

Documentation semi-automatic process – Orders

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 download process of the orders is available for WebEDI suppliers as well as for ClassicEDI suppliers.
- An activation by NTG is not required.

2) General data 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 is included in the file.
- It is possible that one download file contains several order numbers

3) Download Process of (collective) file

Login to NTG platform → menu item „OrderTracker“ → the dropshipment orders from myToys are marked with a truck symbol and have a check box in the column “CSV Export” → on click to the check box the button “Export as CSV” is activated – the number of selected orders are shown in brackets → on click on the button “Export as CSV” the selected orders are offered as a collective file → options “open” or “save” are available → filename: csvorders_YYYY_MM_DD_HH_MM_SS.csv

Dropshipment orders can be downloaded unlimited. The download function is only available in the sub index tab “Overview”.

B) Set structure

1) Fields

- Document type
- Order number
- Order date
- GLN retailer
- GLN supplier
- Final customer address
- Order item number

- EAN
- Item Number supplier
- Item Number retailer
- Item description
- Quantity ordered
- Delivery date
- Price per piece
- VAT rate
- Freight costs
- **Customer order number**

2) Details

- The „document type“ is to be indicated as “ORDERS” (= EDIFACT syntax for “order”).
- Format for date indications: DD.MM.YYYY
- Format for price per item and freight costs: XX.YY
- Final customer address:
 "GLN#NameFinalCustomer#address1#Address2#PostalCode#City#Country#Telephone#Email"
 is exported with "" as text wrapper

C) Example

document type;order number;order date;GLN retailer;GLN supplier;final customer address;order item number;EAN;item number supplier;item number retailer;item description;quantity ordered;delivery date;price per piece;VAT rate;freight costs;**customer order number**

ORDERS;BATCH268295191-3631;24.03.2020;4260134780001;4399901431614;4260134780254#Frau Johanna Merks#Calwer Str. 3/1#-#75323#Bad Wildbad#DE#01702336107#johanna@gmx.de;1;4006942721603;2060;4764418;Starke Riesen;1;16.03.2020;13.9;19;4.95;123;**123456**

ORDERS;BATCH232326691-3631;20.03.2020;4260134780001;4399901431614;4260134780254#Frau Kita Rasselbande#Obere Strasse 14#-#06647#Finneland#DE#01744548473#kati@yahoo.de;1;4006942710904;32010;4634784;Holzfädelperlen;1;21.03.2020;24.99;19;1.55; **985215**

ORDERS;BATCH232326691-3631;20.03.2020;4260134780001;4399901431614;4260134780254#Frau Kita Rasselbande#Obere Strasse 14#-#06647#Finneland#DE#01744548473#kati@yahoo.de;2;4006942710904;32010;4634784;Holzfädelperlen;1;21.03.2020;24.99;19;1.55; **985215**

ORDERS;BATCH232326691-3631;20.03.2020;4260134780001;4399901431614;4260134780254#Frau Kita Rasselbande#Obere Strasse 14#-#06647#Finneland#DE#01744548473#kati@yahoo.de;3;4006942710904;32010;4634784;Holzfädelperlen;1;21.03.2020;24.99;19;1.55; **985215**

ORDERS;BATCH232785691-3631;23.03.2020;4260134780001;4399901431614;4260134780254#Frau Jennifer Meyer#Arler Str. 53#-#26532#Grossheide#DE#01704972128#Thesinga@hotmail.com;1;4006942762507;2176;2195307;Kranwagen;1;25.03.2020;24.50;19;4.95; **521141**

ORDERS;BATCH232785691-3631;23.03.2020;4260134780001;4399901431614;4260134780254#Frau Jennifer Meyer#Arler Str. 53#-#26532#Grossheide#DE#01704972128#Thesinga@hotmail.com;2;4006942762507;2176;2195307;Kranwagen;1;25.03.2020;24.50;19;4.95; **521141**

D) Changes

Date	Documentation
19.10.2020	1) field „customer order number“ added → important for printing delivery advice with myToys layout in your own system 2) Country added in customer address

The changes are marked in red.