

Documentation semi-automatic process – Order confirmations

A) General

1) Indications

- The semi-automatic process within the NTG portal is only available for the direct dispatch with myToys.de GmbH.
- The semi-automatic upload process of delivery notes is available for WebEDI suppliers as well as for ClassicEDI suppliers.
- The process has to be released by NTG. In order to do so, please get in contact with: Mrs. Bianca Reindl / bianca.reindl@network-toys.de / +49 (0)2203 / 290 134 - 1
- We strongly recommend the exchange of test data with NTG, before the semi-automatic process will go into live operation.

2) General file structure

- File format: csv
- Field separator: semicolon
- Information separator within the fields: hashtag
- The order of the fields indicated under B.1.) is from above to bottom and the fields have to be sorted from left to right within the csv file.
- The header has to be included in the file.
- It is possible that one file contains several document numbers.

3) Upload process of the (collective) file

Login to NTG platform → menu item „Dropshipment“ → index tab „semi-automatic process“ → sub index tab „Upload“ → click on button „Choose CSV file“ → select file (unzipped / file name without meaning) → file will be uploaded → preview shown → click on button „Upload“ → file will be processed in the background → file is shown in the sub index tab “History”

4) Error handling

After the upload into the NTG portal, the CSV file is split. If individual document numbers meet errors during the processing, these will be extracted and sent back to you by the NTG support via e-mail.

B) Set structure

1) Fields

- Confirm*
- Document type*
- GLN retailer*
- GLN supplier*
- Order confirmation number*
- Order confirmation date*
- Order number*
- Order item number
- EAN
- Quantity confirmed
- Reason for quantity modification
- Reason for cancelling
- Delivery date
- Price per piece
- Freight costs

2) Details

- Field „Confirm“: valid indications are „Y“ for “yes” and “N” for “no”
IMPORTANT:
 - If “Confirm” = “Y”: only fields marked with * indicated under B.1) are mandatory
 - If “Confirm” = “N”: all fields are mandatory – except from “Reason for quantity modification” and “Reason for cancelling” since we cannot know if a quantity has been modified.
Exception: if “quantity confirmed” = 0, the field “reason for cancelling” has to be filled out.
- The “Document type” is to be indicated as “ORDRSP” (= EDIFACT syntax for “order confirmation”)
- Format for date indications: DD.MM.YYYY
- Format for price per item: XX,YY

C) Example

confirm;document type;GLN retailer;GLN supplier;order confirmation number;order confirmation date;order number;order item number;EAN;quantity confirmed;reason for quantity modification;reason for cancelling;delivery date;price per piece;freight costs

N;ORDRSP;4260134780001;4399901431614;AB-Test1;26.03.2020;BATCH268295191-3631;1;4006942721603;0;;zur Zeit ausverkauft;26.03.2020;13,9;4,95

J;ORDRSP;4260134780001;4399901431614;AB-Test2;26.03.2020;BATCH232785691-3631;;;;;;;;;

N;ORDRSP;4260134780001;4399901431614;AB-Test3;26.03.2020;BATCH232326691-3631;3;4006942710904;1;;;26.03.2020;24,99;1,55

N;ORDRSP;4260134780001;4399901431614;AB-Test3;26.03.2020;BATCH232326691-3631;2;4006942710904;1;;;26.03.2020;24,99;1,55

N;ORDRSP;4260134780001;4399901431614;AB-Test3;26.03.2020;BATCH232326691-3631;1;4006942710904;0;;vorerst ausverkauft;26.03.2020;24,99;1,55