

## 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 activated 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  
Mrs. Jennifer Wolf / jennifer.wolf@network-toys.de / +49 (0)2203 / 290 134 – 2
- 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.

#### Important note for order confirmations with more than one position:

Items that belong to one order confirmation must appear one below the other in the file. The order item number must correspond to the information from the order. If this is not fulfilled, myToys rejects the order confirmation for the order.

#### 3) Upload process of the (collective) file

Login to NTG platform → menu item „Dropshipment“ → index tab „semi-automatic process“ → sub index tab „Upload“ → select file type „order confirmation“ → 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 run into errors during processing, they will be sorted out and communicated back to you via an automatic rejection email. The email contains the rejection reason and the rejected file.**

## 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.
  - A transmitted cancellation can't be confirmed as “deliverable” afterwards.
- 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

**D) Changes**

Date	Documentation
23.12.2020	1) Mrs. Jennifer Wolf was added as contact person 2) Important note for order confirmations with more than one position was added 3) Upload process of the (collective) file was updated
01.03.2021	important note on cancellations added
13.04.2022	information about error handling updated

The last change is marked in red.