to confirm that testing with the Order was successful.

4.   Next step is that Supplier sends Order response back to the Buyer, which then will be accepted by the Buyer.

5.   Last step is that Supplier sends Invoice back to the Buyer, which then will be accepted by the Buyer.

6.   Once the supplier have successfully met all interoperability exchange requirements, which includes three invoices sent without error, your company will be moved into production. All EDI data from this point forward must be sent via required data transfer.

7.   Remember: All Invoices, all departments, all divisions for your supplier number must be sent electronically after moving to production.

3   DATA TRANSFER / IN CASE DIRECT INTEGRATION - EDI

OpusCapita supports SFTP - Data transfer with Direct Integration Suppliers.

3.1   SFTP Data Transfer / In case Direct Integration - EDI

The message sender is acting as an active party. All data produced by OpusCapita during message processing is delivered to dedicated SFTP server configured and located at the customers end. All data that should be delivered to Opuscapita to be processed is delivered to dedicated SFTP server configured at Opuscapita end. At Opuscapita there are two separated SFTP servers, one for test and other for production purpose.

Since message sender is acting as an active party, Supplier needs to describe their SFTP-interface for Orders in which OpusCapita is sending Order data. **Please describe following details**:

Separately for Test and Production:
- Host IP: _____
- Host Name: _____
- SFTP user: _____
- SFTP password:_____
- Port:_____
- Protocol: _____
- Folder for Orders: _____
- Folder for acknowledgements / rejections:_____
- Filename rules for files:_____
- Data structure for files: _____

OpusCapita side detailed information for Order Responses and Invoices:

1) Test server:
    ● Host IP: 40.68.103.10
    ● Host Name: sftp-staging.messagesnetwork.com
    ● SFTP user: Not available now - will be provided during implementation
    ● SFTP password: Not available now - will be provided during implementation in separate email or SMS
    ● Port: 22
    ● Protocol: TCP/IP
    ● Folder: Order Confirmations: **[suppliername]**/test/orderconfirmation/**[countryCode]**/fromsup/
    ● Folder: Invoices **[suppliername]**/test/invoicereceiving/**[countryCode]**/fromsup/
    ● Data structure for files: _____

    Values in bold will be specified during implementation

2) Production server:
    ● Host IP: 52.166.74.114
    ● Host Name: sftp.messagesnetwork.com
    ● SFTP user: Not available now - will be provided during implementation
    ● SFTP password: Not available now - will be provided during implementation in separate email or SMS
    ● Port: 22
    ● Protocol: TCP/IP
    ● Folder: Order Confirmations: **[suppliername]**/orderconfirmation/**[countryCode]**/fromsup/
    ● Folder: Invoices **[suppliername]**/invoicereceiving/[**countryCode**]/fromsup/
    ● Data structure for files: _____ 99999

    Values in bold will be specified during implementation

3.2   File naming / In case Direct Integration - EDI

Delivered data contains unique file naming. For file naming purpose OpusCapita is using a 35 character long, always unique identifier, **together with a timestamp**. The identifier is assigned to each message processed by OpusCapita. With that value Opuscapita will find all necessary data referring to that particular message.

Messages will be delivered in a zip.

Timestamp: Y: Year M:Month D: Date h:hour m:Minutes
Structure definition of zip batch filename: D. **_YYYYMMDDhhmm_**.zip
Structure definition of message name: D._MESSAGETYPE_. **_YYYYMMDDhhmm_**.OCGUID.[xml|edi]
Structure definition of message rejection/acknowledgement name (if used): D.[REJ|ACK]._MESSAGETYPE_.
YYYYMMDDhhmm.OCGUID.[xml|edi]

Example of OC internal ID: 9AE3F2F9DF0E45CE8E96A244BFE1E0C5siD
Example of zip batch filename: D.**201812011022**.zip
Example of message name: D.ORDERS.**201812011022**.9AE3F2F9DF0E45CE8E96A244BFE1E0C5siD.xml
Example of message acknowledgement name (if used):
D.ACK.ORDRSP.**201812011022**.9AE3F2F9DF0E45CE8E96A244BFE1E0C5siD.xml

3.3   File transfer frequency / In case Direct Integration - EDI

File transfer frequency to OpusCapita server: constantly, when material ready.

3.4   Message acknowledgements, validations and rejections

An EDI-message is rejected if

- The Trading Partner identification is incorrect -> Recipient is not found
- Dataformat syntax is erroneous

Otherwise the EDI-message is considered correct and delivered to the receiver.

Additional validations are possible to be implemented with extra fee. They are to be discussed inside a project and after agreeing will be implemented.

Acknowledgements and rejections can either be sent via email or via SFTP to the EDI-message sender. Sending acknowledgements are obligatory, rejections will be mandatory to be implemented.

3.4.1 Acknowledgements and rejections via email

Information regarding the error will be explained in the email with a certain subject and more specific details in the body of the email. Email is to be sent to a agreed email address.

- Email address to be used: _____

3.4.2 Acknowledgements and rejections via SFTP

Information regarding the error will be sent as xml to the supplier to the same SFTP servers orders will be delivered to.

5   OPUSCAPITA CONTACT INFORMATION

24/7 Technical support: customerservice.en@opuscapita.com

More details found here: https://www.opuscapita.com/contact-customer-service

6   TECHNICAL SPECIFICATION

6.1   Routing / Trading Partner identification

EDI-messages are routed to Customer using the Trading partner identification within each EDI-message. Following ID's will be used by Buyer Company.

Company	VAT REG. Number	Country	Trading Partner ID