Documentation semi-automatic process – delivery notes (ASN)

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
   - We strongly recommend the exchange of test data with NTG, before the semi-automatic process will go into live operation.

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 has to be included in the file.
   - It is possible that one file contains several document numbers

   Important note for delivery notes with more than one position:
   Items that belong to one delivery note 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 delivery note 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 „ASN“ → 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
   - Document type
   - GLN retailer
   - GLN supplier
   - Number delivery note
   - Date delivery note
   - Delivery date
   - Order number
   - Order item number
   - EAN
   - Quantity delivered
   - TrackingID(s)
   - Return tracking ID(s)
   - Transporter

2) Details
   - All fields are mandatory
     Exception: If in the field “transporter”, the indication “forwarder” is inserted, the fields “TrackingID” and “Return TrackingID” can remain empty.
   - The „document type“ is to be indicated as “DESADV” (= EDIFACT syntax for “delivery note”).
   - Format for date indications: DD.MM.YYYY
   - For the field “transporter”, the following indications are permitted:
     - DB Schenker
     - DHL
     - DPD
     - FedEx
     - GLS
     - Hermes
     - HES (Hermes Einrichtungssservice)
     - UPS
     - Forwarder
   - The quantity of the TrackingIDs has to be identical to the quantity of the return TrackingIDs.
   - For the fields “TrackingID(s) and “Return TrackingID(s)”, multiple indications have to be separated by a hashtag.

C) Example

document type;GLN retailer;GLN supplier;number delivery note;date delivery note;date of delivery;order number;order item number;EAN;quantity delivered;TrackingID(s);ReturnTrackingID(s);transporter
DESADV;4260134780001;4399901431614;ASN-Test1;26.03.2020;27.03.2020;BATCH268295191-3631;1;4006942721603;1;;;forwarder
DESADV;4260134780001;4399901431614;ASN-Test2;26.03.2020;27.03.2020;BATCH232326691-3631;1;4006942710904;1;340434180610459000;641012345674;GLS
DESADV;4260134780001;4399901431614;ASN-Test2;26.03.2020;27.03.2020;BATCH232326691-3631;2;4006942710904;1;340434180610459000;641012345674;GLS
DESADV;4260134780001;4399901431614;ASN-Test2;26.03.2020;27.03.2020;BATCH232326691-3631;3;4006942710904;1;340434180610459000;641012345674;GLS
DESADV;4260134780001;4399901431614;ASN-Test3;26.03.2020;27.03.2020;BATCH232785691-3631;1;4006942762507;1;6486005945#6486005956#6486005978;6486005912#6486005934#6486005901;DHL
DESADV;4260134780001;4399901431614;ASN-Test3;26.03.2020;27.03.2020;BATCH232785691-3631;2;4006942762507;1;6486005945#6486005956#6486005978;6486005912#6486005934#6486005901;DHL

D) Changes

Date	Documentation
23.12.2020	1) Mrs. Jennifer Wolf was added as contact person 2) Important note for delivery notes with more than one position was added 3) Upload process of the (collective) file was updated
01.02.2021	“Hermes” added as transport company
13.04.2022	information about error handling updated
28.02.2023	Contacts adjusted (General – Indications)

The last change is marked in red.