

Manual WebEDI

Network Toys Germany

Version 3.5 Suppliers – December 2023

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Introduction

With the sector platform, NTG Network Toys Germany GmbH is offering the technological infrastructure for the exchange of electronic business messages and electronic catalogues. Traders and suppliers can optimize their business processes to a large extent and handle them all electronically.

For the processing as classical EDIFACT file exchange, the subsets are at free disposal under the following address <https://www.network-toys.de/en/downloads/> → ClassicEDI. Own convertor solutions can be configured with these descriptions and/or conversion service providers can be put in a position to program their interfaces.

All documents transported via the classic EDIFACT data exchange can be viewed in the WebEDI interface (hybrid application).

If no or not all types of documents are supported, the processing and the creation of follow-up documents will be carried out via the WebEDI interface.

You will receive the login after conclusion of the participation agreement with NTG Network Toys Germany GmbH.

Login

You will reach the Clearing Center via the homepage of Network Toys Germany

<https://www.network-toys.de/en/>

NTG
NETWORK TOYS GERMANY

COMPANY ▼ PORTFOLIO INDUSTRY PARTNER ▼ PORTFOLIO TRADING PARTNER ▼ DOWNLOADS  

NTG Network Toys Germany

Your reliable EDI & article data partner in the toy industry

New customer registration

NTG provides you as a supplier or retailer with a powerful clearing center for the exchange of article master data and business documents. Our aim is to optimize your processes decisively.

[CLICK HERE FOR REGISTRATION](#)

Training

No matter whether you need support for order processing or the maintenance of article data, we provide the right training for you!

[FURTHER DETAILS](#)

Contact

We will be pleased to answer any questions you may have about our range of services. Get in touch with us today!

[CONTACT](#)

Login

You are already a registered participant at NTG? Click here to directly enter our platform for EDI and item master data.

[LOGIN](#)



Contact

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Düsseldorf: +49 (0)541 / 673692-76
E-Mail: [info\(at\)network-toys.de](mailto:info(at)network-toys.de)

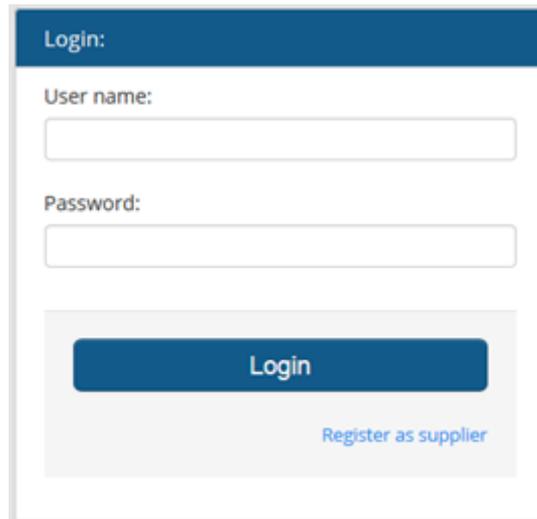
Links

- [WebEDI Portal Login](#)
- [Customer registration](#)
- [Newsletter](#)
- [Imprint](#)
- [Privacy](#)
- [Contact](#)

Information

- [EDI](#)
- [Article data](#)
- [Trainings](#)
- [Downloads](#)
- [Press](#)
- [Jobs](#)

The login window is located on the right-hand side of the homepage.



The image shows a login form with a blue header bar containing the text "Login:". Below the header, there are two input fields: "User name:" and "Password:". The "User name:" field is a simple text box, while the "Password:" field is a text box with a small eye icon on the right side, indicating a password field. Below the input fields, there is a blue button labeled "Login". At the bottom right of the form, there is a link labeled "Register as supplier" in blue text.

For each participating company, an administrator account will be created by which you can administrate your company and add further users to the system. By doing so, it will be possible to assign the respective authorizations for individual working steps to several of your employees.

Examples:

- Receipt of orders for the sales department
- Creation of delivery notes for the logistics department
- Creation of invoices for the accounting department

The login is composed of the username and the password. The e-mail address serves as username. At the initial creation, NTG will set up the technical contact person in your company as company-admin. The company-admin can add further users and change the company settings.

Main page

After the login you will get to the main page, the so-called MyNTG dashboard. Depending on the authorizations given, the sections of the clearing center are accessible from here.

OrderTracker

Important: You will find details on the subject direct shipment / drop shipment orders at the end of the chapter on page 50.

Overview

In the order tracker, you will find an overview of the trader orders you received.

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
19.01.2023	19.01.2023 14:23:23	20.01.2023	304VEDES DV	Schreibwaren M	VEDES AG 4018501000005	1	45,76 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	📄	—	—
19.01.2023	19.01.2023 11:33:10	20.01.2023	304VEDES_Lager	VEDES Großhandel GmbH	VEDES AG 4018501000005	1	810,72 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	—	—	—
16.01.2023	16.01.2023 08:19:22	19.01.2023	MyToys_Lager304	Logistikzentrum myToys.de GmbH	myToys.de GmbH 4260134780001	11	1570,54 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	—	—	—
14.12.2022	14.12.2022 14:23:23	18.12.2022	VEDES303_DV	Schreibwaren M	VEDES AG 4018501000005	1	45,76 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	—	—	—
14.12.2022	14.12.2022 11:33:10	01.03.2023	VEDES_303_Lager_01	VEDES Großhandel GmbH	VEDES AG 4018501000005	1	810,72 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	—	—	—
14.12.2022	14.12.2022 08:19:22	19.12.2022	MyToysLager_303_1	Testhändler Sabina	myToys.de GmbH 4260134780001	11	1570,54 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢	—	—	—

To provide a better overview, your orders are displayed in two areas/views: "Overview open orders" and "Archive by order no. buyer".

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
19.01.2023	19.01.2023 14:23:23	20.01.2023	304VEDES DV	Schreibwaren M	VEDES AG 4018501000005	1	45,76 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	📄	—	—
19.01.2023	19.01.2023 11:33:10	20.01.2023	304VEDES_Lager	VEDES Großhandel GmbH	VEDES AG 4018501000005	1	810,72 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	—	—	—
16.01.2023	16.01.2023 08:19:22	19.01.2023	MyToys_Lager304	Logistikzentrum myToys.de GmbH	myToys.de GmbH 4260134780001	11	1570,54 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	—	—	—
14.12.2022	14.12.2022 14:23:23	18.12.2022	VEDES303_DV	Schreibwaren M	VEDES AG 4018501000005	1	45,76 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	—	—	—
14.12.2022	14.12.2022 11:33:10	01.03.2023	VEDES_303_Lager_01	VEDES Großhandel GmbH	VEDES AG 4018501000005	1	810,72 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢🟢	—	—	—
14.12.2022	14.12.2022 08:19:22	19.12.2022	MyToysLager_303_1	Testhändler Sabina	myToys.de GmbH 4260134780001	11	1570,54 EUR	🚚	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢	—	—	—

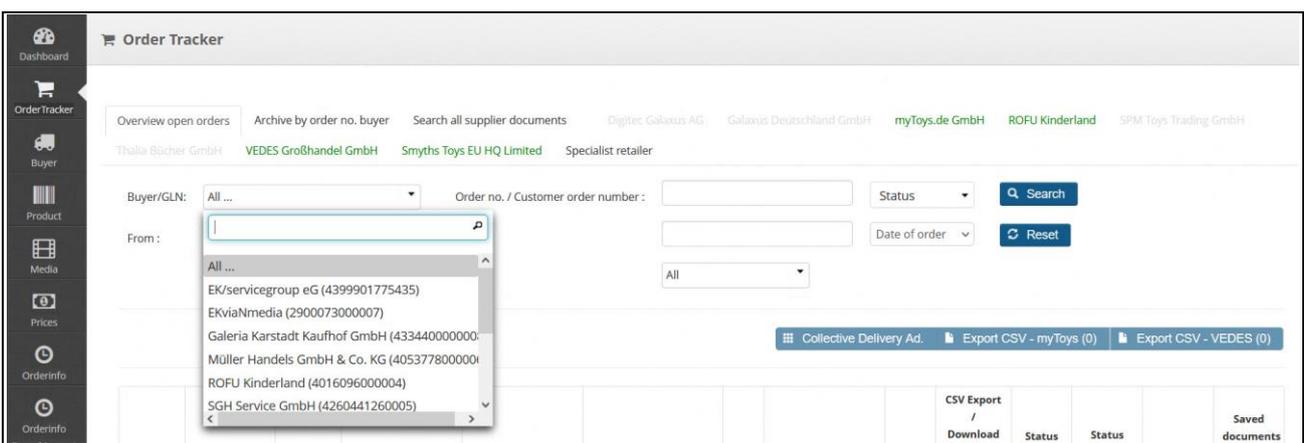
- **Overview open orders:** Here you can see all your orders that are not yet completed. Not completed orders, are orders that:
 - o have not yet been completely confirmed (all items and all quantities) and/or notified and/or invoiced. The column "Status follow-up files " on the right side of the overview table provides information about the status of the order and the associated follow-on documents (all "green" means order is completed).

and/or

- o have not yet been marked as "finished" by you.
- **Archive by order no. buyer:** All completed orders and orders marked as "finished" are displayed here.
- **Search all supplier documents:** Display of all subsequent documents (order confirmation, delivery advice, invoice and return notification).
- **Specialist retailers:** In this tab, orders from smaller traders are received who do not have an own tab marked with their name. These traders may be part of a larger trader company, but they still are independent business partners and send in their orders directly.

The following instructions are valid for the overview and the archive. The only difference with the specialist traders is that you can only sort out via the order number and the corresponding date.

In order to look for orders in a special period or from a special trader you can limit the search with these filters:



By doing so you can distinguish the date search between "Receipt date" or "Order date".

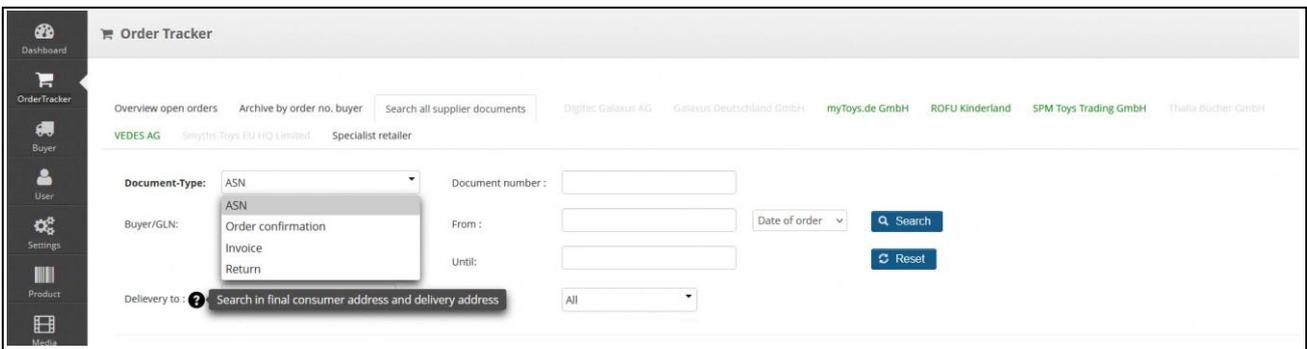
The order date is the date specified by the dealer in the order. The date of receipt is the date on which the order was received in the NTG portal. As a rule, the order date and the date of receipt are the same.

By clicking on the "From" and "To" fields, you can view the orders for a selected period. To do this, you simply select the corresponding dates in the stored calendar by clicking on them.

By opening the drop-down menu, you can limit the search result to a specific vendor.

Search all supplier documents: all subsequent documents are listed under the "Search all supplier documents" tab. Search for order confirmation, delivery bill, invoice or even return numbers.

Under the search fields the received orders are displayed in tabular form.



Suppliers who have registered for the direct shipment (presently only myToys or VEDES), can see in the column "Type" if it is a warehouse or a direct shipment order.

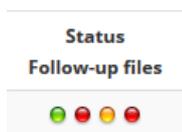
Suppliers who have registered for direct shipping (currently only myToys or VEDES) can see in the "Follow-up document type" column whether it is a warehouse or direct shipping order. You can also narrow down the filter selection to end consumer and delivery addresses.

You can also download the direct shipping orders as a csv file (multiple selection possible).

The csv download for stock orders can be booked separately. Please contact the NTG team for this – chapter "Support".

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
08.08.2022	08.08.2022 16:27:53	12.08.2022	299_2_Lager_My	Logistikzentrum myToys.de GmbH	Testhändler Sabina 438888088874 (#my:)	14	5900,50 EUR	Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	●●●●●	<input checked="" type="checkbox"/>	--	
08.08.2022	08.08.2022 15:23:23	21.08.2022	DV_VEDES_299	Moneyppennys Schreibwaren	VEDES AG 4018501000005 (#my:)	1	21,44 EUR	Dropshipment	<input type="checkbox"/>	<input type="checkbox"/>	●●●●●	<input checked="" type="checkbox"/>	--	--
08.08.2022	08.08.2022 12:35:07	12.08.2022	299_Lager_1_VEDES	Sabina AG	Testhändler Sabina 438888088874 (#my:)	5	2712,62 EUR		<input type="checkbox"/>	<input type="checkbox"/>	●●●●●	<input checked="" type="checkbox"/>	--	--
08.08.2022	08.08.2022 11:40:31	18.08.2022	299_2_DV	Miss Moneyppenny	Testhändler Sabina 438888088874 (#my:)	1	112,18 EUR		<input type="checkbox"/>	<input type="checkbox"/>	●●●●●	<input checked="" type="checkbox"/>	--	--
18.07.2022	18.07.2022 16:27:53	25.07.2022	298_1_Lager_My	Logistikzentrum Sabina GmbH	Testhändler Sabina 438888088874 (#my:)	14	5900,50 EUR		<input type="checkbox"/>	<input type="checkbox"/>	●●●●●	<input checked="" type="checkbox"/>	--	--

The status display on the right side of the overview table informs you on the order status and the status of the follow-up documents.



You receive an information on the meaning of the respective display if you move the mouse over the status:

Order:

- Status: order ok
- Status: not valid

Order confirmation:

- Status: order confirmation ok
- Status: order confirmation not yet received
- Status: order confirmation partially received
- Status: order confirmation reopenable
- Status: order confirmation not received for more than 24h

Delivery note:

- Status: delivery note ok
- Status: no delivery notes received yet
- Status: delivery note partially received
- Status: delivery advice reopenable
- Status: no delivery notes received within the last 72h

Invoice:

- Status: invoice ok
- Status: no invoice received yet
- Status: invoice partially received
- Status: invoice reopenable
- Status: no invoice received within 120h

The traffic light symbols have the following meaning:

Green: Document received and processed

Grey: No document received

Yellow: Documents received and processed, order is not yet completed

Blue: Sent receipt can be processed again until the re-admittance time has expired.

Red: No document received or produced. (The period varies depending on the type of document.)

In the column „Status supplier“, you have the possibility to define an order state. By click, the list box opens and you can choose between the statuses „Open“, „Finished“, „Check“ or „Order change edited“.

Status Follow-up files	Status supplier	Order-Change	Saved but not sent documents
	Open	--	
	Open Finished Check Order change edited		
		--	

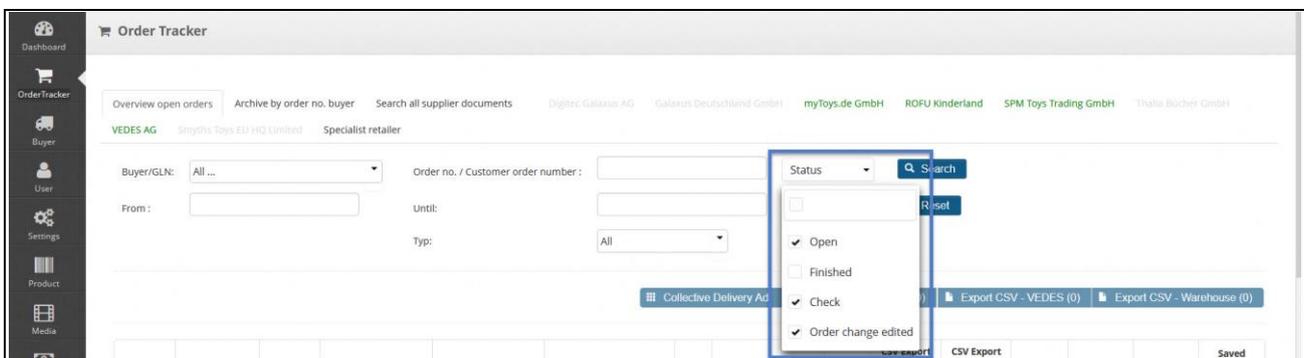
If you have marked orders with a supplier status (“status supplier”), you can select a certain suppliers status within the list via the filtering function. Orders without a selected supplier status will be displayed as supplier status “open”.

If an order change document is available, this is shown in the column „Order-Change“ with this symbol:



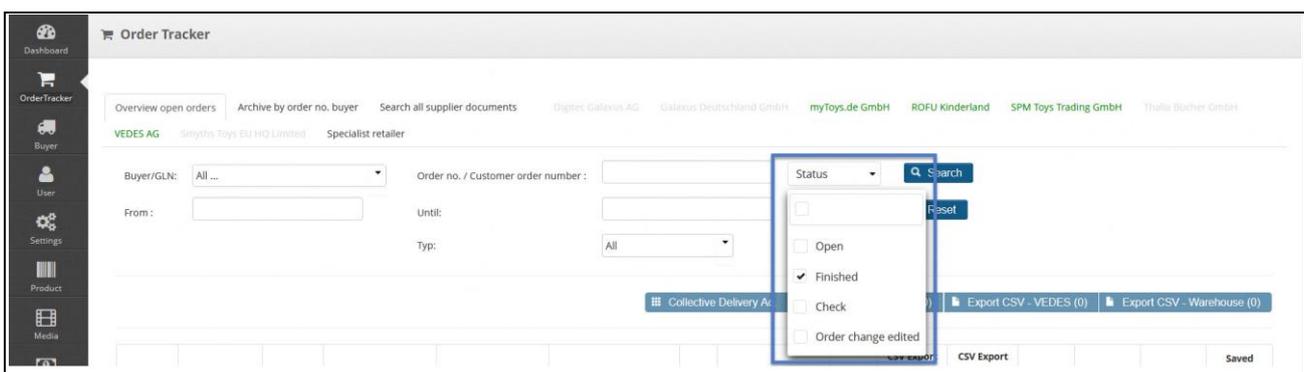
If, for example, a supplier cancels items within the order confirmation, the order concerned will be marked this way.

As default all open orders in the OrderTracker are shown. This is the default setting:



To change the settings, please do that via the different filter options.

You receive the overview about the finished orders via:



Apart from the orders for which all corresponding follow-up documents were created and for which all traffic lights are green, you can also mark orders, which should not be further processed, with the status “Completed”.

Orders, for which saved and not yet saved follow-up documents exist, can be found in the column „saved but not yet delivered documents“ and are shown with this symbol:

The follow-up documents are shown with a yellow status in the traffic light symbols.

The screenshot shows the 'Order Tracker' interface. At the top, there are search filters for 'Buyer/GLN', 'Order no. / Customer order number', 'Status', 'From', 'Until', and 'Date of order'. Below the filters is a table of orders. The table has columns for 'Date of order', 'Status date', 'Delivery date', 'Order number', 'Delivery to', 'Buyer GLN', 'Positic', 'Total amount', 'Type', 'CSV Export / Download (Dropshipping)', 'CSV Export / Download (Warehouse)', 'Status Follow-up files', 'Status supplier', 'Order-Change', and 'Saved documents not yet sent'. The 'Saved documents not yet sent' column contains a yellow traffic light symbol with a pencil icon, indicating that there are saved but not yet delivered documents for that order.

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Positic	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
19.01.2023	19.01.2023 14:23:23	20.01.2023	304VEDES0V	Schreibwaren M	VEDES AG 4018501000005	1	45,76 EUR		<input type="checkbox"/>	<input type="checkbox"/>			--	
19.01.2023	19.01.2023 11:33:10	20.01.2023	304VEDES_Lager	VEDES Großhandel GmbH	VEDES AG 4018501000005	1	810,72 EUR		<input type="checkbox"/>	<input type="checkbox"/>			--	--

On click to the symbol, the system moves to the view „All files“ concerning the existing order, where the document saved is also marked with a yellow traffic light symbol.

The screenshot shows the 'All files' view for order 410912_0815. The interface includes a sidebar with navigation options like 'Order', 'Positions', 'All files', 'Status list', and 'Web-EDI'. The main content area shows a list of files: 'Order', 'Order', 'ASN', 'Order change (Web-EDI)', and 'Invoice'. The 'Invoice' file is highlighted with a yellow traffic light symbol. Below the list is a 'Basic information' section for the selected file, which is a Web-EDI file. The basic information includes status date, invoice date, invoice number, delivery date, customer order number, net amount, amount of positions, delivery note date, delivery note number, customer order date, and pieces.

Basic information

- Web-EDI file
- Status date : 06.06.2016
- Invoice date: 06.06.2016
- Invoice number: test
- Delivery date : 10.05.2016
- Customer order number: 410912_0815
- Net: 290,52 EUR
- Amount of positions: 16
- Extra conditions: Free text:
- Delivery note date: 06.06.2016
- Delivery note number: earg
- Customer order date: 13.05.2016 13:21:20
- Pieces: 49,0

Here, you can open the document and continue editing or sending the file.

In the „Status list“, the follow-up document is shown, too (e.g. invoice):

Search > Order: 410912_0815

OrderTracker

Order

Positions

All files

Status list

Web-EDI

Status overview:

Order Order ASN Order change Invoice

Status-date	Status	Severity	Text	File
06.06.2016 14:10:25	052_CREATE_WEBEDI	OK	Initial invoice via WebEDI	

If there are more documents in the search result as fit on one page, you can navigate via the page navigation on the right lower side between the current page and the following pages.

Beginning << 1 2 3 4 5 >> End

PDF collective print for ORDERS per trading partner

In the overview, you can generate a PDF export with the NTG layout by selecting the respective trading partner tab and ticking the desired orders. Via a filter selection, the display result can also be re-sorted accordingly.

Order Tracker

Overview open orders Archive by order no. buyer Search all supplier documents Digitec Galaxus AG Galaxus Deutschland GmbH myToys.de GmbH Rofu Kinderland SPM Toys Trading GmbH Thalia Bucher GmbH VEDES AG

myToys.de GmbH

Buyer/GLN: myToys.de GmbH / 4260134780001 Order no. / Customer order number: Search

From: Until: Date of order: Rese

Type: All

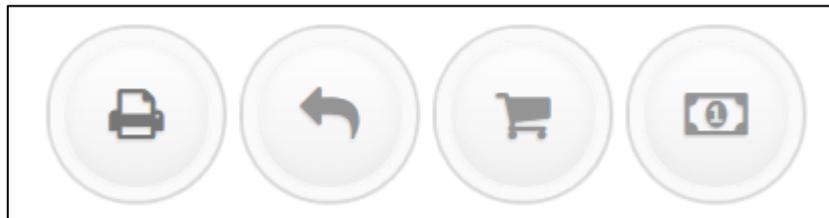
myToys delivery advices PDF-Export (6) PDF sorted by:

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	PDF-Export	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
16.01.2023	16.01.2023 08:19:22	19.01.2023	MyToys_Lager_304	Logistikzentrum myToys.de GmbH	myToys.de GmbH 4260134780001	11	1570,54 EUR		<input checked="" type="checkbox"/>	●●●●		--	--
14.12.2022	14.12.2022 08:19:22	19.12.2022	MyToysLager_303_1	Testhändler Sabina	myToys.de GmbH 4260134780001	11	1570,54 EUR		<input checked="" type="checkbox"/>	●●●●		--	--
14.12.2022	14.12.2022 08:19:22	19.12.2022	MyToys303Lager3	Testhändler Sabina	myToys.de GmbH 4260134780001	11	1570,54 EUR		<input checked="" type="checkbox"/>	●●●●		--	--
11.05.2022	11.05.2022 15:33:57	20.05.2022	My_Lager_296	Logistikzentrum myToys.de GmbH	myToys.de GmbH 4260134780001	9	2492,49 EUR		<input checked="" type="checkbox"/>	●●●●	Finished	--	<input checked="" type="checkbox"/>
31.03.2022	31.03.2022 11:08:04	09.04.2022	MyToys_DV_295_2	Miss Money Penny-Test	myToys.de GmbH 4260134780001	1	40,40 EUR		<input checked="" type="checkbox"/>	●●●●		--	--
16.02.2022	16.02.2022 15:27:53		MyLager_294	Logistikzentrum myToys.de GmbH	myToys.de GmbH 4260134780001	14	5900,50 EUR		<input checked="" type="checkbox"/>	●●●●		--	--
29.11.2021	29.11.2021 10:18:14	14.12.2021	DVMY_Sprim292	Herr Mats Müller	myToys.de GmbH 4260134780001	1	9,10 EUR		<input checked="" type="checkbox"/>	●●●●	Open	--	--

Order view / OrderTracker

By click on one of the listed orders you can open the order overview.

In the upper right section of the page, you will find the options for the processing of the follow-up documents and the printing option.



Print function:

By a click on the printer symbol, the document currently displayed will be copied as *.pdf file, which you can download or print out directly.



Generating an order confirmation:

A click on this symbol opens the order confirmation for processing.



Creating a dispatch advice:

A click on this symbol opens the dispatch advice for processing.



Creating an invoice:

A click on this symbol opens a dialogue for selection of the dispatch advice for which the invoice is to be created.

These four options are provided in all document types and all further pages within the order overview.

With the help of the navigation menu, further information about „Order“, „Positions“, „All files“, „Status list“ and „Web-EDI“ are displayed.

➤ Order:

In the view „Order“ an overview on the order submitted by the trader will be displayed to you where you can see the selected order in detail with all information given and relevant to the order.

 Dashboard

 OrderTracker

 Buyer

 User

 Settings

 Product

 Media

 Prices

🛒 **Search > Order > 3101601013**

Order

Positions

All files

Status list

Web-EDI

Overview:

Basic information

Order date:		Buyer: TESTFIRMA
Status date:	26.09.2016 20:29:37	Supplier: TESTFIRMA
Order number:	3101601013	Note for the supplier:
Total amount of orders :	276.00 EUR	
Amount of positions:	1	Pieces: 24.0
Requested delivery date:		Valuta date:
Free text:		

The view is subdivided into:

The basic information

Basic information

cid (nur sichtb. für devel.):	2c1bed3d-f67d-4929-ade9-1433a8d325f7	
Order date:	30.05.2016	Buyer: Kurz
Status date:	30.05.2016 14:50:12	Supplier: NTG Webinar
Order number:	BIANCA_3_Toys	Note for the supplier:
Total amount of orders :	9660,00 EUR EUR	
Amount of positions:	3	Pieces: 966.0
Requested delivery date:	30.12.2015 (25.12.2015 - 05.01.2016)	Valuta date: 19.07.2016
Free text:	FREE_TEXT - NTG637-ZUSTAENDIG IST FRAU XXX. TEXT - NTG637-ZUSTAENDIG IST FRAU XXX. BEMERK - NTG637-ZUSTAENDIG IST FRAU XXX.	

Apart from the order date, the date of receipt, the order number, the desired delivery date, the free text, the comments for the supplier and the valuta date, the basic information sections also display the order amount, the number of items and the quantity. These mainly serve for the different verifying routines within the companies and enable the comparison between the order items within the order and the items on the delivery note and the invoice.

Page 13 from 117

The address section

There are several addresses provided: supplier, customer, billing, end customer, alternative delivery address, carrier and logistic service provider address. All addresses can be shown in detail on click to the address name.

Addresses

- ▼ **Address supplier, NTG Webinar (9990000010001)**

Name / GLN:	NTG Webinar / 9990000010001	Address:	Roesensteinstr. 9, 70178 Stuttgart, Deutschland
Contact person:	HR.MOT	Email:	Ansprechpartner Email
Phone:	Ansprechpartner Phone	FAX:	Ansprechpartner Fax
Additional partner information:	Zusaetzl. Partnerident	WEEE-Nr.:	
Sales tax identification number:	Umsatzsteuer IdentNr	Tax number:	Steuernr
- ▶ **Address customer, Kurz (6667776667776)**
- ▶ **Billing address, BEZAHLER (7632432342)**
- ▶ **End customer address, MUSTERMANN (76327237832)**
- ▶ **Delivery address, 999-NTG Webinar (9990000010001)**
- ▶ **Carrier address, (525632672333)**
- ▶ **Logistic service provider address, (7276237682378)**

The item section

Pos. ↓	GTIN ↓	Product description	Product no. supplier ↓	Product no. buyer ↓	Ordered quantity	Delivery date/quantity	VAT	Info price	Info price (total)
1	4038186005836	DV Dino Cars 0216 Schubkarre (R)	216	4244425	2 PCE	8.08. 2	19 %	56,09 EUR	112,18 EUR

The attachments

Upload-time	Filename	Mime-Type
21.08.2015 01:19:05	ORDER_8bab27b4-6bf4-460e-b718-24826e92c76c.xml	application/xml

The received orders will be provided for download here, immediately after the trader has sent them. You can download the orders received as EDIFACT file or as .csv file or XML file, depending on the traders' format.

Example EDIFACT:

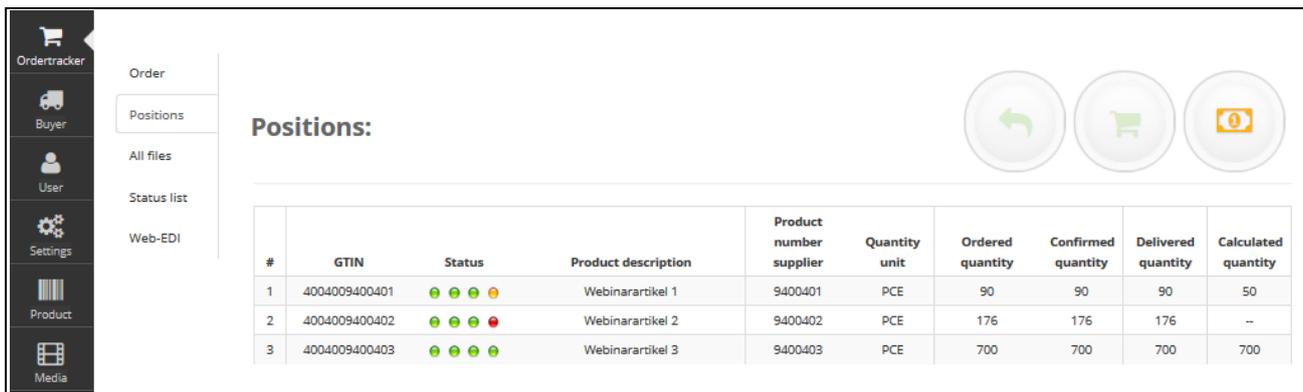
```

UNA:+.? '
UNB+UNOC:2+XXXXXXXX000008:14+XXXXXXXX300008:14+140210:0852+247'
UNH+1+ORDERS:D:96A:UN:EAN008'
BGM+220+3301512265+9'
DTM+137:20140207:102'
DTM+63:20140222:102'
DTM+64:20140216:102'
FTX+ZZZ+1++FUER DIESEN AUFTRAG IST HERR ...
FTX+ZZZ+1+./ .2% SKONTOLIEFERUNG .... Z:AHLBAR AM 19.12.+DE'
NAD+SU+XXXXXXXX300008::9++HASBRO EUROPEAN TRAD.B.V.'
NAD+BY+XXXXXXXX000008::9++TOYS R US GERMANY'
CTA+PD+:BREUKER'
NAD+DP+XXXXXXXX033013::9++3301-TROSSINGEN+IM SANDBRUCH 13::78647 TROSSINGEN+++78647'
CUX+2:EUR:9'
PAT+22++29:3:D:60'
PCD+12:2'
LIN+1++5010994617486:EN'
PIA+1+37290E2:SA'
PIA+1+277193:BP'
IMD+F++:::SW CW BASISFIGUREN SORTIERT'
QTY+21:180:PCE'
DTM+63:20140222:102'
DTM+64:20140216:102'
PRI+AAA:X.XX'
UNS+S'
UNT+24+1'
UNZ+1+247'

```

➤ *Positions:*

In this area, the current state of all order items of a selected order are shown. Here, you can see at one glance which positions are confirmed, notified and invoiced in which quantities. Concerning several similar follow-up documents, e.g. several delivery notes, the cumulated quantity is displayed here. So you are always up-to-date concerning all items (follow-up documents created, quantities confirmed, quantities notified and quantities invoiced.)



#	GTIN	Status	Product description	Product number supplier	Quantity unit	Ordered quantity	Confirmed quantity	Delivered quantity	Calculated quantity
1	4004009400401	● ● ● ● ●	Webinarartikel 1	9400401	PCE	90	90	90	50
2	4004009400402	● ● ● ● ●	Webinarartikel 2	9400402	PCE	176	176	176	--
3	4004009400403	● ● ● ● ●	Webinarartikel 3	9400403	PCE	700	700	700	700

The column „Status“ displays quick information on the processing status of the items. For each document, a status symbol is displayed.

Grey: The position was not yet edited and the total quantity is still open. However, a grey marking also means that no follow-up documents have yet been created for this order, i.e. the order was not yet edited. A grey mark in the second position means, for example, that no quantities have yet been confirmed via the order confirmation.

Green: The position is closed – no open quantities in the respective document. A green button at the third position means that all quantities were confirmed.

Yellow: The quantity between ordered quantity and confirmed quantity (e.g. quantity confirmed, quantity notified or quantity invoiced) is different. There are still quantities to edit. A yellow button at the fourth position means that there are quantities which are not yet charged in an invoice.

Red: Even though the order has already been edited, the item was not yet edited and for this reason, the total quantity is still open. A red button at the second position means, for example, that no quantities were yet confirmed via the order confirmation. A red button at the fourth position means that no invoice was created for a quantity.

Please note: In all subsequent documents order items can be sorted according to GTIN, item no. Supplier and item no.

NOTES:

- Thalia Bücher GmbH

In purchase orders, in addition to the "Item description" column, the following additional information can be included per purchase order item: Group / Clearance Aid or Customer, Barcode, Store number, Label type, Order reference with item reference, Customer / Department, Instruction, Free text, Order reference, Premark-flag

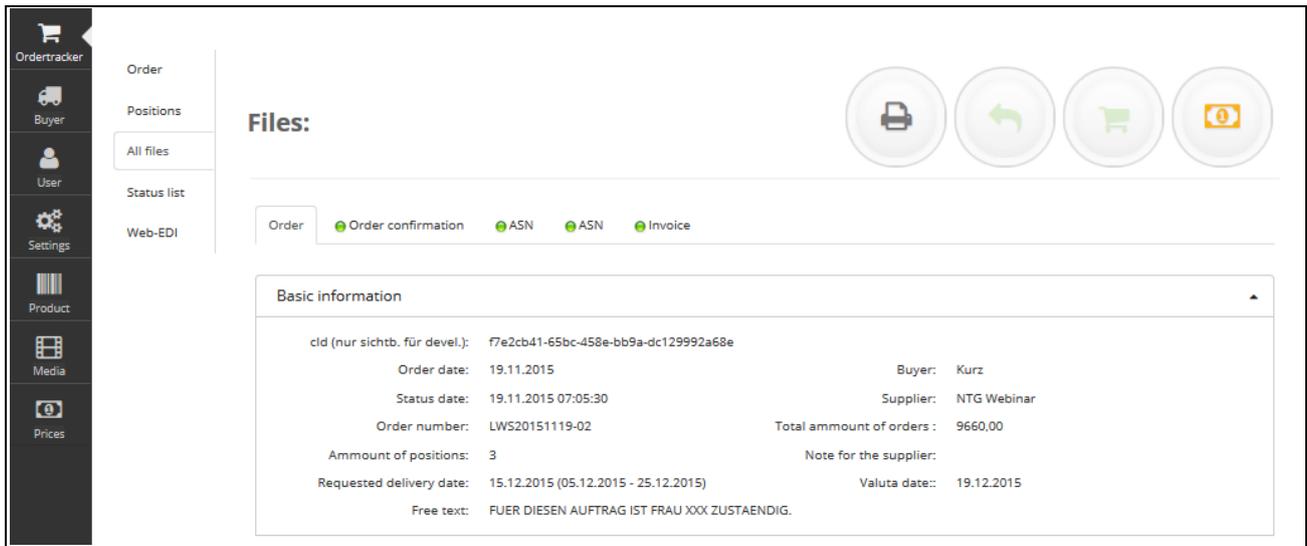
Positions				
Pos. ◇	GTIN ◇	Product description	Thalia Group: Group/Clearance Aid or Customer Barcode Store number Label type Order reference with item reference Customer / Department Instruction Free text Order reference Premark-flag	Product no. supplier ◇
10	4001689296667	Vintage World	Puzzle 4001689296667 5900 02 032469737900010 9999 - - - No	296667

- All trading partners

Order items can be sorted in all subsequent documents within the order by GTIN, supplier article number or retailer article number.

➤ *All files:*

Here, you receive an overview on all documents which have been created for this order (e.g. follow-up documents "order confirmation", "delivery note", "invoice") or have arrived in addition to this order (e.g. order modification/ORDCHG or order modification (Web-EDI))



Files:

Order ● Order confirmation ● ASN ● ASN ● Invoice

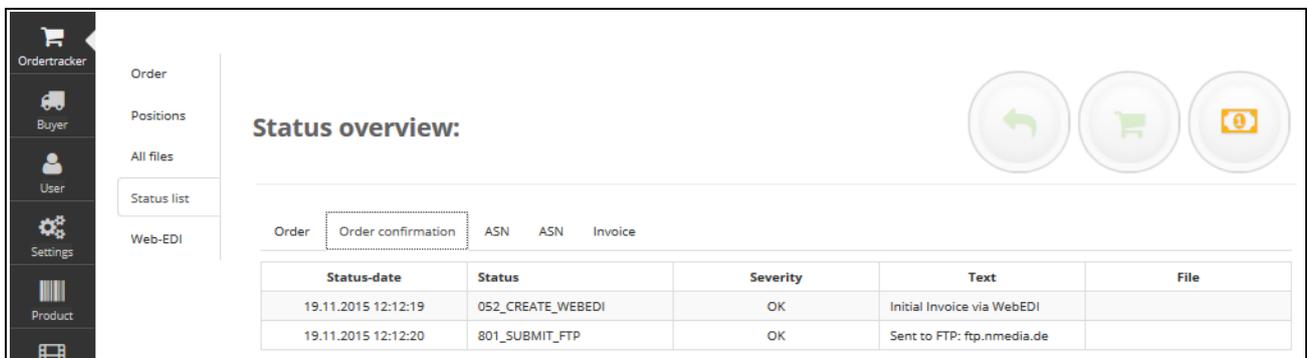
Basic information

cid (nur sichtb. für devel.): f7e2cb41-65bc-458e-bb9a-dc129992a68e
 Order date: 19.11.2015 Buyer: Kurz
 Status date: 19.11.2015 07:05:30 Supplier: NTG Webinar
 Order number: LWS20151119-02 Total amount of orders : 9660,00
 Amount of positions: 3 Note for the supplier:
 Requested delivery date: 15.12.2015 (05.12.2015 - 25.12.2015) Valuta date:: 19.12.2015
 Free text: FUER DIESEN AUFTRAG IST FRAU XXX ZUSTAENDIG.

Documents created and sent, also in partial quantities concerning the order, are shown here with a green traffic-light symbol. Only documents saved with a yellow traffic light symbol.

➤ *Status list:*

In this section, you can have the individual activities displayed for each single document (creation, renewed editing, dispatch et cetera) as a history.



Status overview:

Order Order confirmation ASN ASN Invoice

Status-date	Status	Severity	Text	File
19.11.2015 12:12:19	052_CREATE_WEBEDI	OK	Initial Invoice via WebEDI	
19.11.2015 12:12:20	801_SUBMIT_FTP	OK	Sent to FTP: ftp.nmedia.de	

➤ *Web EDI:*

When creating all follow-up documents for an order, you automatically switch into the section “Web-EDI” in the menu navigation. During the complete creation of the order confirmations, delivery notes or invoices relevant to this order, you will be working in this section.

Search > Order: 3101601013

Order
Positions
All files
Status list
Web-EDI

Delivery advice: : 3101601013

Save Send

ASN: Basic information

Delivery note number #:

Delivery note date #:

Requested delivery date customer:
Acknowledged delivery date:
Delivery date #:

Shipping date #:

Customer order number: 3101601013
Customer order date:
Transport file number:

Appointment number:

Appointment date and time:

Pieces in package:

Creation of the follow-up documents

Notes:

- During the creation process, all subsequent documents can be saved temporarily at any time, even without filling in the mandatory fields.
- Each document number must be unique. When sending a follow-on document, the system checks whether the document number has already been used once (does not apply to the semi-automatic process).

Order confirmation:

To create an order confirmation for an order, navigate to the order and afterwards, click on the arrow

symbol  .

The order confirmation will be created and opened. The fields of the order confirmation will be pre-filled with the information from the order received.

Enter the order confirmation number in the "Order confirmation: Header data" area. The "Order response date" field is automatically filled with the date on which the receipt was created. Check all information taken from the order (specified delivery dates, prices a.s.o.).

In addition, you can enter a confirmed delivery date, which will be applied to all order items by checking the "Apply date for items" → "Save" box. By default, this field is pre-filled with the customer's desired delivery date.

You also have the option of entering free text in the header data.

Please note:

- The entry of free text to **myToys** in the follow-on documents, is limited to **60 characters** at header and item level.
- **myToys** only accepts order confirmations for the complete order. Confirming individual order items is not possible with this retailer

Order confirmation: Basic information	
Order response number *:	<input type="text"/>
Order response date *:	<input type="text" value="06.08.2021"/>
Acknowledged delivery date *:	<input type="text"/> <input type="checkbox"/> Set date for all orderlines
Requested delivery date customer:	10.06.2021
Customer order number:	Lager_V_285_1
Customer order date:	31.05.2021
Free text:	<input type="text"/>

In the address section „Order confirmation: Addresses“, you can see the address data transmitted by the trader for this order.

Addresses

▼ **Address supplier, NTG Webinar (9990000010001)**

GLN: 9990000010001
 Name: NTG Webinar
 Address: Rossensteinstr. 9, Stuttgart, DE
 Contact person: HR.MOT
 Email: Ansprechpartner Email
 Phone: Ansprechpartner Phone
 FAX: Ansprechpartner Fax
 Additional partner information: Zusaeztl. Partnerident
 Sales tax identification number:
 Tax number:

Address customer, PBS Network Support (6667776667776)

Delivery address, 999-NTG Webinar (9990000010001)

End customer address, MUSTERMANN (76327237832)

The section „Positions overview“ provides more clarity and reflects the present state of all order items.

Order confirmation: overview order lines

1 Positions found

#	Status	GTIN	Product description	Product number supplier	Product number buyer	Quantity unit	Ordered quantity	Confirmed quantity	Delivered quantity	Calculated quantity
10	🟢🟡🟠🔴	4011796077110	WIKINGER SCHACH BASIC	07711	61204199	PCE	2	0	0	0

1 Positions found

Here you can see at one glance which items and quantities were confirmed, advised and charged.

In case of several similar follow-up documents, e.g. several dispatch notes, the cumulated quantity will always be shown here. Therefore, you will always see the current state of all items (follow-up documents created, quantities confirmed, quantities advised and quantities charged).

The actual processing section for the items of the order confirmation is following.

Order confirmation: Order lines

Add delivery date: Order line: 10.0 - 4011796077110 +

Quantity:

Acknowledged delivery date:

1 Positions found

#	GTIN	Product description	Product number supplier	Product number buyer	Open quantity	Confirmed quantity	Modification type	Reason for the modification	Delivery date	Quantity	Free text
✓ 10	4011796077110	WIKINGER SCHACH BASIC	07711	61204199	2 PCE	2 PCE			02.08.(-..- 05.08.)	2	

Here you can change the quantities (space "confirmed quantity"), the prices (space "net price") and the indication of the quantity of packing units in trading units (space "Amount packaging units in trading unit") you like to confirm. You can also enter a free text per item. Please note that the transmission of free texts requires a manual intervention from the part of the recipient.

Furthermore, you can make changes to the orders via the columns "Modification type" and "Reason for the modification".

The following options are available under "Modification type":

- „Without modification“: set by default
- „Cancellation“: This cancels the position completely. The item will not be displayed in the delivery bill / invoice.
- „Cancel the remaining quantity“: This allows you to confirm part of the ordered goods, and at the same time cancel part of the ordered goods. In delivery bill / invoice only the confirmed quantity will be continued.
- „Increase quantity“: This is used if the trading partner has not observed the packaging unit.

The "Reason for the modification" are already preselected to match the "Modification type". This means that the appropriate reasons are directly available for each change type.

Additional notes on the "Reason for the modification":

- "Please reorder": Here you can enter a date from which the trading partner is to place a new order. For this, an additional column appears in the order confirmation.
- "Packaging unit modified ": Here you have the option of transmitting the correct packaging unit. Accordingly, the trading partner can correct this. An additional column will also appear in the order confirmation for this purpose.

Please note that these change types / reasons of quantity changes are not available for all trading partners.

Notes/special features for Thalia orders:

- For Thalia orders, the "Change Type" "Delayed Delivery" is available with the "Change Reasons" "Missing from stock at short notice" or "Other".

- Price changes can only be made to the net price as described below. However, for Thalia orders, you also have the option to enter a "Gross price type". These are "Recommended retail price" or "Fixed sales price".

Order confirmation: Order lines

Add delivery date: Order line: 10.0 - 0810083040394

Quantity:

Acknowledged delivery date:

1 Positions found

#	GTIN	Product description	Thalia Group: Group/Clearance Aid or Customer Barcode Store number Label type Order reference with item reference Customer / Department Instruction Free text	Product number supplier	Product number buyer	Open quantity	Confirmed quantity	Modification type	Reason for the modification	Delivery date	Free text	Net price	Gross price	Gross price type
10	0810083040394		Itemgruppe 20106446400010 5276 01 05000884300010 9000 Abholung Restlos: 123 Yes			1 PCE	1 PCE	Delayed delivery	Please choose... Missing from stock at short notice other	Delivery date 2023 Quantity 1		19,99	19,99	Recommended retail price Recommended retail price Fixed sales price

1 Positions found

- Thalia accepts replacement items. The GTIN can therefore be changed in the order item. This GTIN is then further transferred to the ASN and invoice

10	4260071880413	
20	4260071882554	

Change GTIN

#	Original	Neu
GTIN	4260071882554	<input type="text"/>
Product description		<input type="text"/>
Product number supplier		<input type="text"/>
Product number buyer		<input type="text"/>

Save

The change of the GTIN can be undone before sending the order confirmation by clicking the "Delete" icon.

20	4260071882554 9783839203996 		Luczak, Artur 201064485000020 5276 01 050000906600020 9000 Abholung - - No			1 PCE
----	--	--	---	--	--	-------

In case of price changes, you have the possibility to change prices directly when generating the order confirmation. Price changes in the order confirmation are automatically considered for the invoice.

In order to process one of the fields mentioned above, just click into the corresponding space. The space will be released and the value can be edited. In order to take over the value modified, please click on the next space or into the free space.

Order confirmation: Order lines

Add delivery date: Order line:

Quantity:

Acknowledged delivery date:

9 Positions found

#	GTIN	Product description	Product number supplier	Product number buyer	Open quantity	Confirmed quantity	Modification type	Reason for the modification	Delivery date	Quantity				
<input checked="" type="checkbox"/>	10	4006942826100	Fashion Set Haarkreide	42536	89426090	48 PCE	<input type="text" value="48.0"/>			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>12</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	12
Delivery date	Quantity													
02.08. ('--' - 04.08.)	12													
<input checked="" type="checkbox"/>	20	4006942320127	Holzperlen Holzkassette, mitte	32012	63403041	90 PCE	90 PCE			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>20</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	20
Delivery date	Quantity													
02.08. ('--' - 04.08.)	20													

To confirm partial quantities in the order confirmation, please use the scroll down arrow selection bar and select the position you would like to modify:

Order confirmation: Order lines

Add delivery date : Order line:

Quantity:

Acknowledged delivery date:

9 Positions found

#	GTIN	Product description	Product number supplier	Product number buyer	Open quantity	Confirmed quantity	Modification type	Reason for the modification	Delivery date				
10	4006942826100	Fashion Set Haarkreide	42536	89426090	48 PCE	48 PCE			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>12</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	12
Delivery date	Quantity												
02.08. ('--' - 04.08.)	12												
20	4006942320127	Holzperlen Holzkassette, mitte	32012	63403041	90 PCE	90 PCE			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>20</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	20
Delivery date	Quantity												
02.08. ('--' - 04.08.)	20												
30	4006942756100	Zeichenschablonen Sortierung 26x19c	65779	63302422	72 PCE	72 PCE			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>12</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	12
Delivery date	Quantity												
02.08. ('--' - 04.08.)	12												
40	4006942867905	Mani-Pedi Nail Salon	42654	42027910	8 PCE	8 PCE			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>8</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	8
Delivery date	Quantity												
02.08. ('--' - 04.08.)	8												

For these, you can select the item quantity to be confirmed as well as the date via a menu, for which you want to confirm the delivery.

Order confirmation: Order lines

Add delivery date : Order line:

Quantity:

Acknowledged delivery date:

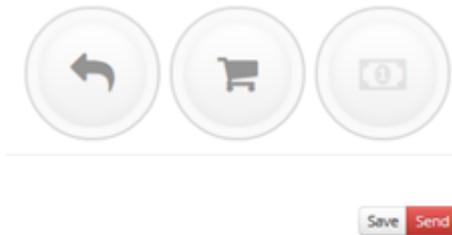
9 Positions found

#	GTIN	Product description	Product number supplier	Product number buyer	Open quantity	Confirmed quantity	Modification type	Reason for the modification	Delivery date				
10	4006942826100	Fashion Set Haarkreide	42536	89426090	48 PCE	48 PCE			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>12</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	12
Delivery date	Quantity												
02.08. ('--' - 04.08.)	12												
20	4006942320127	Holzperlen Holzkassette, mitte	32012	63403041	90 PCE	50 PCE			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>50</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	50
Delivery date	Quantity												
02.08. ('--' - 04.08.)	50												
30	4006942756100	Zeichenschablonen Sortierung 26x19c	65779	63302422	72 PCE	72 PCE			<table border="1"> <tr> <th>Delivery date</th> <th>Quantity</th> </tr> <tr> <td>02.08. ('--' - 04.08.)</td> <td>12</td> </tr> </table>	Delivery date	Quantity	02.08. ('--' - 04.08.)	12
Delivery date	Quantity												
02.08. ('--' - 04.08.)	12												

The changes are saved on click on the button .

After all items are processed, you can save the order confirmation to process it later or you can send the order confirmation.

You will find the buttons “save” and “send” on the upper part of the page under the buttons for the creation of the follow-up documents.



If you have set a processing time for the WebEDI documents under Settings\Documents, you can process the order confirmation again within this timer and then send it again in corrected form.

If you do not have confirmed all items and/or have confirmed partial quantities, it is possible to create further order confirmations. When it is possible to create further order confirmations, the symbol for order confirmations will be displayed in orange .

If all items and quantities of one order are confirmed, the symbol changes to  and further processing of order confirmations is not possible anymore.

Since autumn 2022 you have the possibility to update sent order confirmations. To do this, open the order in the Order Tracker overview and click on "All documents" on the left-hand side. Then click on the tab with the order confirmation you want to edit. You will find a button "Update" on the right side. When you click on this button, the order confirmation will open with all the previously sent information.

Search > Order : 827961-2

Order

order lines

Files:

Order 827961-2

Order confirmation test-br

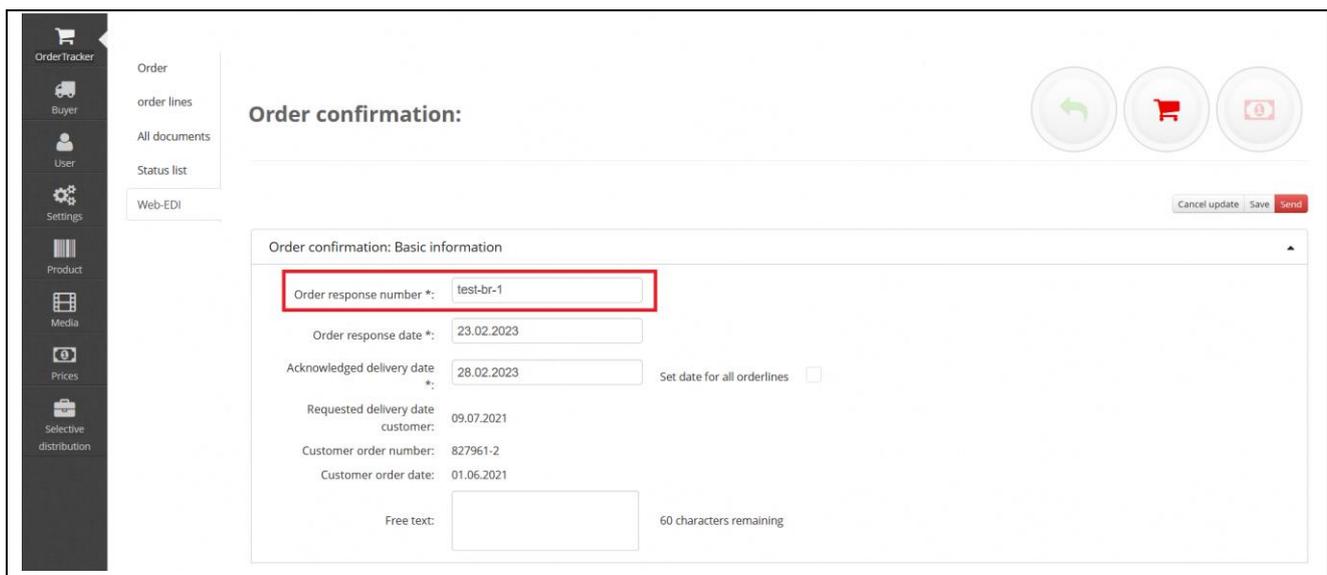
Update

Basic information

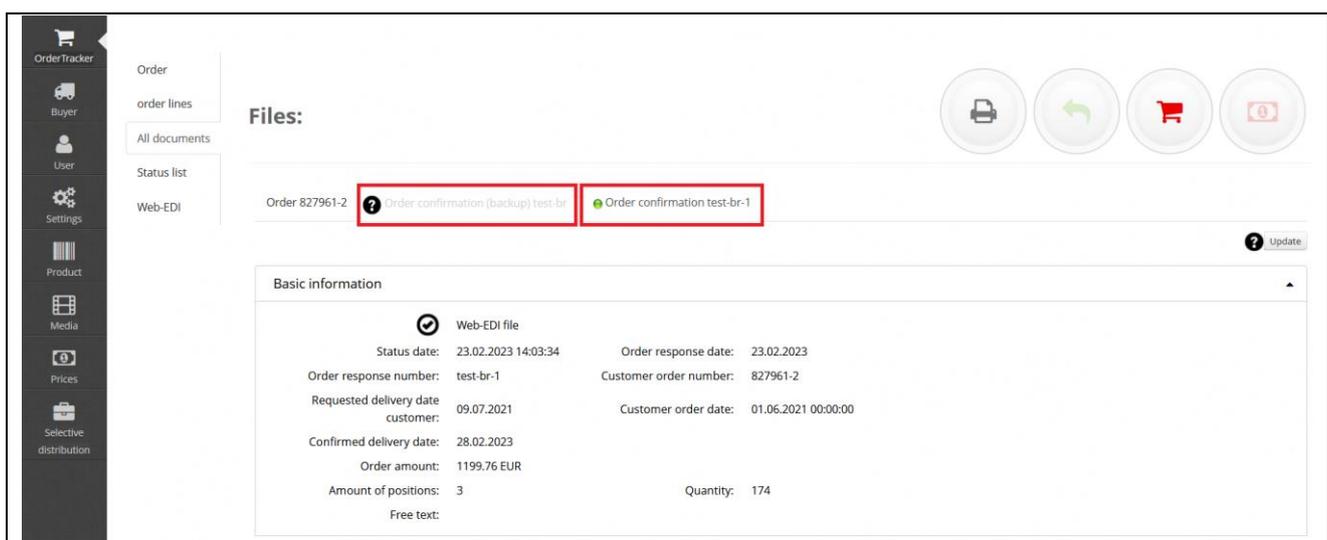
Status date:	23.02.2023 13:56:20	Order response date:	23.02.2023
Order response number:	test-br	Customer order number:	827961-2
Requested delivery date customer:	09.07.2021	Customer order date:	01.06.2021 00:00:00
Confirmed delivery date:	28.02.2023		
Order amount:	1199,76 EUR		
Amount of positions:	3	Quantity:	174
Free text:			

You now have the option to make changes. Please note here the influence on the subsequent documents: If you change quantities, you may have to create a new delivery note/invoice. Price changes can affect the new invoice, but not invoices that have already been created. If you now cancel previously confirmed items in the new version of the order confirmation, the item will also be closed if no follow-on documents have yet been created for it.

When sending the new version of the order confirmation, the system checks for a unique document number. If necessary, use the suffix "-1", "-2" etc. or "-n" for "new".



Subsequently, the old version of the order confirmation appears with the marking "(backup)" and is grayed out. The new version of the order confirmation appears as known.



Please note that in case all items have been cancelled, it is no longer possible to update the order confirmation.

Print as PDF file

By click on the print button the PDF file is created from the document presently displayed. The file contains for each item the information about GTIN, supplier article number and trader article number.

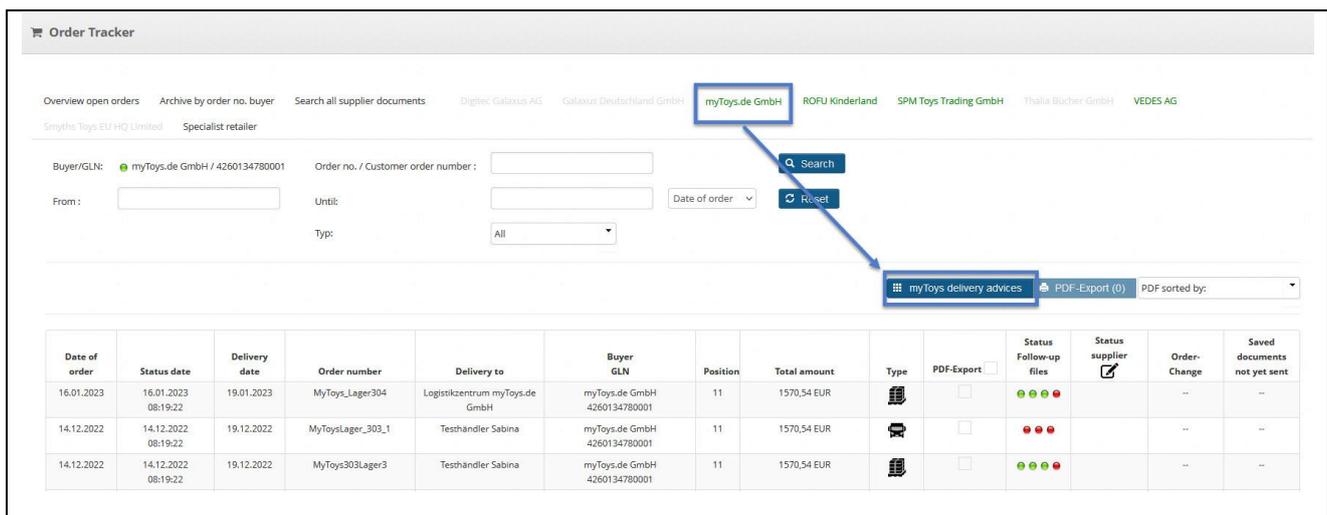
Furthermore, the order amount confirmed as well as the item quantity and the added-up quantity will be displayed to enable the different verifying routines in the companies or rather enable the easy comparison of the order items ordered and the items in the order confirmation, the delivery note and the invoice. If only partial quantities are confirmed, only these partial quantities will be displayed on the PDF-file for comparison.

Print myToys delivery note (myToys direct shipment only)

After sending an order confirmation, with myToys direct orders you also have the option of saving or printing a delivery note in the myToys design. Please note that the "Print myToys delivery note" button can only be selected after the order confirmation has been sent.

Collective print myToys delivery note

For all myToys direct orders for which an order confirmation has already been sent, a collective delivery note in the myToys design can be created and saved / printed. To do this, select the "myToys.de GmbH" tab and select the "myToys delivery notes" button. Before selecting the desired delivery notes, you have the possibility to filter the displayed list. Then tick the open delivery bills and press "Create". A PDF document is created which contains the selected delivery notes.



The screenshot shows the 'Order Tracker' interface. At the top, there are navigation tabs for various companies, with 'myToys.de GmbH' selected and highlighted by a blue box. Below the tabs, there are search and filter options. A blue arrow points from the 'myToys.de GmbH' tab to a button labeled 'myToys delivery advices' in the bottom right area of the interface. Below this, a table lists several orders with columns for Date of order, Status date, Delivery date, Order number, Delivery to, Buyer GLN, Position, Total amount, Type, PDF-Export, Status Follow-up files, Status supplier, Order-Change, and Saved documents not yet sent.

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	PDF-Export	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
16.01.2023	16.01.2023 08:19:22	19.01.2023	MyToys_Lager304	Logistikzentrum myToys.de GmbH	myToys.de GmbH 4260134780001	11	1570,54 EUR		<input type="checkbox"/>			--	--
14.12.2022	14.12.2022 08:19:22	19.12.2022	MyToysLager_303_1	Teschändler Sabina	myToys.de GmbH 4260134780001	11	1570,54 EUR		<input type="checkbox"/>			--	--
14.12.2022	14.12.2022 08:19:22	19.12.2022	MyToys303Lager3	Teschändler Sabina	myToys.de GmbH 4260134780001	11	1570,54 EUR		<input type="checkbox"/>			--	--

🛒 Create myToys delivery advice as PDF

Only open myToys orders with numbers starting with D* are printable

PDF sorted by: Status date descending Search result: 5712, Page: 1/381 Beginning << 1 2 3 4 5 6 7 8 9 10 >> End 15 ▾

<input type="checkbox"/>	Status supplier	Order date	▼ Status date	Delivery date	Order number	Order response number
<input type="checkbox"/>	Open		22.02.2023 09:26:22	24.02.2023	D104762053	0000280952
<input type="checkbox"/>	Finished		21.02.2023 14:01:47	22.02.2023	D104759994	0000280900
<input type="checkbox"/>	Open		20.02.2023 14:01:25	22.02.2023	D104753318	0000280614
<input type="checkbox"/>	Open		20.02.2023 14:01:23	21.02.2023	D104751161	0000280562
<input type="checkbox"/>	Open		17.02.2023 11:01:39	28.02.2023	D104745851	0000280424
<input type="checkbox"/>	Finished		16.02.2023 20:01:27	20.02.2023	D104745429	0000280415

Dispatch notification



To create a dispatch notification, click on the symbol of the shopping trolley .

The document for the dispatch notification is created and opened. The spaces of the dispatch notification will be filled out in advance with the information from the order received.

Process in the section „Dispatch Notification: header data“ the delivery note number and the date of dispatch. The "Delivery note date" field is automatically filled with the date on which the receipt was created. The date set in the order confirmation is automatically used for the "Delivery date" field. Afterwards, please check if all indications taken over from the order are correct.

If known, enter the delivery note number in the space “transport document number”. If you have received a delivery number and delivery date from the trader for this delivery, please enter this information in the provided spaces, too. Don`t miss the „pieces in package“ information, if available.

ASN : Basic information

Delivery note number *:

Delivery note date *:

Requested delivery date customer: 27.06.2021

Acknowledged delivery date:

Delivery date *:

Shipping date *:

Customer order number: MyLG_285

Customer order date: 17.06.2021

As soon as you have sent the delivery note, in addition to the data taken over from the order, the newly added data for the delivery note are displayed in the section “Delivery note: basic information”. This also contains the added-up order amount, the quantity of items and the whole quantity for comparison with the order or for the most different internal verifying routines of the companies. If only partial quantities of the orders are sent, the added-up partial quantities of the order amount, the quantity of items and the quantity confirmed will be displayed on the delivery note for comparison.

If collective delivery notes are created, these will be displayed with the added-up quantities of all included orders.

In the section „Addresses“, you can see the address data sent by the trader for this order.

Addresses

▼ Address supplier, NTG Webinar (9990000010001)

GLN: 9990000010001
 Name: NTG Webinar
 Address: Rossensteinstr. 9, Stuttgart, DE
 Contact person: HR.MOT
 Email: Ansprechpartner Email
 Phone: Ansprechpartner Phone
 FAX: Ansprechpartner Fax
 Additional partner information: Zusätzl. Partnerident
 Sales tax identification number:
 Tax number:

Address customer, PBS Network Support (6667776667776)

Delivery address, 999-NTG Webinar (9990000010001)

End customer address, MUSTERMANN (76327237832)

Carrier address, (525632672333)

Logistic service provider address, (7276237682378)

The section „Delivery note: Positions overview“ serves for more clarity as also indicated for the order confirmation and shows the current status of all order items. At one glance, you can see here which items and quantities were confirmed, advised or charged. In the case of several similar follow-up documents, e.g. several dispatch notifications, the cumulated quantity is displayed here. Therefore, you always see a current state of all items (follow-up documents created, quantities confirmed, quantities advised and quantities charged).

ASN: Positions overview										
9 Positions found				Beginning << 1 >> End						
#	GTIN	Status	Product description	Product number supplier	Quantity unit	Ordered quantity	Confirmed quantity	Delivered quantity	Calculated quantity	
10	4001702025410	● ● ● ● ●	Jeep Cross Country racer blau mit R	02541	PCE	400	--	--	--	
20	4001702025427	● ● ● ● ●	Jeep Cross Country racer orange mit	02542	PCE	400	--	--	--	
30	4001702025960	● ● ● ● ●	Land Rover Station Wagon Feuerwehr	02596	PCE	1000	--	--	--	

The actual processing section for the items of the dispatch advice is following.

ASN: Positions								
9 Positions found				Beginning << 1 >> End				
#	GTIN	Description.	Open quantity	Liefermenge 	Charge number	Free text	Quantity packaging units in commercial unit	Quantity in higher containers
10	4001702025410	Jeep Cross Country racer blau mit R	400 PCE	400 PCE			400.0	400.0
20	4001702025427	Jeep Cross Country racer orange mit	400 PCE	400 PCE			400.0	400.0
30	4001702025960	Land Rover Station Wagon Feuerwehr	1000 PCE	1000 PCE			1000.0	1000.0

Here, you can modify the quantities (space “delivery quantity”), the batch numbers (space “batch number”), the indication of the quantity of packaging units in trading units (space “Qty. packing unit in trading unit) as well as the quantity in higher containers (space “Qty. in higher containers) you want to confirm. It is also possible to process one free text per item. Please note that the transmission of free texts requires a manual intervention from the part of the recipient.

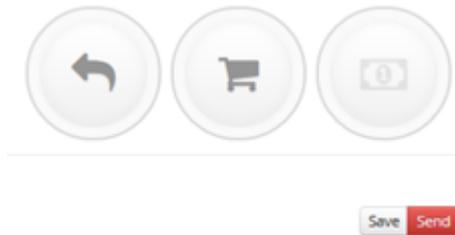
In order to process one of the above-mentioned spaces, just click into the respective space. The space will be released and the values can be edited now.

NOTE: For Thalia orders, you can also specify the shipping unit number at item level. To do this, enter the corresponding information in the "Tracking ID" field.

ASN: Order lines									
2 Positions found									
#	GTIN	Description	Thalia Group: Group/Clearance Aid or Customer Barcode Store number Label type Order reference with item reference Customer / Department Instruction Free text Order reference Premark-flag	Product number supplier	Product number buyer	Open quantity	Already delivered quantity	Delivery quantity 	TrackingId 
✓ 10	0810083040394		Lucaak, Artur 201064464400010 5276 01 050000884300010 9000 Abholung freetext 123 Yes			1 PCE	0 PCE	1 PCE	

After having finished the processing of all items you can send the dispatch notification or save it for later processing. If you send the document, it is automatically saved.

The buttons „save“ and „send“ are situated in the upper section of the page, under the buttons for the creation of follow-up documents.



If you have set a processing time for the WebEDI documents under Settings\Documents, you can process the order confirmation again within this timer and then send it again in corrected form.

If you have not advised all items and/or partial quantities, you can create further dispatch notifications. The symbol for the creation of the dispatch note is displayed in orange when further dispatch notifications can

be created  .

If all items and quantities of an order are advised, the symbol changes into green  and no further dispatch notifications can be created anymore.

The sending of the dispatch notification will be confirmed by the following message.



Analogous to the order confirmation you have the possibility to update sent delivery notes.

To do this, open the order in the Order Tracker overview and click on "All documents" on the left. Then click on the tab with the delivery note you want to edit.

On the right side you will see the button "Update". When you click on this button, the delivery note opens with all the information that was previously sent. Now you have the possibility to make changes.



When sending the new version of the delivery note, the system checks for a unique document number. If necessary, use the suffix "-1", "-2" etc. or "-n" for "new".

After sending the new delivery note, the previous version appears grayed out and marked "(backup)".



The invoice to be created subsequently always refers to the most recent version of a delivery note.

NOTE: Only delivery notes for which no invoice has been written can be updated. For delivery notes that already have an invoice, the "Update" button will not be displayed.

Print as PDF file

On click to the print button, the PDF file is created for saving and/or printing. The files contain for each item the information about GTIN, supplier article number and trader article number.

Furthermore, the summary of the order amount, the quantity of positions and the quantity is displayed in order to enable the different verifying routines in the companies or the easy comparison of the ordered order positions and the positions in the order confirmation, the delivery note and the invoice. If only partial quantities are stated in the delivery note, these will be stated on the PDF file for comparison. If collective delivery notes are created, the added-up quantities will be displayed on the PDF file.

Collective Delivery Notes

Collective delivery notes can be created after the selection of a trader in the OrderTracker. To start with the processing click the button "Collective Delivery Ad."

Order Tracker

Overview open orders | Archive by order no. buyer | Search all supplier documents

Buyer: GLN: All ... | Order no. / Customer order number: | Status: | Search

From: | Date of order: | Reset

Collective Delivery Ad | Export CSV - myToys (0) | Export CSV - VEDES (0) | Export CSV - Warehouse (0)

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
19.01.2023	19.01.2023 14:23:23	20.01.2023	304VEDESIV	Schreibwaren M	VEDES AG 4018501000005	1	45,76 EUR	📦	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢	✍️	--	📄
19.01.2023	19.01.2023 11:33:10	20.01.2023	304VEDES_Lager	VEDES Großhandel GmbH	VEDES AG 4018501000005	1	810,72 EUR	📦	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢	✍️	--	--
16.01.2023	16.01.2023 08:19:22	19.01.2023	MyToys_Lager304	Logistikzentrum myToys.de GmbH	myToys.de GmbH 4260134780001	11	1570,54 EUR	📦	<input type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢	✍️	--	--

A special application opens, in which you can either search via the order number for the orders for which you want to create a collective delivery note or in which you can have all orders displayed for which a delivery note has not yet been created.

Collective delivery note > customer: Toys"R"Us GmbH (4306544000008)

Search for PO number:

Select orders for collective delivery note:

<input type="checkbox"/>	Order date	Status date	Delivery date	Order No.
<input type="checkbox"/>	25.04.2016	25.04.2016 13:55:11	25.12.2015	BR-ORDER-180425-3
<input type="checkbox"/>	25.04.2016	25.04.2016 13:54:53	25.12.2015	BR-ORDER-180425-1
<input checked="" type="checkbox"/>	23.04.2016	23.04.2016 00:27:01	15.05.2016	Deployment-20160423-D2-A
<input checked="" type="checkbox"/>	23.04.2016	23.04.2016 00:27:01	15.05.2016	Deployment-20160423-D2-B
<input type="checkbox"/>	22.04.2016	22.04.2016 08:43:34	25.12.2015	BR-ORDER-160422-3
<input type="checkbox"/>	22.04.2016	22.04.2016 08:43:23	25.12.2015	BR-ORDER-160422-2
<input type="checkbox"/>	22.04.2016	22.04.2016 08:43:10	25.12.2015	BR-ORDER-160422-1

You select the order numbers for which you want to create the collective delivery note and click on "Create".

Collective delivery note > customer: Toys"R"Us GmbH (4306544000008)

Search for PO number All PO's with outstanding delivery quantities

BestellNr.:

Search results					
	CidRef	Order date	Status date	Delivery date	Order No.
<input checked="" type="checkbox"/>	22.04.2016	22.04.2016 08:43:34	25.12.2015	BR-ORDER-160422-3	
<input type="checkbox"/>	22.04.2016	22.04.2016 08:43:23	25.12.2015	BR-ORDER-160422-2	
<input checked="" type="checkbox"/>	22.04.2016	22.04.2016 08:43:10	25.12.2015	BR-ORDER-160422-1	

Selected orders					
	CidRef	Order date	Status date	Delivery date	Order No.
No records found.					

During the search via the order numbers, you can continue to work on a temporarily created list through complementing a pre-chosen selection with a search for another order number.

In order to do so, click on "Add", in order to temporarily save the orders from the first selection and then insert a new order number completely or partially. By clicking on "Search" and the selection of the order desired you can add the order from the selection you made beforehand.

Collective delivery note > customer: Toys"R"Us GmbH (4306544000008)

Search for PO number All PO's with outstanding delivery quantities

BestellNr.:

Search results					
	CidRef	Order date	Status date	Delivery date	Order No.
<input type="checkbox"/>	25.04.2016	25.04.2016 13:55:11	25.12.2015	BR-ORDER-180425-3	
<input checked="" type="checkbox"/>	25.04.2016	25.04.2016 13:54:53	25.12.2015	BR-ORDER-180425-1	

Selected orders					
	CidRef	Order date	Status date	Delivery date	Order No.
	9c09d6d9-a59a-4a01-8d07-1a312d0276ba	22.04.2016	22.04.2016 08:43:34	25.12.2015	BR-ORDER-160422-3
	f3d3164f-b778-41e8-8523-d9454612d250	22.04.2016	22.04.2016 08:43:10	25.12.2015	BR-ORDER-160422-1

You can continue editing the collective delivery notes analog to the single delivery notes.

Search > Order: Deployment-20160423-D2-A,Deployment-20160423-D2-B

Web-EDI

Collective Delivery advice : Deployment-20160423-D2-A,Deployment-20160423-D2-B

Save Send

ASN: Basic information

Delivery note number *:

Delivery note date *:

Requested delivery date customer: 20.05.2016

Acknowledged delivery date: 25.05.2016

Delivery date *:

Shipping date *:

Customer order number: Deployment-20160423-D2-A,Deployment-20160423-D2-B

Customer order date: 23.04.2016

Transport file number:

Appointment number:

Appointment date and time:

Pieces in package:

Via the red button “Send” on the upper right side you complete the collective delivery note. (Alternatively, you can save the document).

The collective delivery notes created can be found in each order in the section “Order: all documents”. As soon as these were sent, they will also be displayed in green in the overview as “status follow-up document”.

Search > Order: BR-ORDER-190425-1

OrderTracker

Buyer

User

Settings

Product

Media

Prices

Order

Positions

All files

Status list

Web-EDI

Files:

Order Collective ASN Collective ASN

Basic information

Web-EDI file

Status date: 25.04.2016 14:11:53

Delivery note number: test3

Delivery date: 26.04.2016

Customer's order date: 25.04.2016 14:10:05

Customer's order number: BR-ORDER-190425-2,BR-ORDER-190425-1,BR-ORDER-190425-3

Delivery-advice sum: 11440.00 EUR

Amount of positions: 3

Appointment number:

Transport file number:

Delivery note date: 25.04.2016

Invoice number:

Shipping date: 26.04.2016

Requested delivery date customer: 30.12.2015

Pieces: 966.0

Appointment date and time:

Pieces in package:

Depending on via which order you open up the collective delivery note, the order number of the order opened up is displayed in green. The other orders included in the collective delivery note are marked in red. On click to the red order numbers you can switch directly into these orders.

Positions

#	GTIN	Order	Product description	Product number supplier	Product number buyer	Delivered quantity	Batches number	Free text	Amount of packaging units in commercial units	Amount in higher containers
2	4004009400402	BR-ORDER-190425-2	Webinarartikel 2	9400402	52167	176 PCE				
3	4004009400403	BR-ORDER-190425-1	Webinarartikel 3	9400403	52191	700 PCE				
1	4004009400401	BR-ORDER-190425-3	Webinarartikel 1	9400401	38822	90 PCE				

Position count : 3 - Pieces count : 966.0 - Delivery-advice sum : 11440.00 EUR

Invoice

In order to generate an invoice, click on the bank note  symbol.

If you use the time-delayed sending function for documents (time control in Settings \ Documents), please consider that an invoice can't be created until the delivery note has actually been sent.

Auftrag

Positionen

Alle Belege

Statusverlauf

Web-EDI

Rechnung für Bestellnummer : NTG27022017-1

#	Modus	Lieferscheinnummer	Sammellieferschein
Nicht erzeugbar	Wiederaufnahme möglich	NTG27022017-2	Nein

When the delivery note has been sent already, all created and sent delivery notes for which an invoice can be created are displayed on the next page. By a click on the calculator symbol, you select the delivery note for which you want to create the corresponding invoice.

Invoice for order number : 3101601013

#	Mode	Delivery note number	Collective ASN
	Createable	test	No

The invoice document will be created and opened. The invoice fields will be filled out in advance with the information from the order received and prior documents (order confirmation, delivery note).

Enter in the section „Invoice: header data“ the invoice number and check afterwards if the information taken over from the prior documents is correct. The "Invoice date" field is automatically filled with the date on which the receipt was created.

This includes the invoice conditions and payment agreements valid for the whole invoice.

Invoice: Basic information	
Delivery note number:	LF_S285_1
Delivery note date:	31.05.2021
Invoice number *:	<input type="text"/>
Invoice date *:	<input type="text" value="06.08.2021"/>
Delivery date:	11.06.2021
Special conditions:	<input type="text"/>
Terms of payment:	<input type="text" value="Sofort zahlbar ohne Abzug"/>
Free text:	<input type="text"/>
Customer order number:	TEST_S285
Customer order date:	31.05.2021
Valuta date:	<input type="text"/>
Maturity date at payment without deduction:	<input type="text"/>
Tax rate:	<input type="text" value="19"/>
Override position tax rate:	<input type="checkbox"/>
Sconto (%):	<input type="text"/>
Until:	<input type="text"/>
Surcharge / discount calculating cascading:	<input type="checkbox"/>

The VAT rate fixed for the invoice will also be taken over from the order if a VAT rate is displayed there.

Invoice: Basic information	
Delivery note number:	1256887
Delivery note date:	07.06.2016
Invoice number *:	<input type="text"/>
Invoice date *:	<input type="text"/>
Delivery date:	08.06.2016
Extra conditions:	<input type="text"/>
Free text:	<input type="text"/>
Customer order number:	TEST-EHA-2
Customer order date:	01.06.2016
Valuta date:	<input type="text"/>
Maturity date at payment without deduction:	<input type="text"/>
Tax rate:	<input type="text" value="19"/>
Override Position tax rate:	<input type="checkbox"/>
Sconto (%):	<input type="text"/>
Until:	<input type="text"/>

If no tax rate is available in the order, the default tax rate from the NTG BackOffice is automatically used. (Please get in contact with the NTG team to cross check your default settings if necessary.)

If the invoice should contain the deviating VAT rate from the "Default VAT rate" setting from the supplier in the BackOffice instead of the VAT rate from the order, you tick "ignore position VAT" and the value filled out in advance will be replaced.

Invoice: Basic information

Delivery note number: 6354
Delivery note date: 14.02.2017
Invoice number *:
Invoice date *:
Delivery date: 23.02.2017
Extra conditions:
Free text:

Customer order number: 4500106600
Customer order date: 28.11.2016
Valuta date:
Maturity date at payment without deduction:
Tax rate: Override position tax rate:
Sconto (%): Until:
Surcharge / discount calculating cascading:

To create your invoice, you can choose between two calculation methods by selecting or not selecting the option "Cascade surcharge / discount calculation". By default, this option is not selected. By doing so, the surcharges and discounts that you assign all relate to the total net price.

Invoice: Basic information

Delivery note number: 6354
 Delivery note date: 14.02.2017
 Invoice number #:
 Invoice date #:
 Delivery date: 23.02.2017
 Extra conditions:
 Free text:
 Customer order number: 4500106600
 Customer order date: 28.11.2016
 Valuta date:
 Maturity date at payment without deduction:
 Tax rate: Override position tax rate:
 Sconto (%): Until:
Surcharge / discount calculating cascading:

If you tick “Cascade surcharge / discount calculation”, the surcharges and discounts you set up build up on each other. This means that the first condition relates to the total net price and the second to the newly calculated, discounted price.

Here is an example calculation: Let's take a total cost of 1.000 € and a discount of 3% and a further discount of 2% to calculate a cascaded invoice. Then the calculation in the portal looks like this:

Total cost:		1.000,00€
Discount 3%	30,00€	970,00€
Discount 2%	19,40€	950,60€

As soon as you have sent the invoice, the data newly added to the invoice will be displayed in the section “Invoice: basic information, apart from the data taken over from the order, as well as the accumulated order total, the number of items and the total quantity for comparison with the order or for the most different internal verifying routines within the companies.

If only partial quantities of the order are invoiced, then the accumulated partial quantities of the order amount, the number of items and the calculated quantity are shown on the invoice for comparison. If collective invoices are created, then the accumulated quantities of all included orders are displayed.

In the section „Addresses”, you can see the address data sent by the trader for this order.

Addresses

▼ Address supplier, NTG Webinar (9990000010001)

GLN: 9990000010001
 Name: NTG Webinar
 Address: Rossensteinstr. 9, Stuttgart, DE
 Contact person: HR.MOT
 Email: Ansprechpartner Email
 Phone: Ansprechpartner Phone
 FAX: Ansprechpartner Fax
 Additional partner information: Zusaeztl. Partnerident
 Sales tax identification number:
 Tax number:

Address customer, PBS Network Support (6667776667776)
 Delivery address, 999-NTG Webinar (9990000010001)
 Billing address, BEZÄHLER (7632432342)

The section „Invoice: Positions overview” serves, like in the order confirmation and the dispatch notification, for more clarity and reflects the current state of all order items. Here, you can see at one glance which items and quantities were confirmed, advised and charged. In the case of several similar follow-up documents, e.g. several dispatch notifications, the cumulated quantity is always displayed here. Therefore, you always have a current state of all items (follow-up documents created, quantities confirmed, quantities advised and quantities charged).

Invoice: Positions overview

3 Positions found Beginning << 1 >> End

#	GTIN	Status	Product description	Product number supplier	Quantity unit	Ordered quantity	Confirmed quantity	Delivered quantity	Calculated quantity
1	4004009400401	● ● ● ●	Webinarartikel 1	9400401	PCE	90	90	90	40
2	4004009400402	● ● ● ●	Webinarartikel 2	9400402	PCE	200	200	200	100
3	4004009400403	● ● ● ●	Webinarartikel 3	9400403	PCE	700	700	700	200

3 Positions found Beginning << 1 >> End

The next section is about editing the invoice items. In the section “Invoice: Positions”, discounts and surcharges as well as different VAT rates can be inserted on the position level and prices can be modified there.

Invoice: Positions

Discount: Position: 1.0 - 4004009400401 Deduction, surcharge: Surcharge +

Value: in %

Type: Bitte wählen... Text:

0 entries found

#	GTIN	Description	ProductNumber Supplier	ID	Deduction, surcharge	Type	Text	Value	Result
No data									

0 entries found

3 Positions found

#	GTIN	Description	Product number supplier	Product number Buyer	Ordered quantity	Price <input type="checkbox"/>	Currency	Netto	Deduction, surcharge	Netto with deduction, surcharges	Vat <input type="checkbox"/>	Amount (brutto)
1	4004009400401	Webinarartikel 1	9400401	38822	50 PCE	10.00	EUR	500.00		500.00	19	595.00
2	4004009400402	Webinarartikel 2	9400402	52167	100 PCE	10.00	EUR	1000.00		1000.00	19	1190.00
3	4004009400403	Webinarartikel 3	9400403	52191	500 PCE	10.00	EUR	5000.00		5000.00	7	5350.00

3 Positions found

To edit prices and VAT rates, click into the corresponding space. The space will be released and the value can be edited afterwards.

Invoice: Positions

Discount: Position: 1.0 - 4004009400401 Deduction, surcharge: Surcharge +

Value: in %

Type: Bitte wählen... Text:

0 entries found

#	GTIN	Description	ProductNumber Supplier	ID	Deduction, surcharge	Type	Text	Value	Result
No data									

0 entries found

3 Positions found

#	GTIN	Description	Product number supplier	Product number Buyer	Ordered quantity	Price <input type="checkbox"/>	Currency	Netto	Deduction, surcharge	Netto with deduction, surcharges	Vat <input type="checkbox"/>	Amount (brutto)
1	4004009400401	Webinarartikel 1	9400401	38822	50 PCE	<input type="text" value="10.00"/>	EUR	500.00		500.00	19	595.00
2	4004009400402	Webinarartikel 2	9400402	52167	100 PCE	10.00	EUR	1000.00		1000.00	19	1190.00
3	4004009400403	Webinarartikel 3	9400403	52191	500 PCE	10.00	EUR	5000.00		5000.00	7	5350.00

3 Positions found

At the same time, VAT rates can be adapted on the position level.

To insert the surcharges and deductions at position level please use the options menu and select the position you would like to edit.

Invoice: Positions

Discount: Position: 1.0 - 4004009400401 Deduction, surcharge: Surcharge +

Value: 2.0 - 4004009400402 in %

Type: Bitte wählen... Text:

0 entries found

#	GTIN	Description	ProductNumber Supplier	ID	Deduction, surcharge	Type	Text	Value	Result
No data									

0 entries found

3 Positions found

#	GTIN	Description	Product number supplier	Product number Buyer	Ordered quantity	Price	Currency	Netto	Deduction, surcharge	Netto with deduction, surcharges	Vat	Amount (brutto)
1	4004009400401	Webinarartikel 1	9400401	38822	50 PCE	10.00	EUR	500.00		500.00	19	595.00
2	4004009400402	Webinarartikel 2	9400402	52167	100 PCE	10.00	EUR	1000.00		1000.00	19	1190.00
3	4004009400403	Webinarartikel 3	9400403	52191	500 PCE	10.00	EUR	5000.00		5000.00	7	5350.00

3 Positions found

For the items you can choose surcharge or deduction as absolute value or percent value, the type of surcharge or deduction and you have the possibility to add a free text.

Invoice: Positions

Discount: Position: 1.0 - 4004009400401 Deduction, surcharge: Surcharge +

Value: in %

Type: Bitte wählen... Text:

0 entries found

#	GTIN	Description	ProductNumber Supplier	ID	Deduction, surcharge	Type	Text	Value	Result
No data									

0 entries found

3 Positions found

#	GTIN	Description	Product number supplier	Product number Buyer	Ordered quantity	Price	Currency	Netto	Deduction, surcharge	Netto with deduction, surcharges	Vat	Amount (brutto)
1	4004009400401	Webinarartikel 1	9400401	38822	50 PCE	10.00	EUR	500.00		500.00	19	595.00
2	4004009400402	Webinarartikel 2	9400402	52167	100 PCE	10.00	EUR	1000.00		1000.00	19	1190.00
3	4004009400403	Webinarartikel 3	9400403	52191	500 PCE	10.00	EUR	5000.00		5000.00	7	5350.00

3 Positions found

The changes are displayed if you click on the button .

Invoice: Positions

Discount: Position: 2.0 - 4004009400402 Deduction, surcharge: Surcharge +

Value: 1 in %

Type: Test_Zuschlag1 - sonstige WI Text:

0 entries found

#	GTIN	Description	ProductNumber Supplier	ID	Deduction, surcharge	Type	Text	Value	Result
2.0	4004009400402	Webinarartikel 2	9400402	0	Surcharge	Test_Zuschla		1 %	10.00

0 entries found

3 Positions found

#	GTIN	Description	Product number supplier	Product number Buyer	Ordered quantity	Price	Currency	Netto	Deduction, surcharge	Netto with deduction, surcharges	Vat	Amount (brutto)
1	4004009400401	Webinarartikel 1	9400401	38822	50 PCE	10.00	EUR	500.00		500.00	19	595.00
2	4004009400402	Webinarartikel 2	9400402	52167	100 PCE	10.00	EUR	1000.00	Surcharge: 1 % = 10.00	1010.00	19	1201.90
3	4004009400403	Webinarartikel 3	9400403	52191	500 PCE	10.00	EUR	5000.00		5000.00	7	5350.00

3 Positions found

By checking the "For all positions" box, you can set the surcharge or discount on all positions with one click.

Invoice: Order lines

Discount: Position: 10.0 - 4011796920164 Deduction, surcharge: Deduction + Für alle Positionen übernehmen

Value: 2 in %

Type: Text:

0 entries found

#	GTIN	Description	Product number supplier	Product number buyer	Deduction, surcharge	Type	Text	Value	Result
No data									

In the section „Invoice: Sum“, you can select discounts and surcharges in percent or absolute for the whole invoice, indicate a discount or surcharge type and state a text.

The changes are displayed by click on the icon .

Invoice: Sum

Discount :
 Value: in %
 Type: Text:

	Deduction,surcharge	Type	Value	Text
	Deduction	FLOAT	3 %	WERBUNG
	Deduction	FLOAT	0.5 %	ZENTRALVERGUETUNG
	Deduction	FLOAT	1.5 %	DEFEKTENVERGUETUNG

OJ # Pos	Taxation rate	Netto	Position deductions, surcharges	Netto with position deductions, surcharges	Head deductions, surcharges	Netto with all deductions, surcharges	Tax	Final ammount (brutto)
[1.0 .2,0.3,0.4, .7.0]	19 %	28580.00	0.00	28580.00	Deduction : 3 % = 857.40 Deduction : 0.5 % = 142.90 Deduction : 1.5 % = 428.70	27151.00	5158.69	32309.69
Sum:		28580.00	0.00	28580.00		27151.00	5158.69	32309.69

NOTES: Thalia Bücher GmbH

When creating an invoice, order items can be split in order to mark a partial quantity as "free of charge" (free goods discount).

To do this, click on the icon below the item number and enter the number of products that are not to be charged under "Quantity of the splitted position".

#	GTIN	Description	Currency	Net
10	7331672430400	Erwachsenen 7331672430 5900 02 01092786000 9999 - - - No	EUR	598,00
20	4260705310217	Erwachsenen 4260705310 5900 02 010927860000020 9999 - - - No	EUR	117,72

Thalia Group:
Group/Clearance Aid or Customer
Barcode
Store number
Label type
Order reference with
Customer / Dep
Instructions
Free text
Order refer
Premark

Split position

GTIN	Quantity	Quantity of the splitted position
7331672430400	100.0	<input type="text" value="2"/>

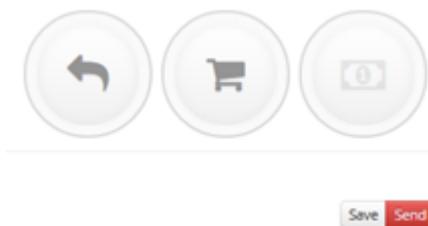
Another position is added and the number/total in the original position is adjusted accordingly.

If a mistake was made during input, it can be undone by clicking the "Delete" icon. Subsequently, you can carry out the editing again.

#	GTIN	Description	Thalia Group: Group/Clearance Aid or Customer Barcode Store number Label type Order reference with item reference Customer / Department Instruction Free text Order reference Premark-flag	Product number supplier	Product number buyer	Ordered quantity	Price	Currency	Net
10	7331672430400		Erwachsenspiele 7331672430400 5900 02 010927860000010 9999 - - No			98 PCE	5,98	EUR	586.04
11	7331672430400		Erwachsenspiele 7331672430400 5900 02 010927860000010 9999 - - No			2 PCE	0.00	EUR	0.00

After completion of processing all items, you can send the invoice or save it for further processing. The sending of a document automatically includes the saving of the document.

You can find the buttons „save“ and „send“ in the upper and lower section of the page.



If you have set a processing time for the WebEDI documents under Settings\Documents, you can process the order confirmation again within this timer and then send it again in corrected form.

Please note that follow-up documents cannot be modified, corrected or newly created once they were sent. Use the button “save” if you have not yet completed the processing of the document or if you want to continue later.

If you have not yet charged all items and/or charged partial quantities, it is possible to create further invoices. In this case, the symbol for the creation of the invoices is displayed in orange.

If all items and quantities are charged, the symbol changes to green and no more invoices can be created.

Close the processing of the invoice with a click on the button “send”.

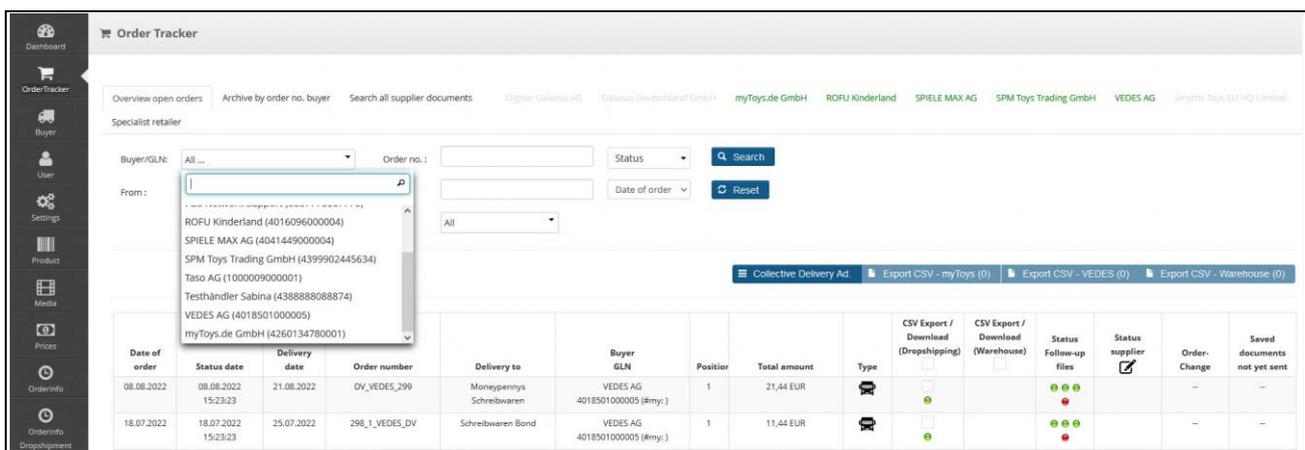
Print as PDF file

By click on the printer symbol, a PDF file is created from the document presently displayed which you can save or print out directly. The PDF file contains the GTIN for each item as well as the item number of the supplier and the trader.

Furthermore, in the PDF file, the summary of the order amount, the number of items and the quantity will be displayed in order to enable the different verifying routines in the companies or the easy comparison of order items and the items in the order confirmation, the delivery note and the invoice. If only partial quantities are charged, then only these will be displayed on the PDF file for comparison. If a collective invoice has been created the summaries e.g. for all quantities are shown.

Collective Invoice

Collective invoices can be created after the trader was selected in the OrderTracker menu. After the selection you can choose the order for which a collective delivery note is available and the traffic light symbol for the invoice has not yet changed into green.



The screenshot shows the 'Order Tracker' interface. A search dropdown menu is open, listing several suppliers with their GLN numbers. Below the menu, a table displays order details. The table has columns for Date of order, Status date, Delivery date, Order number, Delivery to, Buyer GLN, Position, Total amount, Type, CSV Export / Download (Dropshipping), CSV Export / Download (Warehouse), Status Follow-up files, Status supplier, Order-Change, and Saved documents not yet sent.

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
08.08.2022	08.08.2022 15:23:23	21.08.2022	DV_VEDES_299	Moneypennys Schreibwaren	VEDES AG 4018501000005 (#my:.)	1	21,44 EUR		<input type="checkbox"/>	<input type="checkbox"/>			--	--
18.07.2022	18.07.2022 15:23:23	25.07.2022	298_1_VEDES_DV	Schreibwaren Bond	VEDES AG 4018501000005 (#my:.)	1	11,44 EUR		<input type="checkbox"/>	<input type="checkbox"/>			--	--

The order overview opens up and you select the option “create invoice”, just as if you would like to create a normal invoice for an order.

Search > Order > BIANCA_1_Toys

Overview:

Basic information

cid (nur sichtb. für devel.):	74996edd-ceaf-4706-bf58-30a835445517	Buyer:	Kurz
Order date:	09.05.2016	Status date:	09.05.2016 15:33:22
Order number:	BIANCA_1_Toys	Supplier:	NTG Webinar
Total amount of orders:	9660.00 EUR EUR	Note for the supplier:	
Amount of positions:	3	Pieces:	966.0
Requested delivery date:	30.12.2015 (25.12.2015 - 05.01.2016)	Valuta date:	19.07.2016
Free text:	FREE_TEXT - NTG637-ZUSTAENDIG IST FRAU XXX. TEXT - NTG637-ZUSTAENDIG IST FRAU XXX. BEMERK - NTG637-ZUSTAENDIG IST FRAU XXX.		

You will be guided to the selection of the existing delivery notes for the order. For the creation of a collective invoice it is important to select a delivery note which has the status “yes” in the column “collective delivery note”.

Search > Order: BIANCA_1_Toys

Invoice for order number : BIANCA_1_Toys

#	Delivery note number	Collective invoice
	test_neu3	ja

After choosing the collective delivery note the collective invoice can be edited like a single invoice.

Search > Order: BIANCA_2_Toys, BIANCA_1_Toys

Collective Invoice:

Invoice: Basic information

Delivery note number: test_neu3
 Delivery note date: 26.05.2016

Invoice number *:
 Invoice date *:
 Delivery date: 30.12.2015
 Extra conditions:
 Free text:

Customer order number: BIANCA_2_Toys, BIANCA_1_Toys
 Customer order date: 09.05.2016
 Valuta date: 19.07.2016
 Maturity date at payment without deduction: 31.07.2016

Tax rates: 19
 Override Position tax rate:
 Scanto (%): 3
 Until: 26.07.2016

You enter the header data and check out the information pre-processed in the invoice. In the section “Invoice: Positions” surcharges and deductions can be determined for all POs in the collective document.

The states of the follow-up documents are identified with traffic lights symbols

- Inventory shipment orders = generally 4 buttons
- Direct shipment orders for VEDES = 4 buttons
- Direct shipment orders for myToys = 3 buttons, since the creation of the invoice via the portal is omitted

The colors of the traffic lights symbols have the same meaning as for the inventory shipment orders (see chapter "OrderTracker")

OrderTracker overview

Suppliers who have registered for the direct shipment (presently only myToys and VEDES), can see in the column "Type" if an order is a warehouse or direct shipment order.

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Positio	Total amount	Type	Status Follow-up files	Status supplier	Order-Change	Saved but not sent documents
18.06.2020	18.06.2020 05:44:37	27.06.2020	BATCH306803391-1340	Frau Stefanie Troepgen	myToys.de GmbH 4260134780001 (#my:.)	1	24,30 EUR				--	--
18.06.2020	18.06.2020 05:45:45	27.06.2020	BATCH306791891-1340	Frau Susanne Gross	myToys.de GmbH 4260134780001 (#my:.)	1	7,15 EUR				--	--
18.06.2020	18.06.2020 05:45:48	27.06.2020	BATCH306794391-1340	Frau Alexandra Kolz	myToys.de GmbH 4260134780001 (#my:.)	1	17,95 EUR				--	--
16.06.2020	16.06.2020 17:49:50	23.06.2020	816663	Logistikzentrum myToys.de GmbH	myToys.de GmbH 4260134780001 (#my: 1001715)	17	2257,08 EUR			Open		--

Suppliers who are active for VEDES concerning the direct shipment / drop shipment, will find all relevant information in the chapter "OrderTracker".

For suppliers who are active for myToys concerning the direct shipment / drop shipment, the special features are explained in the following in the menu section OrderTracker.

Download ORDERS (myToys and VEDES)

In the "OrderTracker" menu, direct shipment orders (marked with the truck symbol) can be downloaded individually or collectively. (The download function is only available in the "Overview" tab).

You can first pre-filter orders according to the type of warehouse or direct shipment and then tick the "CSV export" column for the desired orders. The button "Export CSV - myToys" or "Export CSV - VEDES" is activated, the number of selected orders is shown in brackets.

Order Tracker

Overview open orders | Archive by order no. buyer | Search all supplier documents | Digitec Galaxus AG | Galaxus Deutschland GmbH | myToys.de GmbH | ROFU Kinderland | SPM Toys Trading GmbH | Thalia Bücher GmbH | VEDES AG

myToys.de GmbH (4260134780001) | Specialist retailer

Buyer/GLN: myToys.de GmbH (4260134780001) | Order no. / Customer order number: | Status: | Search

From: | Until: | Date of order: | Reset

Type: Dropshipment
All
Warehouse
Dropshipment

Collective Delivery Ad | Export CSV - myToys (3) | Export CSV - VEDES (0) | Export CSV - Warehouse (0)

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
31.03.2022	31.03.2022 11:08:04	09.04.2022	MyToys_DV_295_2	Miss Money Penny-Test	myToys.de GmbH 4260134780001	1	40,40 EUR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	●●●		--	--
29.11.2021	29.11.2021 10:18:14	14.12.2021	DVMY_Sprim292	Herr Mats Müller	myToys.de GmbH 4260134780001	1	9,10 EUR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	●●●	Open	--	--

Search result: 2, Page: 1/1 | Beginning <<< 1 >>> End 15

Select the top box to mark all orders on this (!) page for export with one click.

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
31.03.2022	31.03.2022 11:08:04	09.04.2022	MyToys_DV_295_2	Miss Money Penny-Test	myToys.de GmbH 4260134780001	1	40,40 EUR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	●●●		--	--
29.11.2021	29.11.2021 10:18:14	14.12.2021	DVMY_Sprim292	Herr Mats Müller	myToys.de GmbH 4260134780001	1	9,10 EUR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	●●●	Open	--	--

You have the option to open or save the file (s).

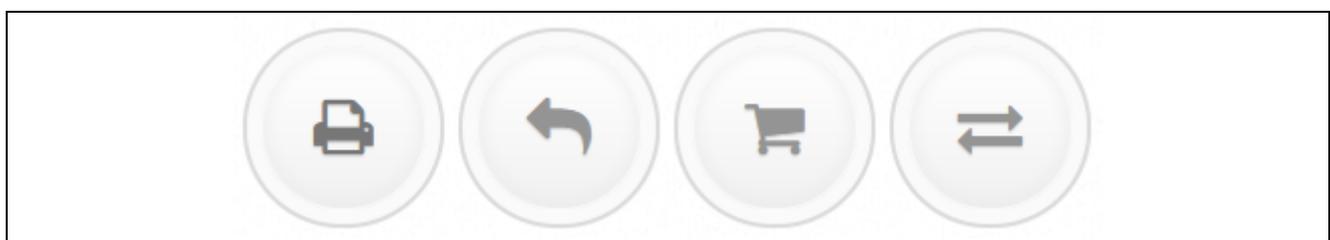
There are several order numbers in a download file, if several orders are downloaded at the same time.

You can download direct shipment orders as often as you like.

If you select the language "English" before the CSV export, the file will be output with an English header.

Special Features for myToys

Detailed view traffic lights symbols



Print view

Like for the stock shipment orders, a PDF file can be created for each document which can then be downloaded.

Orders (without symbol above)

The final customer address will be transferred to the segment “delivery address” for myToys direct shipment orders. There is a firm delivery GLN for the direct delivery which is identical for all DV orders. The plain text address is different.

Freight costs will be sent per order item.

Creation of an order confirmation

The creation of the order confirmation differs from the standard process in the following three points:

- When cancelling an order item, a reason for the cancellation must be indicated (see screenshot)
- If the quantity changes, the freight costs must be corrected accordingly, as myToys transmits the cumulative amount.
- In the case of freight costs, it should be noted that these may only be corrected downwards.
- The price can also only be corrected downwards.
- Order confirmations that have already been sent can be updated and repeated.

Order confirmation: Order lines

Add delivery date: Order line: 1.0 - 400004212007 +

Quantity:

Acknowledged delivery date:

2 Positions found

#	GTIN	Product description	Product number supplier	Product number buyer	Open quantity	Confirmed quantity	Reason quantity changed	Change	Reason of the cancellation	Delivery date	Free text								
✓ 1	400004212007	DE LENA STYRESC My Toys KIDDERLEY, G	STYRESC	11000003	1 PCE	1 PCE	temporarily sold out completely sold out remaining quantity sold out is no longer produced address not in delivery area other			<table border="1"> <thead> <tr> <th>Acknowledged</th> <th>Requested</th> <th>Quantity</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>16.06.2020</td> <td>1</td> <td>🗑️</td> </tr> </tbody> </table>	Acknowledged	Requested	Quantity			16.06.2020	1	🗑️	
Acknowledged	Requested	Quantity																	
	16.06.2020	1	🗑️																
✓ 2	400004212007	DE LENA STYRESC My Toys KIDDERLEY, G	STYRESC	11000003	1 PCE	1 PCE				<table border="1"> <thead> <tr> <th>Acknowledged</th> <th>Requested</th> <th>Quantity</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>16.06.2020</td> <td>1</td> <td>🗑️</td> </tr> </tbody> </table>	Acknowledged	Requested	Quantity			16.06.2020	1	🗑️	
Acknowledged	Requested	Quantity																	
	16.06.2020	1	🗑️																

Print the delivery note in the myToys layout based on the order confirmation

After sending an order confirmation, with myToys direct orders you also have the option of saving or printing a delivery note in the myToys layout. Please note that the "Print myToys delivery note" button can only be selected after the order confirmation has been sent.

Creation of a delivery note

When creating a delivery note, a TrackingID, a ReturnID as well as the indication of the forwarder will be needed in addition to the usual entries in the header and item data. These are to be inserted per order item.

If there are several TrackingIDs and/or ReturnIDs for one item, several indications are possible per item.

The information can be seen on the order you are placing with the forwarder.

ASN: Positions

	Product number supplier	Product number buyer	Open quantity	Already delivered quantity	Delivery quantity	Trackingid	Trackingid return	Carrier	Free text
GIGA ik	02031EC	15582849	1 PCE	0 PCE	1 PCE				

First of all, please select your forwarder from the dropdown list.

ASN: Positions

	Product number supplier	Product number buyer	Open quantity	Already delivered quantity	Delivery quantity	Trackingid	Trackingid return	Carrier	Free text
GIGA ik	02031EC	15582849	1 PCE	0 PCE	1 PCE			Please choose... Please choose... DB Schenker DHL DPD FedEx GLS HES Forwarding agency UPS	

Depending on which forwarder you select, the entry of the TrackingIDs and ReturnIDs with the corresponding rules of the forwarding company will be validated. Faulty insertions (e.g. you forgot a number) will cause a corresponding error message when saving or sending the document (see screenshot)

Delivery advice: : BATCH306803391-1340

Position 1 : The number of trackingids must be equal as the number of trackingids return
 Position 1 : Trackingid 1234 not valid: Wrong length

After the correction of the entry, the delivery note can be saved and/or sent.

If you have several order items, you have the option of using both, the tracking ID and the return tracking ID, for all items. To do this, tick "Apply to all positions" before saving the entry.

NOTE: For myToys direct shipping orders, delivery notes cannot be "updated" and resent. The reason for this is that myToys writes the credit bill for the supplier on the delivery note.

Special case: Set carrier by default - myToys only

Please contact our support team to have a specific, preferred, carrier set by default in your supplier profile.

Special case: Transporter „Forwarder“

If the product sent by you is an item which will be supplied to the final customer by a forwarder, the indication of the TrackingID and the ReturnID is obsolete.

For this reason, you can save or send the delivery note without these indications.

As soon as a delivery note was sent, myToys creates a credit note on the order amount (you will find all credit notes in the tab “direct delivery”).

Creation of a returns report

If the final customer returned the goods to you, you have to create a returns report. For this purpose, a corresponding delivery note must have been generated via the NTG portal before.

To do so, please proceed as follows:

Search and open the relevant order by the purchase order or sales order number under the tab “myToys.de GmbH” or in the “Archive by order no. buyer” and click on the button “Return”.



Select the delivery note for which the return notification should be created.

Enter the number of the return report, the date of the return report and the date of the report into the header data. The report date is the date, on which you have received the item returned from the final customer.

Under “Return: items” please select the item (s) returned; if necessary, adjust the quantity (if not all products from this order item were returned) and select the reason for the return.

Return: Positions

1 Positions found

	#	GTIN	Product description	Productno. supplier	Product number buyer	Quantity	Return reason
<input checked="" type="checkbox"/>	1	4006942103096	DV LENA 02031EC GIGA TRUCKS Muldenk	02031EC	15582849	1 PCE	Please choose...

1 Positions found

Please choose...

- 0 Article broken or incomplete
- 1 Packaging broken
- 2 Several variants ordered
- 3 Article to big
- 4 Article to small
- 5 Looks different than expected

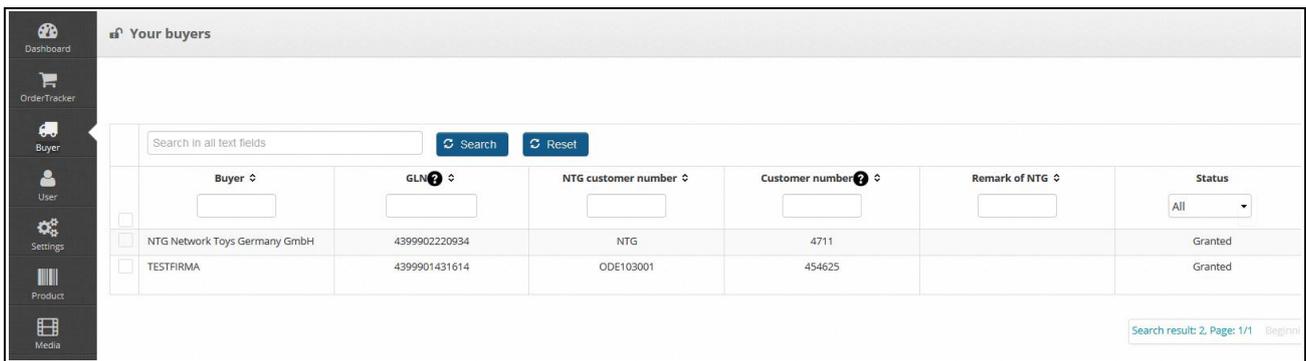
Select „Save“ in order to edit the document later or click on “Send” to complete the process.

myToys will then arrange for the submission of the corresponding debit note to your company (you will find all debit notes in the tab “direct delivery”.)

Trader

Under the menu item „Buyer“ on the left site navigation you administrate the business relations with the traders. This menu item displays released, applied and blocked relationships.

If a trader applies for the release, it is necessary that you process that request promptly. After a period of 5 days without an activity, the trader will be released automatically. However, you can cancel the release any time.

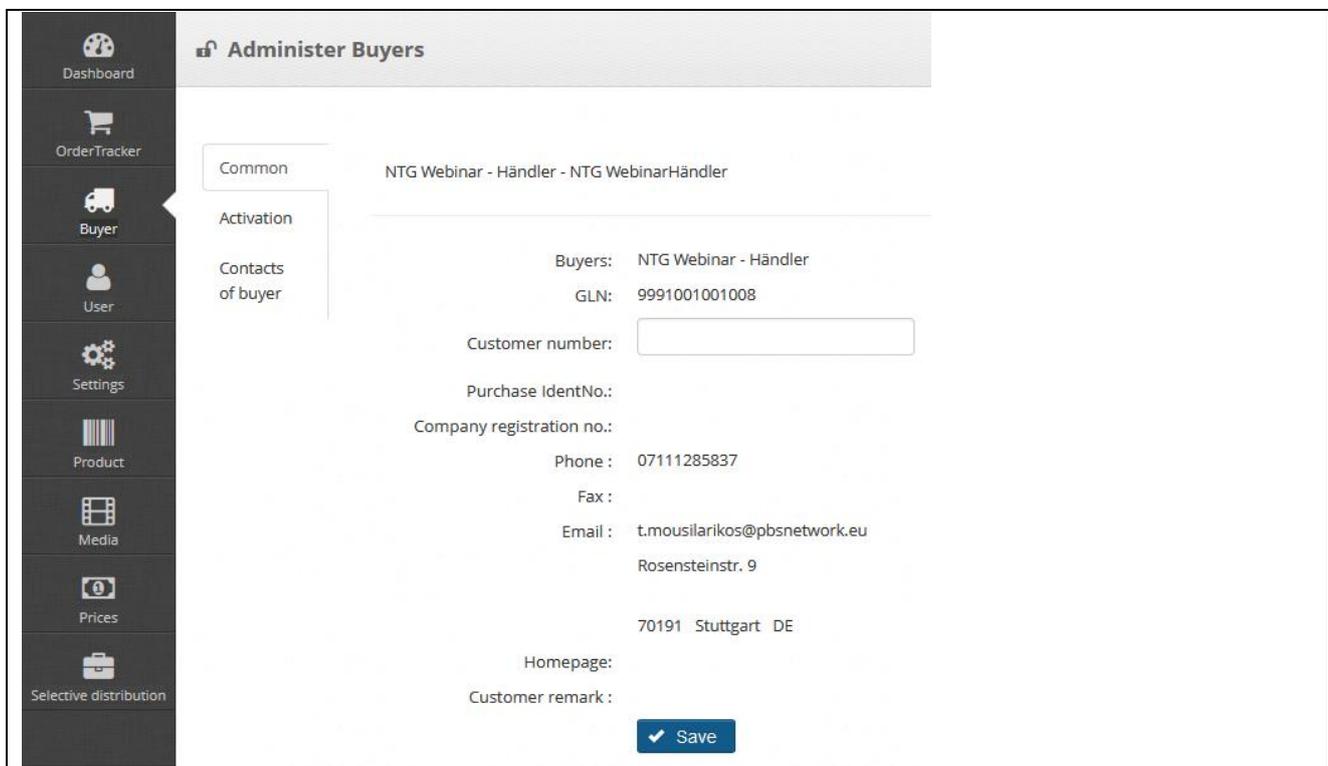


Buyer	GLN	NTG customer number	Customer number	Remark of NTG	Status
<input type="checkbox"/> NTG Network Toys Germany GmbH	4399902220934	NTG	4711		Granted
<input type="checkbox"/> TESTFIRMA	4399901431614	ODE103001	454625		Granted

Search result: 2. Page: 1/1 Beginn

An existing relationship with a trader is processed in the detailed view.

In order to do so, please click on the list entry of the corresponding company. The following view opens:



Administer Buyers

Common: NTG Webinar - Händler - NTG WebinarHändler

Activation

Contacts of buyer

Buyers: NTG Webinar - Händler

GLN: 9991001001008

Customer number:

Purchase IdentNo.:

Company registration no.:

Phone: 07111285837

Fax:

Email: t.mousilarikos@pbsnetwork.eu

Rosensteinstr. 9

70191 Stuttgart DE

Homepage:

Customer remark:

In the tab "Administer Buyers: Common" you will see the main address of the company as well as the GLN. If the partner company has its own customer number in your internal system, you can enter it here.

🏠 Administer Buyers

Common

Activation

Contacts of buyer

Testhändler Sabina - BDE000028

Buyer: Testhändler Sabina

Application number: 10.02.2020

Status: Grant Buyer ?

Note: Grant Buyer
Block Buyer

Blocking due to:

Order assortments: Sabinas Sortiment (so)

No assortments required:

✔ Save

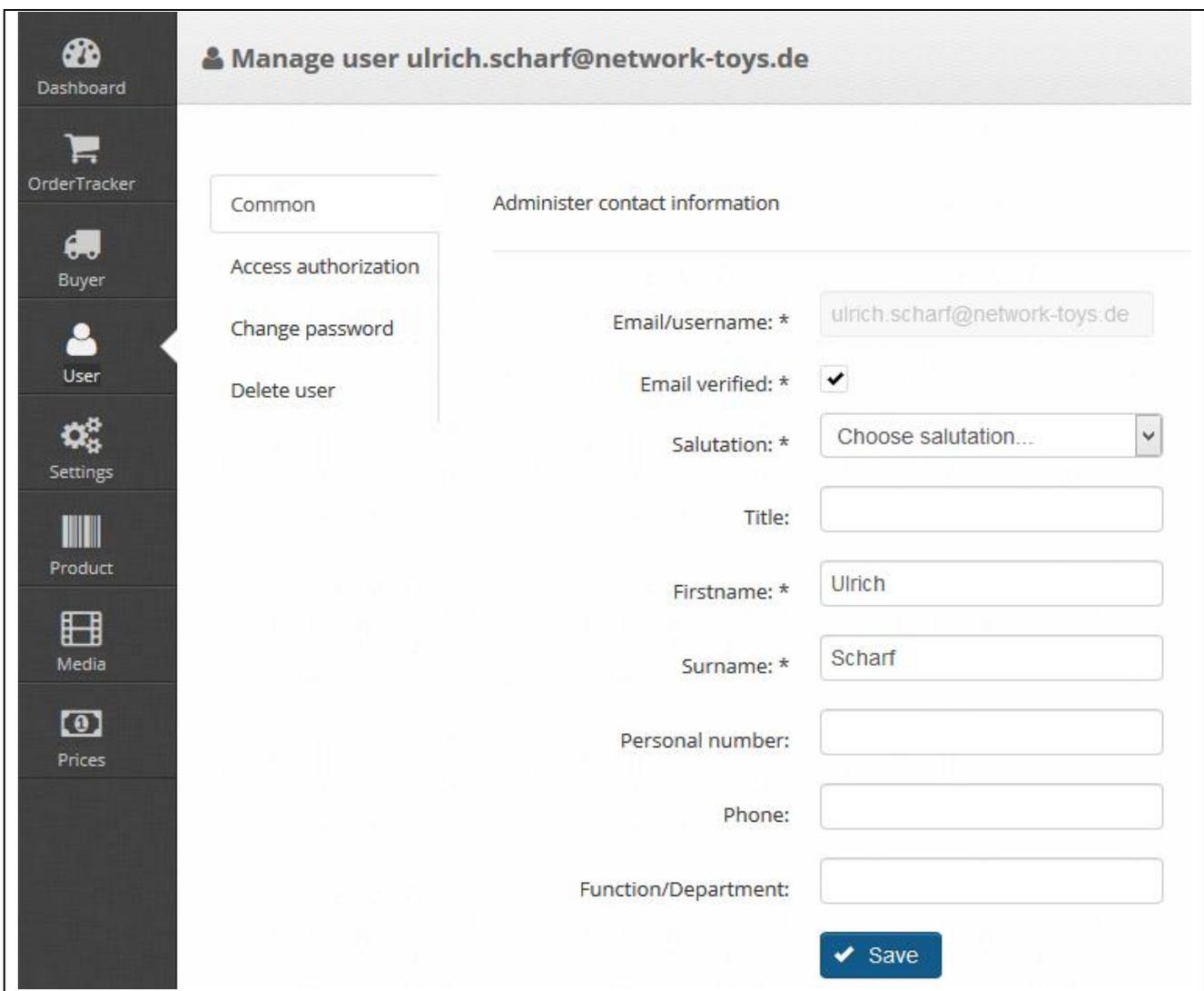
In the tab “Administer buyers: Activation” you can administrate the relationship status, i.e. you can assign releases to assortments as well as assign a general release or blocks to the trader. Check "No assortments required" if this is not needed for the business relationship. For blocking you need a blocking indicator. Please insert this into the space provided for it. This text will be sent to the partner via e-mail.

User

Under the menu item „user“, you can find the company administrator preset by NTG for you. In this item, you can modify existing user profiles but also add further users up to the requirements of your company. To modify an existing user profile, click on the corresponding entry in the user list.

In the subset “User: General” you see the assigned username (as a rule the e-mail address) and general information on the user. You also have the possibility to deposit a password for your employees.

Saved user accounts can be adjusted at any time again. Only the email address, which also serves as username and is relevant for the login, cannot be modified.



Manage user ulrich.scharf@network-toys.de

- Common
- Access authorization
- Change password
- Delete user

Administer contact information

Email/username: *

Email verified: *

Salutation: *

Title:

Firstname: *

Surname: *

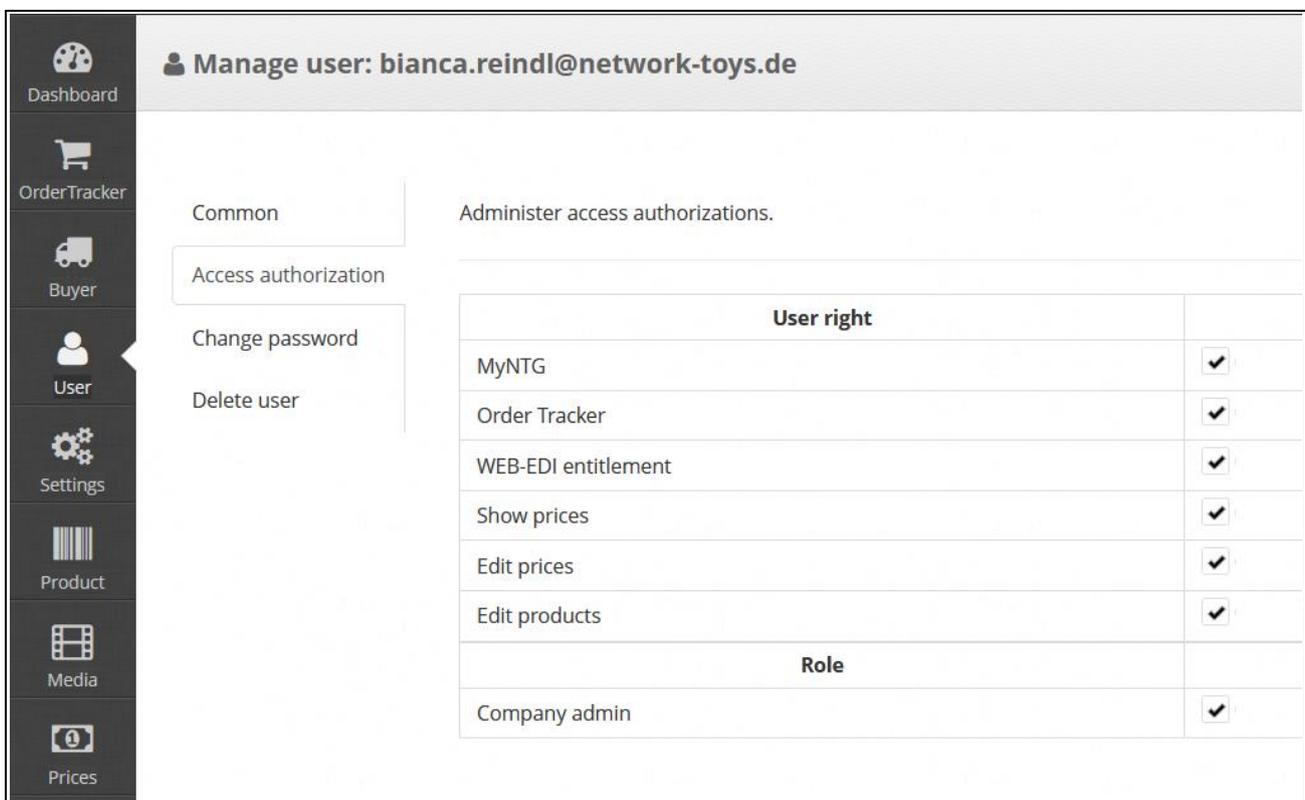
Personal number:

Phone:

Function/Department:

In the tab „User: Access authorization” you can administrate the rights of the user. Here, you can determine for which sections the user is to be released. It is possible to issue the following authorizations:

- MyNTG: allows the user to login into the NTG platform
- Order Tracker: enables access to the orders
- WEB-EDI entitlement: allows to create the follow up documents for order files
- Show prices: controls the display of the price information
- Edit prices: enables the processing of prices and the upload of price data
- Edit products: enables the creation and the processing of item data as well as the possibility to include data supplies into the system by upload
- Company admin: enables the creation of further users, the administration of users and the modification of company data



User right	
MyNTG	<input checked="" type="checkbox"/>
Order Tracker	<input checked="" type="checkbox"/>
WEB-EDI entitlement	<input checked="" type="checkbox"/>
Show prices	<input checked="" type="checkbox"/>
Edit prices	<input checked="" type="checkbox"/>
Edit products	<input checked="" type="checkbox"/>
Role	
Company admin	<input checked="" type="checkbox"/>

In the tab „User: Change password” the user or the company admin is able to change the login password.

With the function "User: Delete user” the company admin can delete the full user profile.

Please note: The logged in user cannot be deleted.

 Dashboard

 OrderTracker

 Buyer

 User

 Settings

Manage user: test@pbsnetwork.eu

- Common
- Access authorization
- Change password
- Delete user

Do you want to delete user test@pbsnetwork.eu ?

All permissions of this users will be deleted.

 Delete user? You are not allowed to delete the logged in user!

Settings

In the menu point „Settings“ the company data, the additional contacts for your traders, the settings for sending documents as well as the article print templates can be administrated.

Company data

In the tab "company data" you can deposit your general company-related data.

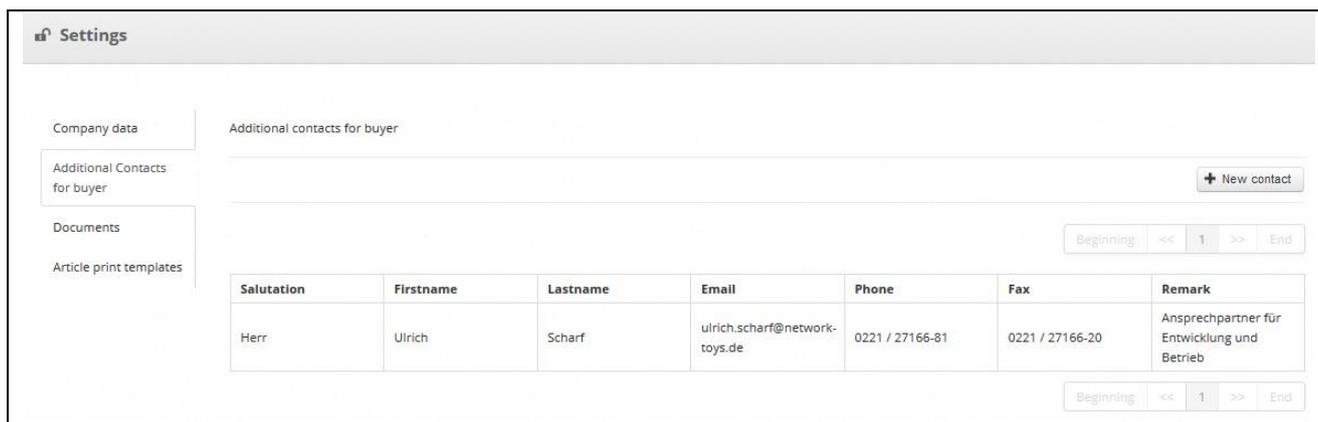
<p>Company data</p> <p>Additional Contacts for buyer</p> <p>Documents</p> <p>Product print templates</p> <p>Validation report</p>	<p>Your company data</p> <hr/> <p>NTG customer number: 12345678</p> <p>GLN: 4388888093243</p> <p>Company name 1: <input type="text" value="NTG Testfirma"/></p> <p>Company name 2: <input type="text" value="Testlieferant"/></p> <p>Company name 3: <input type="text"/></p> <p>Street/No.: <input type="text" value="Straße 100"/></p> <p>Zip code: <input type="text" value="12345"/></p> <p>City: <input type="text" value="Stuttgart"/></p>
---	--

Under “Company Data” you have the additional option to select if images of the image category “NTG-P-161 unpacked item” or “NTG-P-169 front view/planogram view/2D” are to be displayed in the article image preview.

Image preview: preferred type:	<input type="text" value="NTG-P-161 Image-file: unpacked"/> <input type="text" value="NTG-P-161 Image-file: unpacked product"/> <input type="text" value="NTG-P-169 Image-file: front side of packaging / planogram view / 2D"/>
--------------------------------	--

Additional contacts for traders

In the tab "Additional contacts for traders" you can deposit important information for your business partners for the communication. For good communication you can indicate contact partners from different departments such as purchasing, IT or customer service. This allows your retailers to find the right contact person for all matters, without having to call a central telephone number and without unnecessary loss of time.



Settings

Company data

Additional Contacts for buyer

Documents

Article print templates

Additional contacts for buyer

+ New contact

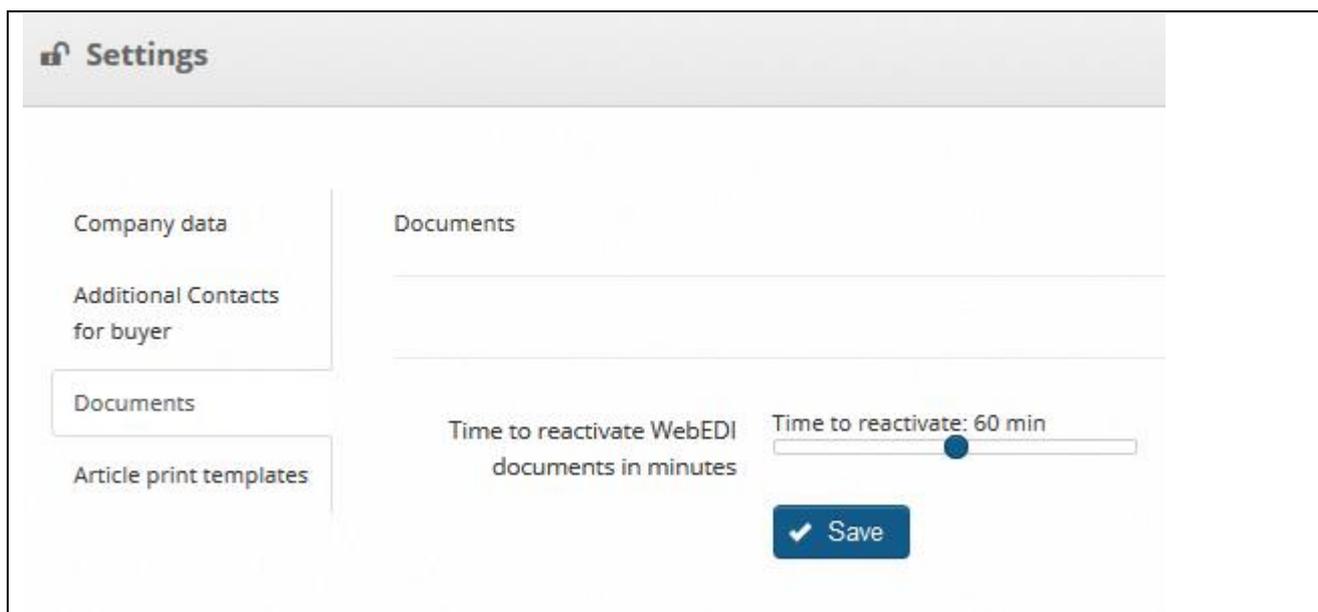
Beginning << 1 >> End

Salutation	Firstname	Lastname	Email	Phone	Fax	Remark
Herr	Ulrich	Scharf	ulrich.scharf@network-toys.de	0221 / 27166-81	0221 / 27166-20	Ansprechpartner für Entwicklung und Betrieb

Beginning << 1 >> End

Documents

In the tab "Documents" you can set a timer for sending your follow-up documents. For example, if you set the slider up to 20 minutes, your order confirmations, delivery notes and invoices will not be sent until the specified time passed by and within this specified time schedule, they can be edited again like saved documents. The time set always refers to all follow-up documents. The time range is limited to two hours.



Settings

Company data

Additional Contacts for buyer

Documents

Article print templates

Documents

Time to reactivate WebEDI documents in minutes

Time to reactivate: 60 min

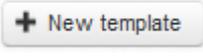
Save

Article print templates

The print templates for articles allow you to set default settings for printing a PDF document. In the article overview, you can use the "PDF Print" button to generate a data sheet for one, several or all articles in an assortment.

If you don't define a template, the NTG portal provides you with a default template, which automatically prints all article attributes (NTG-P-001 to NTG-P-XXX).

In the overview of the menu you can see the print templates already created. You can create a new

template via the button  .

When you create a new template, you can name the template, add free text and select the fields in the list you like to print.

Settings

Company data

Additional Contacts for buyer

Documents

Article print templates

Article print templates

← Back Select all Deselect all ✓ Save

Template-name:

Freetext:

250 characters remaining.

Following fields are printed always :

- NTG-P-002 Supplier name
- NTG-P-007 EAN/GTIN/UPC number
- NTG-P-013 Article number supplier
- NTG-P-015 Article description
- NTG-P-161 picture name: single picture (EBD. This picture will be used as preview in the NTG portal.)

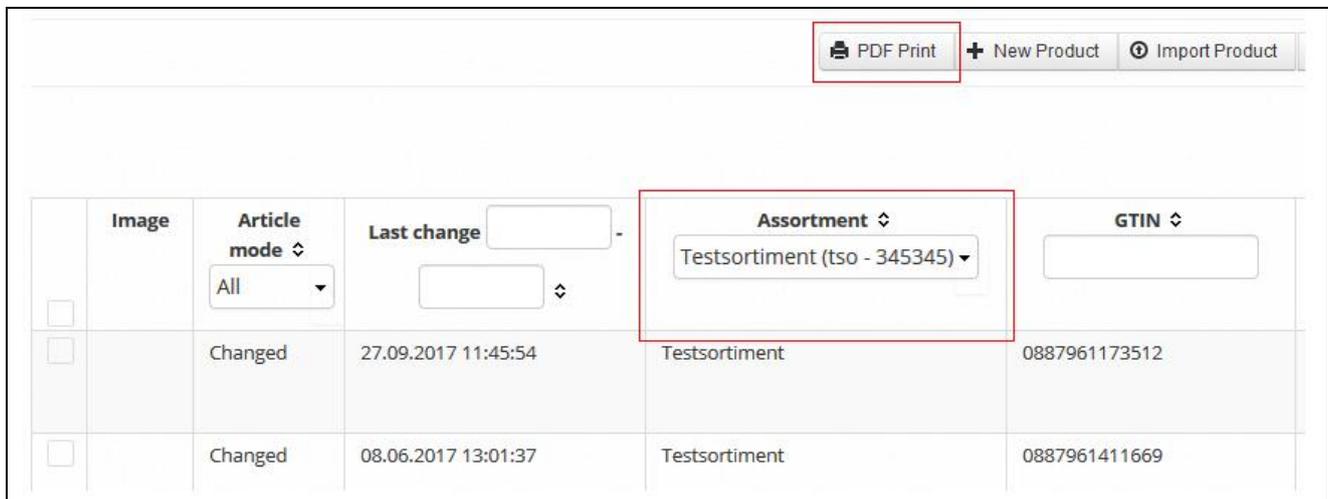
Key	Name	Enabled
NTG-P-001	GLN Lieferant	<input type="checkbox"/>
NTG-P-002	Lieferantenname	<input checked="" type="checkbox"/>
NTG-P-003	GLN Hersteller	<input type="checkbox"/>
NTG-P-004	Hersteller Name	<input type="checkbox"/>
NTG-P-005	Lieferantennr.	<input type="checkbox"/>
NTG-P-006	HändlerGLN	<input type="checkbox"/>
NTG-P-007	EAN/GTIN/UPC Nummer	<input checked="" type="checkbox"/>

The following spaces are always printed via the default settings:

- NTG-P-002 Supplier name
- NTG-P-007 EAN/GTIN/UPC number
- NTG-P-013 Article number supplier
- NTG-P-015 Article description
- NTG-P-161 picture name: single picture (EBD)

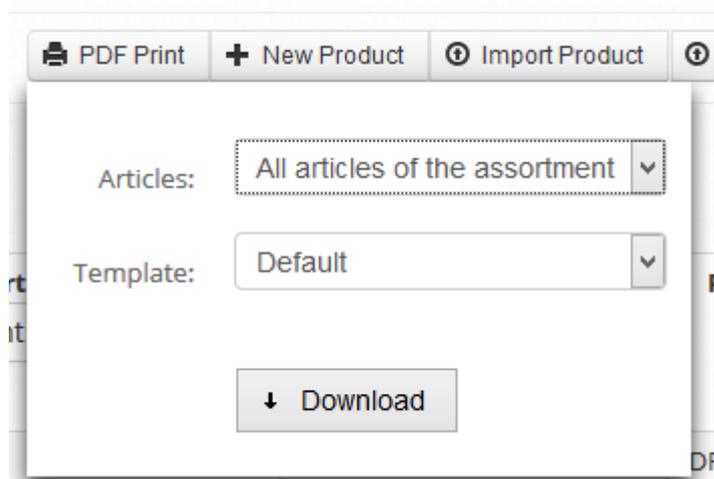
In the article overview, you can then use the defined print templates, for example, to generate product data sheets or advertising flyers.

First, select an assortment to activate the "PDF Print" button.



You can tick individual articles in the overview before you click on the button to start the PDF print only for these articles.

If you click on "PDF print", you can either select if you only want to print the selected articles or the whole range.

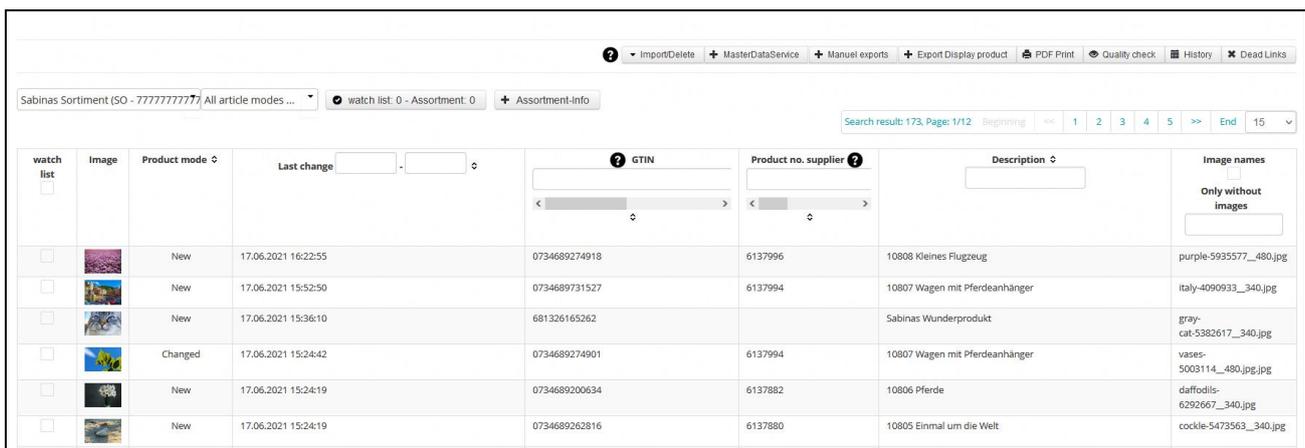


Additionally, you can select the template - one of your saved print templates or if you have not deposited any, you can select the default template. By doing so, all attributes (NTG-P-001 to NTG-P-290) will be printed per article.

Articles [article data]

Administrate article data

Under the menu point „product“, you can administrate your item data. If you have already imported or manually entered item data content into the NTG portal, these articles will be displayed when you call up the page “article”.



watch list	Image	Product mode	Last change	GTIN	Product no. supplier	Description	Image names
<input type="checkbox"/>		New	17.06.2021 16:22:55	0734689274918	6137996	10808 Kleines Flugzeug	purple-5935577_480.jpg
<input type="checkbox"/>		New	17.06.2021 15:52:50	0734689731527	6137994	10807 Wagen mit Pferdeanhänger	italy-4090933_340.jpg
<input type="checkbox"/>		New	17.06.2021 15:36:10	681326165262		Sabinas Wunderprodukt	gray-cat-5382617_340.jpg
<input type="checkbox"/>		Changed	17.06.2021 15:24:42	0734689274901	6137994	10807 Wagen mit Pferdeanhänger	vases-5003114_480.jpg.jpg
<input type="checkbox"/>		New	17.06.2021 15:24:19	0734689200634	6137882	10806 Pferde	daffodils-6292667_340.jpg
<input type="checkbox"/>		New	17.06.2021 15:24:19	0734689262816	6137880	10805 Einmal um die Welt	cockle-5473563_340.jpg

In this overview, you can see the items of the selected range already entered. In the list box „All assortments“, you can select an assortment. Via the spaces EAN, item number, producer, item description, image name it is possible to search for an item. You are looking for several items? Just enter the desired EAN or item numbers into the search space one after the other (without using a comma), in order to open the corresponding item list.

In addition, a filter function is stored for the fields article mode, change date, EAN, article number supplier, article description and images without image names, which allows the selected articles to be sorted according to specified criteria. In addition, there is a filter function deposited for the spaces range, EAN, article number producer, article description and modification date which enables you to sort the selected articles according to given criteria. Select the image type you prefer for the item preview in the tab “Settings” under “Company Data”.

By clicking the button  (assortment info) you can see a short overview on the “processing status” of the assortment selected.

Last Change:	29.10.2019 12:40:59	Brand name:	100.00 %
Count of products:	1496		
At least one image:	100.00 %	No image:	0.00 %
Status new:	1	Status update:	1495
UVPE:	DE : 100.00 %	Listprice:	DE : 100.00 %
Description / basic data text more than 5 signs:	DE : 59.36 %	Description / basic data text more than 50 signs:	DE : 58.69 %

With the button  the following functions can be called up:

- "New article": articles can be added manually
- "Import article: articles can be imported
- "Display article import": articles consisting of several components can be imported
- Article Import: Media": several media data of the same image type can be imported via csv or excel file.
- "Delete contents":
- "Delete article": whole articles can be removed from the range

The article overview contains the following additional functions:

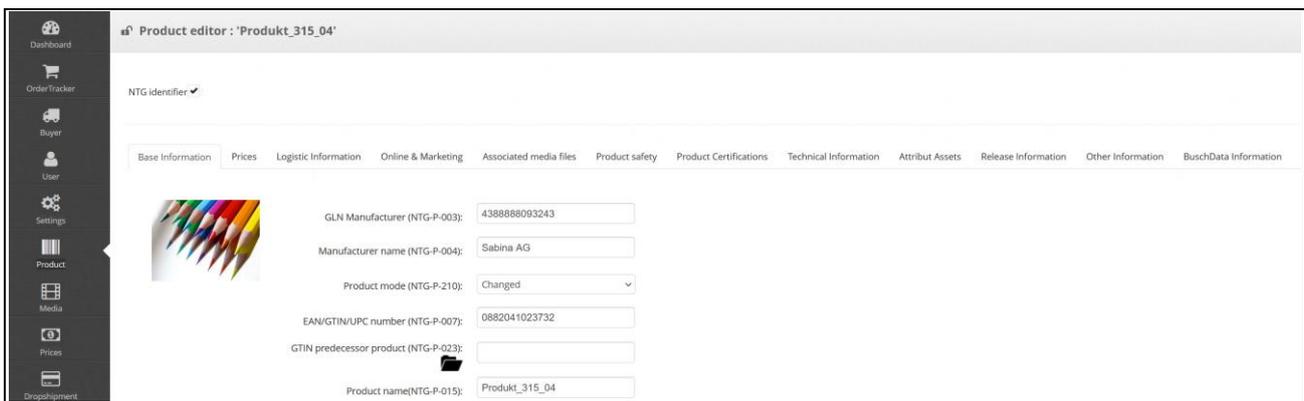
- "Master Data Service" is a function which enables you to fill in your article data (total data range or article selection) into released trader templates automatically.
- "Manual exports" enables you to export your article data manually: as a CSV reimport file and in the BuschDATA and BuschDATA2 formats. You can then download the export file in the history in the "Downloads" area.
- "Export Display product": All articles which you have imported into the system under "Display Article Import" can be downloaded again as a CSV file.
- "PDF print": you can have your article data be filled into premade templates in PDF format, e.g. for marketing purposes.
- "Quality check": the verification results of your data can be seen.
- "History": the overview of your imports during the last 12th months can be seen here, as well as the possible download files in different formats
- "Dead Links" checks whether media have been specified for your article data which are not available, unlinked media have been made available in the portal or which articles do not contain a reference to a media file and deletes them if necessary.
- "Watch list" is a function to upload an article list for the export per Master Data Service.

If there are more search results available as fit to one page you can skip with the navigation bar to all pages:

If there are more articles available in the search results as fit on one page, you can navigate via the page navigation on the upper page and on the right lower page between the present page and the follow-up pages:



One click on the search result opens up the item for processing.

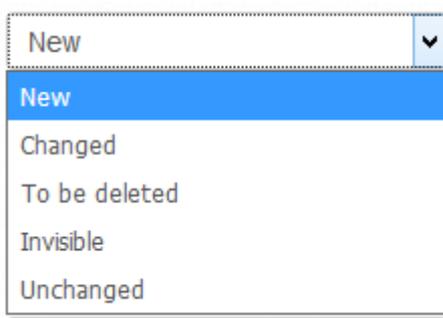


In the first tab “Base Information” you can see the most important information about your product.

You can obtain information on the spaces, the definitions of mandatory and optional spaces as well as field examples from the Data Dictionary Master Data, which is retrievable in the respective new version in the download section of the NTG homepage (<https://www.network-toys.de/downloads/index.php> → Item Data → General documentations).

Please fill out the data spaces if possible and under consideration of the mandatory fields and the bilateral agreements between you and your customer.

Articles can generally show four different modes. An article can generally be set to "new", "changed", "to be deleted" or "deactivated". This is done in the tab „Basic Info“.



You can save the data entered any time via the button “save” on the upper right side.



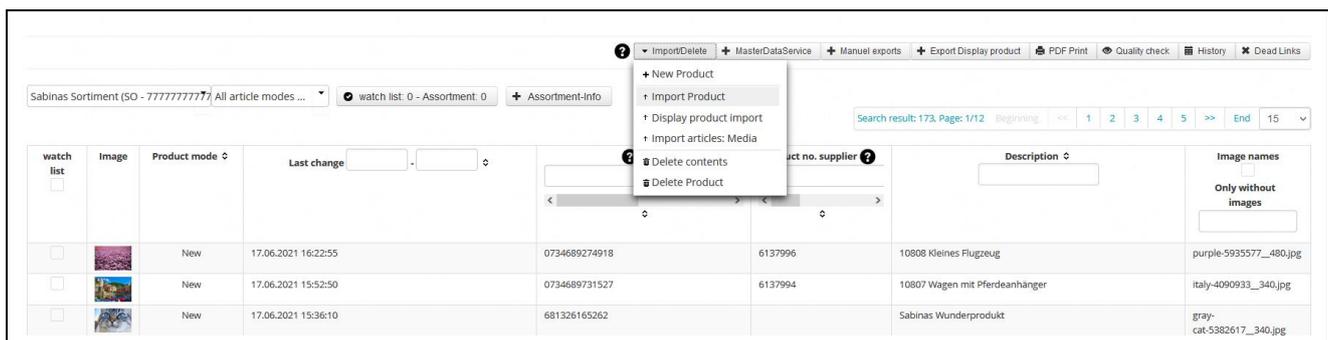
If several articles must be processed in a row, you can get to the next article via the button “next article” and can edit it directly.

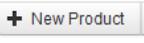
Please note:

- The item status "Invisible" and "To be deleted" are only actively changed by filling in the NTG-P-210 field and are not automatically overwritten when an item is updated.
- The article mode "new" is automatically set to "unchanged" after 14 days.

New article (create manually)

If you have not yet deposited item data, you have the possibility to import data or to add them manually here.



To add an article manually please use the button “new product”  in the item overview page.

Afterwards, please fill in the fields displayed and click the button „ Next >” to insert additional basic information „Producer name“ and „Product description 1”.

New Product - Enter basic information

>> Producer/supplier >> Basic Info.

Assortment *:

GLN producer *:

EAN/GTIN/UPC number *:

Brand *:

Minimum order quantity *:

Next >

New Product - Enter basic information

>> Producer/supplier >> Basic Info.

Producer name *:

Product description 1 *:

< Back Edit Product >

To continue please click „Edit Product >“. You have the possibility to add additional information (logistic data, technical data, images a.s.o.). Use the button “Save” to finish the article loading.

Next article ← Back to overview ↻ Reload buyer prices + New Product + Long term suppliers' declaration ✓ Save Delete

Special feature for the tab "Associated media files"

To check the media posted in an article, you can display a larger image preview under "Article" in the "Associated media files" tab.

To do this, click on the button under "Image (preview)".

Click on the "Image (open externally)" button to open the image in a new browser tab.

Image name	URL	Image (preview)	Image (open externally)	Valid to	Document type
315_14.jpg					Image file: unpacked product (NTG-P-161)
					Image file: perspective packaging / 3D (NTG-P-166)
					Media file: company logo (NTG-P-175)
					PDF file: product specification sheet (NTG-P-178)
					PDF file: material safety data sheet (NTG-P-180)

!!! IMPORTANT !!!

Please note that the article data from the retailers can only be used or taken over, if, apart from the minimum details, further important information (logistic data, characteristics, technical attributes, images) is inserted by you. Without these indications, your article data cannot automatically be taken over by the retailers.

Import of item data

In order to import item data, please use the file "Upload Template Article Data (without field formatting)" which can be found in the NTG download section <https://www.network-toys.de/en/downloads/> → Item Data → Documentations for importing item data.

Please note: Alternatively, under the same path, you can also use the file "Upload Template Article Data (grouped, sorted by basic quality requirement) " to import the article data.

Please note that your excel file or CSV file is always formatted as text, in order to ensure a reliable import. Your article data should be inserted directly on the first excel sheet, since links to other files or tables will not be imported. Please also pay attention not to insert articles twice into the template.

You have two possibilities to import the item content:

- Complete item import
- Single columns for import

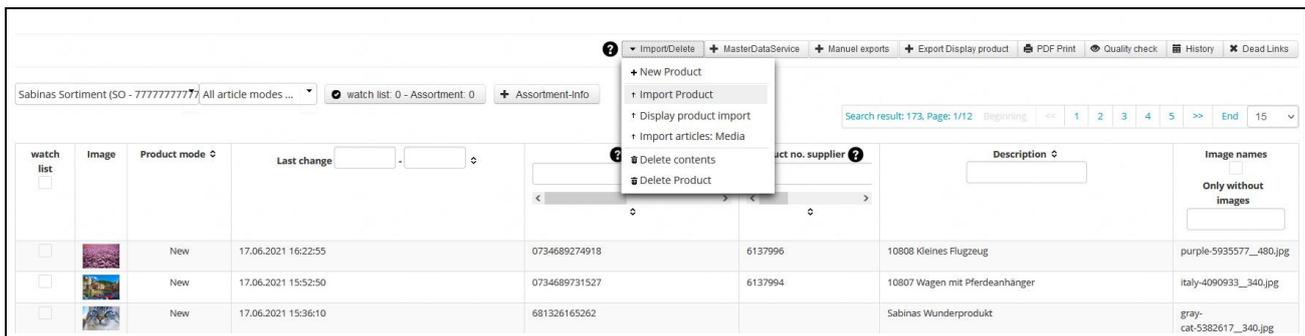
Item Import - Complete item import

Fill out all the spaces available in this template concerning the individual items. Please pay attention to the format setting in line 3 and the indication concerning mandatory and optional fields in line 2. You will find the description of the field in line 1. This description corresponds to the Data Dictionary in the fields on the document PRICAT and the display of the imported fields in the system.

In the file "Product data code lists", you will find the necessary indications for e.g. countries, dangerous goods key, currencies...

After filling out the spaces, save the file in format .csv or .xls and log in the file locally with a name conclusive to you.

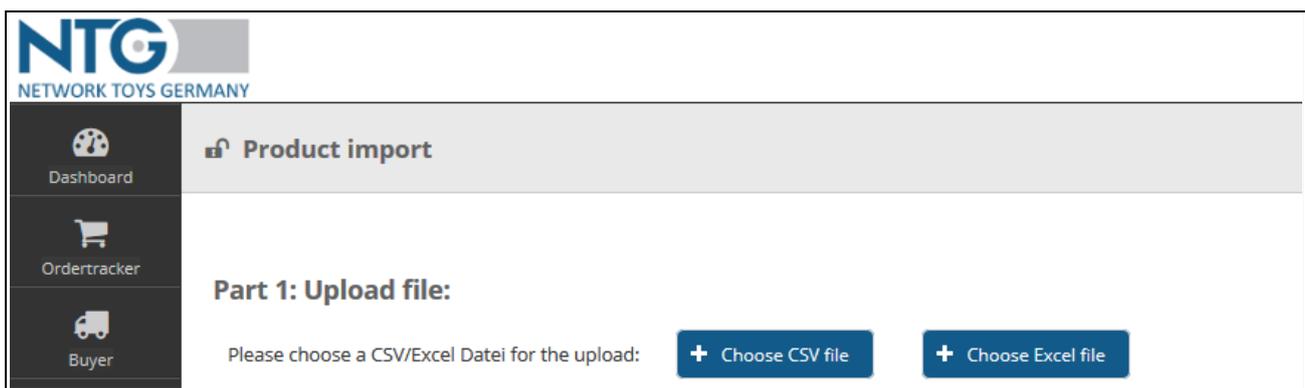
If you have an importable item data file, click on the button „Import product“ behind “Import/Delete”.



Afterwards the page for the item data import will be displayed to you.

Part 1 - Upload file:

Click the button „Select CSV file” if you like to import a csv-file or click the button „Choose Excel file” to select an xls-file to be imported for the upload.



Part 2 - Validation:

After selecting the file which should be imported, the file name and the import options are displayed.

Through the selection box „ranges available“, you select the range into which you want to import the item data. Please note that an empty standard range will be created into which you can import your item data. Should you need further ranges, please contact the NTG support.

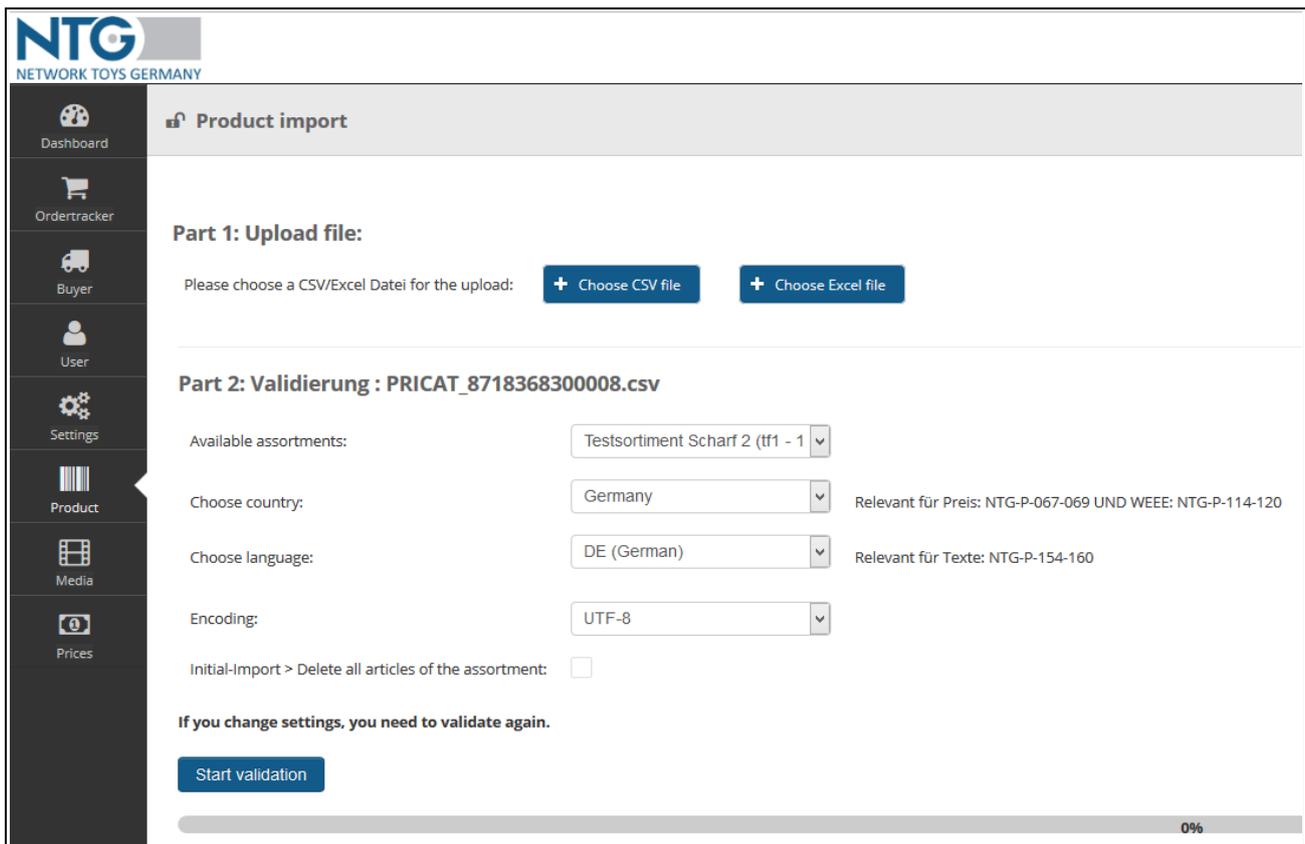
With the selection box „Select country” and „Select language” you define the language of your item content (e.g. Swiss/German or Switzerland/French etc.).

If the article data are not displayed correctly in the preview, if, for example, vowel mutations or special characters are displayed incorrectly, you can influence or correct the indication by means of the selection box “Encoding” and selection of the right codes. You will also be alerted via an error message if the selected encoding differs from the encoding of your file.

Finally you have to choose how you would like to import the data. There are two possibilities:

- Update: the item data already existing in the system will be updated, i.e. additional information is taken over from the file to be imported and item data not yet existing will be newly entered.
- Initial: the data already existing in the system will be deleted and the item data from the file to be imported are imported. In this case, you have to activate the checkbox “Delete all items of the range:” before you start importing.

Afterwards, you can start the validation/verification of the item data by a click on the button “Verify”.



The screenshot shows the 'Product import' section of the NTG interface. It is divided into two parts:

- Part 1: Upload file:** This section prompts the user to 'Please choose a CSV/Excel Datei for the upload:' and provides two buttons: '+ Choose CSV file' and '+ Choose Excel file'.
- Part 2: Validierung : PRICAT_8718368300008.csv** This section contains several configuration options:
 - Available assortments:** A dropdown menu set to 'Testsortiment Scharf 2 (tf1 - 1)'.
 - Choose country:** A dropdown menu set to 'Germany'. To the right, it says 'Relevant für Preis: NTG-P-067-069 UND WEEE: NTG-P-114-120'.
 - Choose language:** A dropdown menu set to 'DE (German)'. To the right, it says 'Relevant für Texte: NTG-P-154-160'.
 - Encoding:** A dropdown menu set to 'UTF-8'.
 - Initial-Import > Delete all articles of the assortment:** An unchecked checkbox.

Below these options, there is a note: 'If you change settings, you need to validate again.' and a blue 'Start validation' button. At the bottom of the interface, a progress bar shows '0%' completion.

Then the verification of the data is following. The bar and the value in percent show you the progress of the verification.

If errors are found during the validation, these will be displayed in a table with the following indications:

- incorrect line or column
- column description
- type of error
- value column (if existing)
- description of error

Part 2: Validierung : PRICAT_8718368300008.csv

Available assortments: Testsortiment Scharf 2 (Tf1 - 1)

Choose country: Germany Relevant for Preis: NTG-P-067-069 UND WEE: NTG-P-114-120

Choose language: DE (German) Relevant for Texte: NTG-P-154-160

Encoding: UTF-8

Initial-import > Delete all articles of the assortment:

If you change settings, you need to validate again.

[Start validation](#)

100%

Line	Column	Column description	Errortype	Column value	Error description
Line: 2	NTG-P-001	GLN Lieferant	GTIN_COMPANY	4399901431613	Company-GLN not valid. It needs to have 13 digits and a correct control number.
Line: 3	NTG-P-007	EAN/GTIN/UPC Nummer	GTIN_ARTICLE	5010994745739	Article-GTIN not valid. It needs to have 8, 12, 13 or 14 digits and a correct control number.

Part 3 - Import:

After the validation is completed, you will be shown which articles may still contain errors. You can download them with the button "Download file with erroneous articles".

[Check](#)

Validierungs-Errors: [Error-Download](#)

Line	Column	Column description	Error type	Column value	Error description
Line: 8	NTG-P-007	EAN/GTIN/UPC number	MANDATORY_BY_SYSTEM		This figure is mandatory.

Part 3: Import : Artikelupload Sprint 304.xlsx

[Import / Update correct Product](#) [Download Sheet with failed articles](#) New articles: 4 Changed articles: 0 Unchanged: 0 Articles with errors: 1

0%

Status	Changed	GTIN	Product number (Supplier)	Product description	Brand name
●	● NEW	4006942869701	304_01	Produkt_304_01	Sabina Fab
●	● NEW	4006942869800	304_02	Produkt_304_02	Sabina Fab
●	● NEW	4006942869909	304_03	Produkt_304_03	Sabina Fab
●	● NEW				

Search result: 4, Page: 1/1 Beginning << 1 >> End 15

By clicking on the "Import/update correct articles" button you will start the import of the error-free article data.

After importing your articles successfully, an information window opens so that you can immediately check the quality of your article data.

Info ✕

Your product data was imported successfully. Please check whether your data quality meets the requirements of the trade. Please click below or use the button 'Quality check' in the menu bar.

With a click on "Check quality" you will be led directly to the page of the quality evaluation. If you want to skip that step, click on "Close".

!!! IMPORTANT !!!

Please save the item data file in format *.csv or *.xls and in character set UTF-8. If the mutated vowels are not displayed correctly after the import, please check if UTF-8 was used as character set when saving the file.

Don't use any formatting for excel files. All cells must be defined as "text" style!

Please delete the lines 1, 2 and 3 before the import.

Item import – Single columns for import

If you update article data, you might possibly only want to update certain details or make additions to the existing article information. You have the possibility to import individual columns so that, in these cases, you do not have to always fill out or import the whole template file.

If you like to import individual columns, you have to pay attention to the following points:

- The first line of the import item file contains the technical headline (NTG-P-...)
- Make sure the following columns are always included as first column: NTG-P-007 (EAN/GTIN/UPC Number)
- Finally, you can add further information, which you like to add to the articles via the individual column export, in variable order.

After filling the content into the columns, save the file as .csv or .xls at your local computer with a name conclusive to you.

If you have an importable article data file, click on the button "import article", then select the file to be imported and proceed as described in "article data import – complete import" above.

Import of display articles

With this function you can add several components to an article. An example for such an article would be an assembly kit for a Lego castle. The components for this castle would be the Lego bricks and possible ready-made parts, toy figures, et cetera.

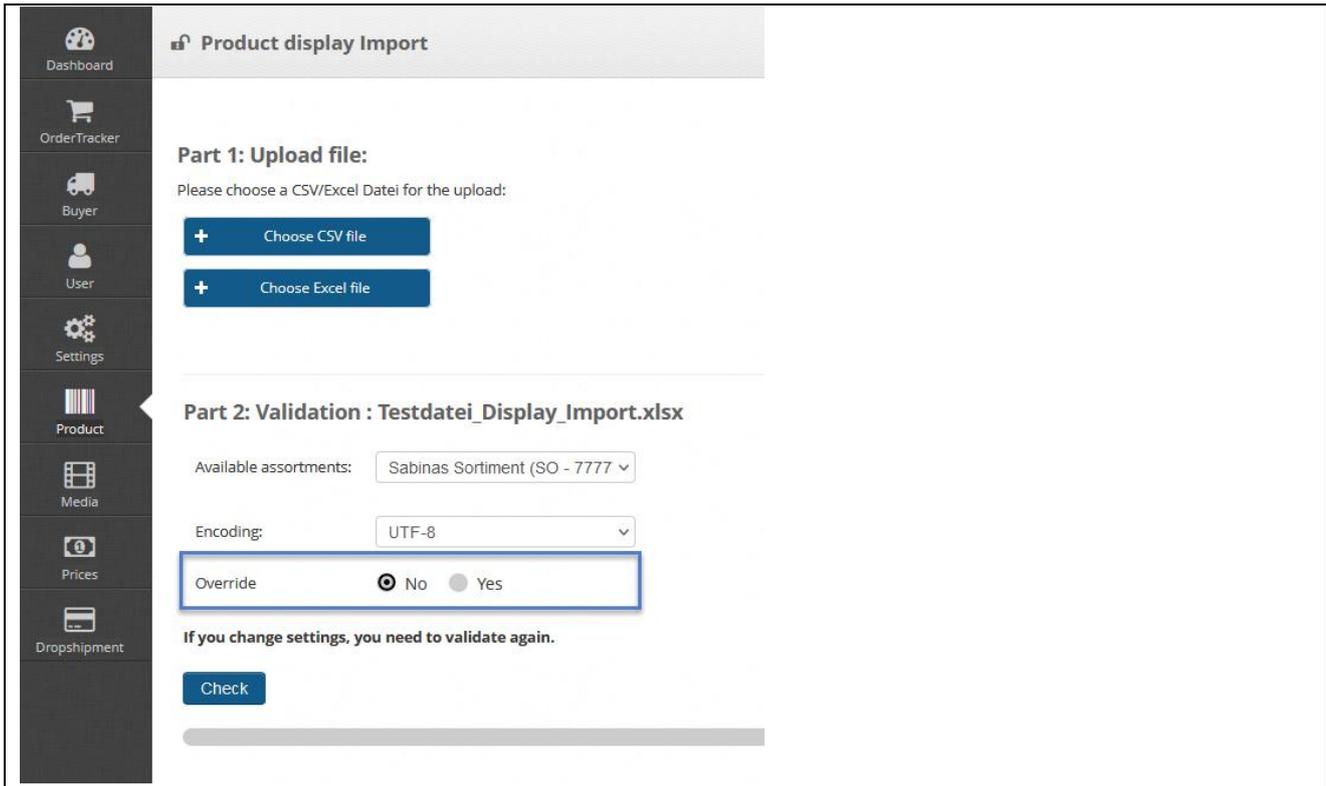
The creation of such an article can be done via the article import already mentioned via a .csv or xls. file or manually under the respective article in the basic information within the menu component display articles.

The columns to be filled in at the import of a file are NTG-D-001 and NTG-D-002. The first column indicates which article is the main article to which the proceeding relates and in the second column, you indicate the articles which are the components. You'll find a template file "Uploadvorlage Display-Import" in the download section of our homepage <https://www.network-toys.de/en/downloads/> → Item Data → Documentations for importing item data. Please note that also in this file template, all fields must be formatted as text and the articles which are used in the columns NTD-D-001 and NTG-D-002 were already

created via the function “import articles”. Additionally, the field NTG-D-003 is provided which indicates the quantity of one component of the main article.

In order not to influence the quality evaluation of the articles via the display article import, this is necessary.

When uploading, you have the choice of adding or overwriting information on existing articles.



Product display Import

Part 1: Upload file:
Please choose a CSV/Excel Datei for the upload:

+ Choose CSV file

+ Choose Excel file

Part 2: Validation : Testdatei_Display_Import.xlsx

Available assortments: Sabinas Sortiment (SO - 7777)

Encoding: UTF-8

Override No Yes

If you change settings, you need to validate again.

Check

Articles that have already been transferred with the "Delete" status will not be added or overwritten.

In the case of display articles, article contents can be transmitted via the display import in the NTG-P-030 field.

After the successful import you find the display information in the tab” Basic info” within the menu components display articles.

	GTIN	COUNT
Components display product	4042219185624	3
	4042219185594	3
	4042219185587	5

Delete contents

You can also delete individual contents, e.g. the article description within your article. In order to do so you only need a file in the format .csv or .xls and the upload follows the principle of the article data import. The spaces which are to be deleted, will be filled with a big or small “x”. Empty spaces will not be changed at the import of the file and keep their value. After successful integration of your file, the modifications in the article editor will be imported and the article mode changes to “modified”.

Delete articles

With this button you can remove whole articles from your range. Select the file which contains the article to be deleted and check it. Afterwards, you can remove the articles from the range via the button “delete”. The articles deleted will not appear in the article editor anymore and since they are not listed anymore, the mode does not change.

Delete products

Part 1: Upload file:
Please choose a CSV/Excel Datei for the upload:

+ Choose CSV file

+ Choose Excel file

Part 2: Check : Import_Delete_Product.xlsx

Available assortments: Sabinas Sortiment (SO - 777777) ▾

Encoding: UTF-8 ▾

If you change settings, you need to check again.

Check

100%

Row	Item found	GTIN	Description
Line: 1	●	4006942721603	Produkt 2
Line: 2	●	4006942811304	Produkt 7
Line: 3	●	4006942811205	Produkt 6
Line: 4	●	4006942811205	Produkt 6
Line: 5	●	4006942041510	Produkt 27

Part 3: Delete : Import_Delete_Product.xlsx

Delete

Article data-Delta-Modification export

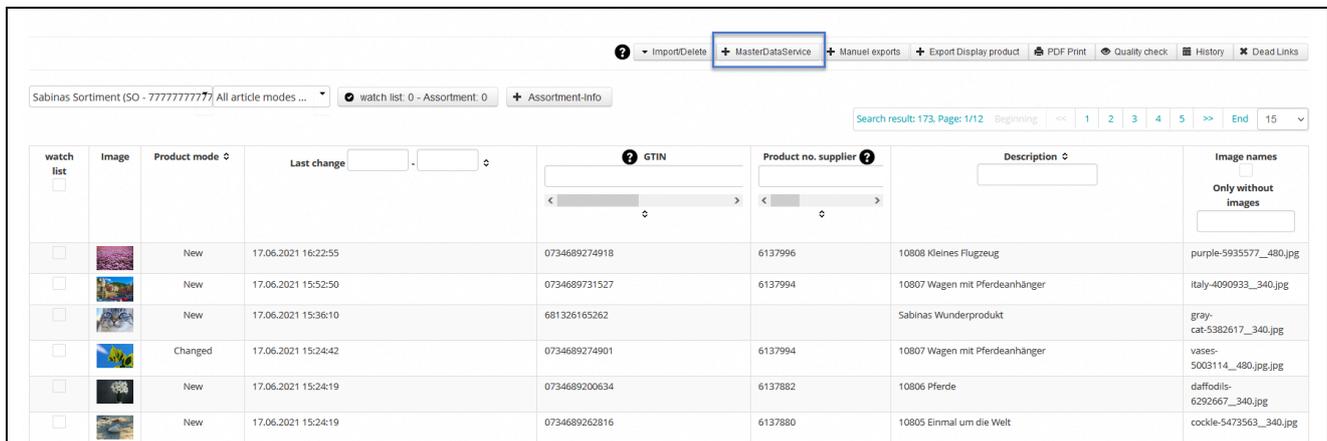
As soon as new articles are added to an assortment or existing articles are updated, you will receive an article-Delta-Modification export by e-mail. This contains a link in which you can see all modifications and updates effected in a clear display.

NTG MasterDataService (MDS)

With the NTG MasterDataService you have the possibility to have your article data filled in automatically into special trader templates such as into the template of Amazon, babymarkt.de, et cetera.

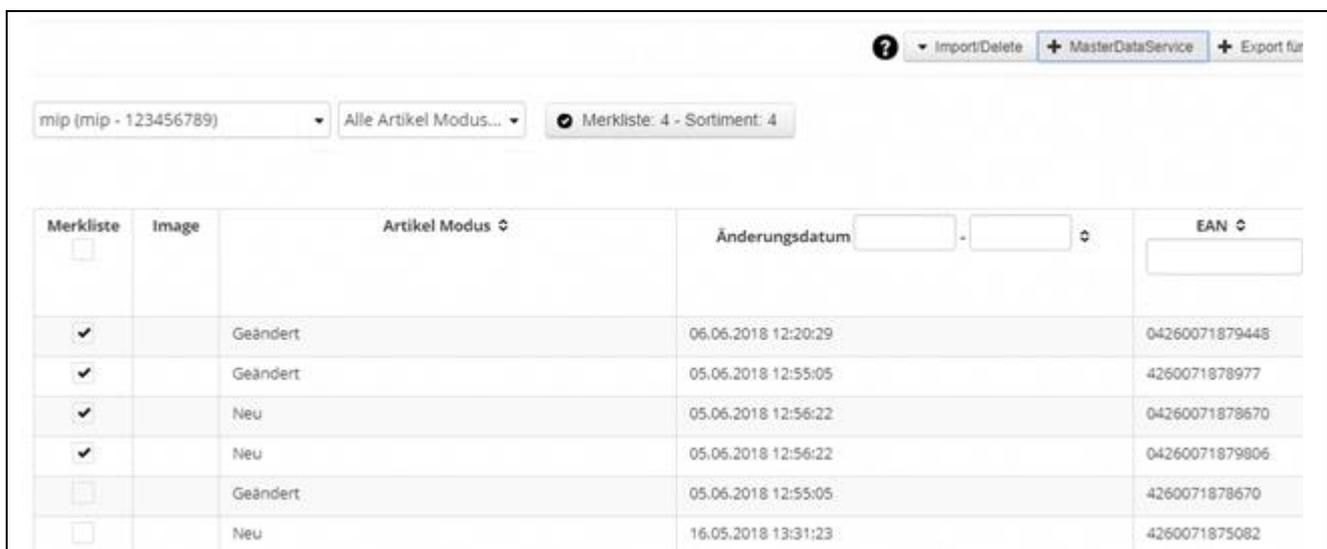
If this function has already been activated for you, you will find a button “MasterDataService” in your article overview.

As soon as you have selected a range, the button “MasterDataService” will be activated. You can only fill in one article of a range into a template at a time.



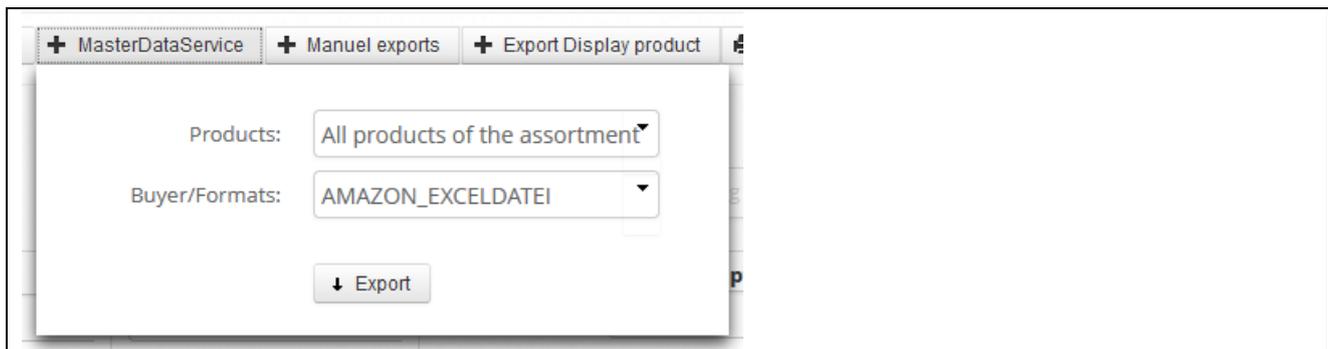
watch list	Image	Product mode	Last change	GTIN	Product no. supplier	Description	Image names
<input type="checkbox"/>		New	17.06.2021 16:22:55	0734689274918	6137996	10808 Kleines Flugzeug	purple-5935577_480.jpg
<input type="checkbox"/>		New	17.06.2021 15:52:50	0734689731527	6137994	10807 Wagen mit Pferdeanhänger	italy-4090933_340.jpg
<input type="checkbox"/>		New	17.06.2021 15:36:10	681326165262		Sabinas Wunderprodukt	gray-cat-5382617_340.jpg
<input type="checkbox"/>		Changed	17.06.2021 15:24:42	0734689274901	6137994	10807 Wagen mit Pferdeanhänger	vases-5003114_480.jpg
<input type="checkbox"/>		New	17.06.2021 15:24:19	0734689200634	6137882	10806 Pferde	daffodils-6292667_340.jpg
<input type="checkbox"/>		New	17.06.2021 15:24:19	0734689262816	6137880	10805 Einmal um die Welt	cockle-5473563_340.jpg

If you want to just use only a few articles from the range, please select them accordingly before you activate the button.



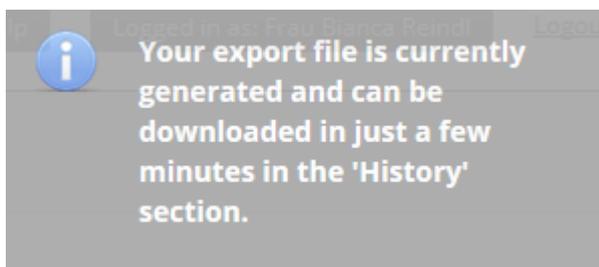
Merkliste	Image	Artikel Modus	Änderungsdatum	EAN
<input checked="" type="checkbox"/>		Geändert	06.06.2018 12:20:29	04260071879448
<input checked="" type="checkbox"/>		Geändert	05.06.2018 12:55:05	4260071878977
<input checked="" type="checkbox"/>		Neu	05.06.2018 12:56:22	04260071878670
<input checked="" type="checkbox"/>		Neu	05.06.2018 12:56:22	04260071879806
<input type="checkbox"/>		Geändert	05.06.2018 12:55:05	4260071878670
<input type="checkbox"/>		Neu	16.05.2018 13:31:23	4260071875082

Afterwards, you can select via the button if you want to use all articles of the range or just a selection of articles. Additionally, you can select the desired template.

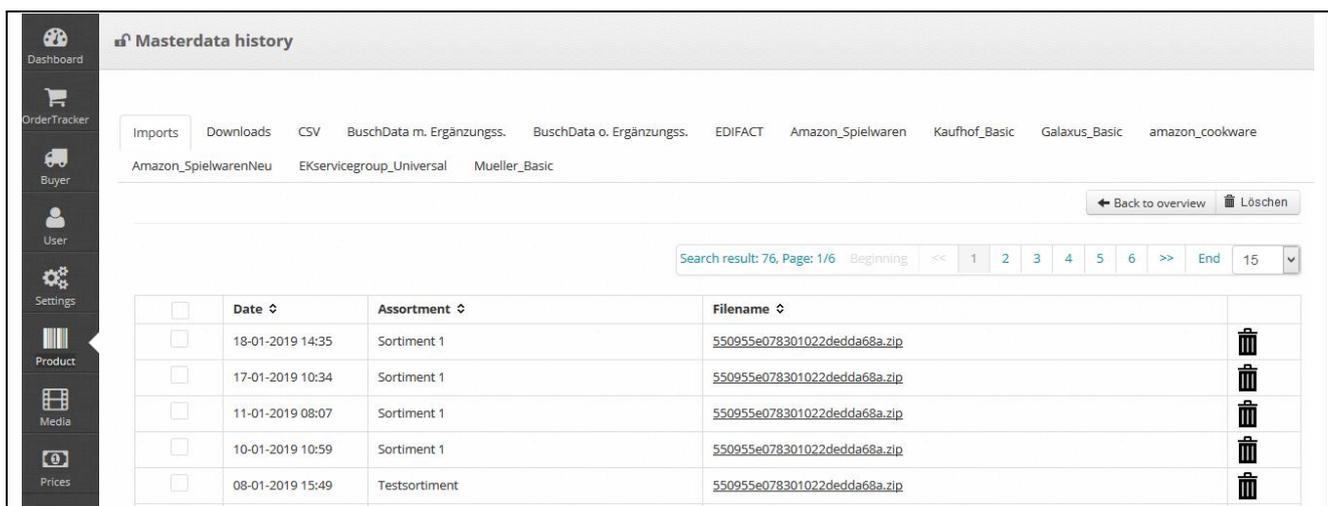


If you cannot select the desired template in “Trader/Formats”, please contact the colleagues at NTG Network Toys GmbH in Osnabrück (note support information on the last page of the manual).

If you click on “Export” now, the message appears that you find your desired template in a few minutes in the section “History”.



The target tab of your requested file depends on which template file you have selected and can be found under “Article/History”.

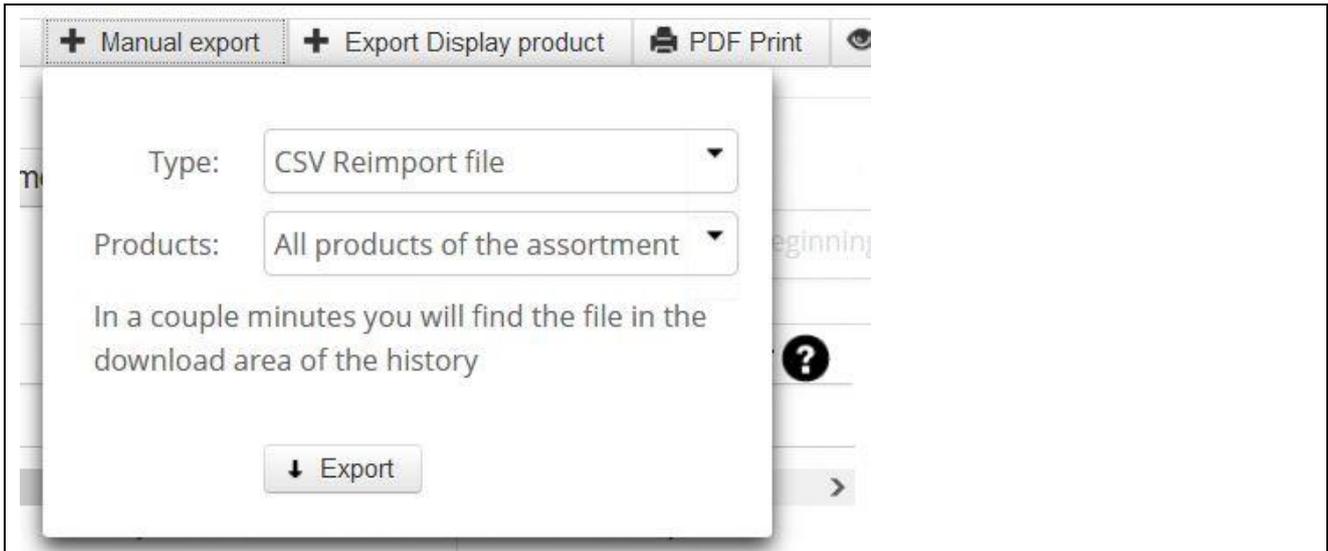


The first six tabs are your standard tabs in the NTG portal and include your imported and exported files depending on the file format. Starting from the seventh tab, you find the special trader formats which were filled with your article data via the Master Data Service.

Manual export

Here you can output different formats for the assortments or articles you want. Select an assortment in the article overview to activate the button. The formats, available by default, are:

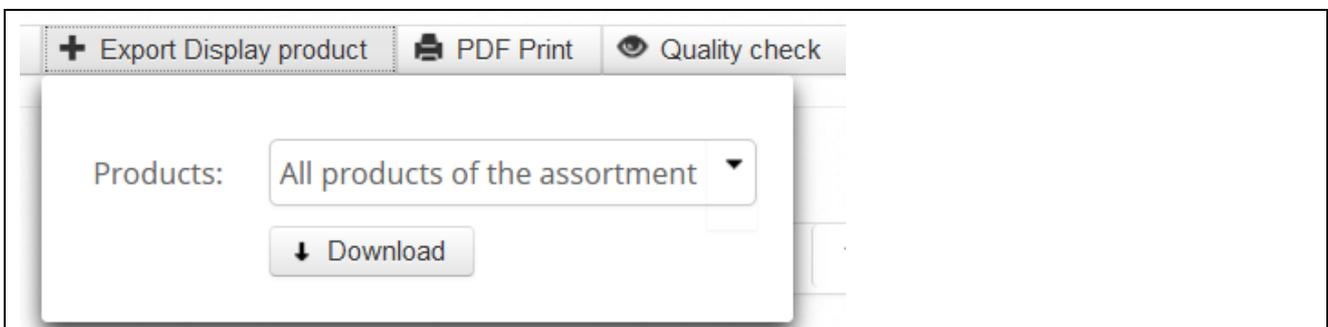
- CSV Reimport file
- BuschData
- BuschData2



After selecting the format and the articles (All articles of the assortment or Selected) click the "Export" button. Within a few minutes you will find the file in the history under the Downloads tab.

Export Display product

Select an assortment in the article overview to activate the button. All articles, which you have loaded into the system under "Display product import", can be downloaded again as CSV file. You can download all products of an assortment or only selected articles.

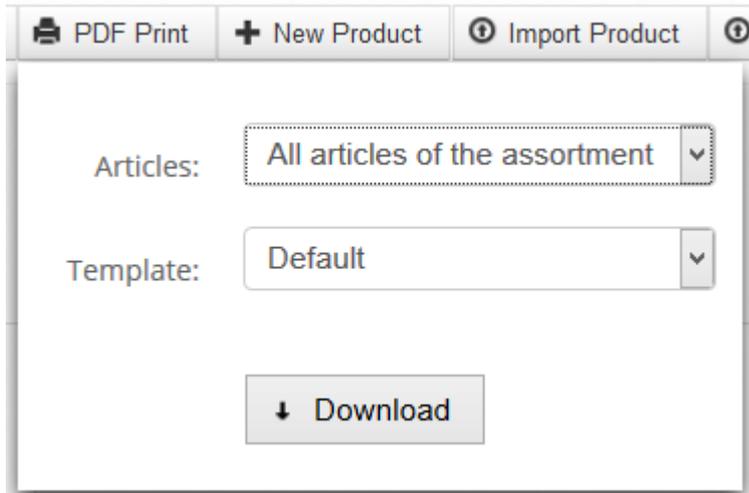


The file contains the following fields:

- NTG-D-001 Display-GTIN
- NTG-D-002 Single-GTIN
- NTG-D-003 Number of single GTIN in the display

PDF Print

In the article overview, please select an assortment first to activate the button "PDF Print". Afterwards you can mark the articles for which you want to generate the desired PDF and click the button.



Then you are offered to create either a document for all articles in the assortment or only for the selected ones. To do so, you select the appropriate template, which is offered by the system or you choose a personal one you have created in your settings in the menu item "Article print templates".

Quality check

----- Note for our longtime suppliers -----

With the update to the NTG platform at the end of September 2022, the quality evaluation will change. With the new version of the article data validation within the quality evaluation, we are ensuring greater transparency in the validation of the article data. The NTG attribute group key, which we already introduced at the end of 2020, serves as the basis for this. The validation criteria continue to result from the quality settings of the connected trading partners.

In addition to the innovation of article data validation, the export process has also been revised. This means that all successfully validated articles are exported to the trading partners and incomplete, unsuccessfully validated articles are withheld. The advantage from this new process is that an incompletely maintained article no longer prevents the entire export.

What requirements must your product data meet for successful validation?

1. Your item data must be imported into the NTG portal in a technically correct manner.
2. Each article created must be assigned to an attribute group key (NTG-P-312).
3. All mandatory fields defined by the connected trading partners must be filled in completely.

What will change for you?

The biggest change you will experience is in the "Quality check" area. In adapting the validation, we have rebuilt the quality evaluation to make it clearer and more user-friendly.

We have also optimized the error report in that it is now a fully editable and importable file, meaning that you can quickly and easily enter your additions directly in this error report and upload them to the NTG portal.

Legende: - X = Attribut fehlt im Artikel - X (C: DE) = Attribut fehlt länderspezifisch für das Land Deutschland - X (L: DE) = Attribut fehlt länderspezifisch für das Land Deutschland			
GLN Lieferant	EAN/GTIN/UPC Nummer	Artikelnummer des Lieferanten	AGS nicht bekannt / ungültiger AGS
NTG-P-001	NTG-P-007	NTG-P-013	NTG-P-312
4399901431614	0886912255628	51007	X
4399901431614	0886919955224	51001	X
4399901431614	0886919955323	51002	X
4399901431614	0886919955422	51003	X
4399901431614	0886919955521	51004	X
4399901431614	0886919955620	51006	X

You can see directly whether your articles are exportable or not by the newly introduced validation traffic light. This is located directly on your articles or in the "Quality check" tab.

Watch list
?
Image
Product mode ? ⇅

Quality

Validation criteria

Errors existing	? Check quality	Check date ⇅				
●	✓ Check	08.09.2022 13:30	<input type="checkbox"/>	●		Discontinued
			<input type="checkbox"/>	●		Discontinued
			<input type="checkbox"/>	●		Changed
			<input type="checkbox"/>	●		Changed
			<input type="checkbox"/>	●		Changed
			<input type="checkbox"/>	●		Changed
			<input type="checkbox"/>	●		Changed
			<input type="checkbox"/>	●		Changed

Quick guide to the future way of working

1. Use the [NTG Attribute Group Key](#) file to find the appropriate attribute group key for your articles.
2. Enter the NTG attribute group keys in the template [Upload Template Article Data \(grouped\)](#) under NTG-P-312.
3. Import the data via the known way.
4. Use the "Quality evaluation" under the "Articles" menu item to check whether your article data corresponds to the validations of the trading partners.
5. If any data is missing, use the "Error log" to complete the article data.
6. Then go back to the quality evaluation to validate the article data again.

For queries and support, please contact your NTG article data team (see page 110)

----- Notes end -----

Under the button "Quality check" you can check the quality of your article data provided in the NTG portal against the requirements of the NTG trading partners.

Errors existing	Check quality	Check date	Assortment	Aggregated	Buyer GLN	Buyer	Number of articles per assortment	Attribut group key present yes/no	Articles exportable yes/no	Total validation errors	Error protocol	Export date to the buyer / Export intervall in minutes (STAGE) / Next export
●	Check	08.09.2022 13:30	0815471166612 - Testsortiment_PH	Ja	4399901431614	PBS Network GmbH	2	2 / 0	2 / 0	0		- / 1 / 21.09.2022 08:28
●	Check	11.08.2022 13:47	43999014316141 - Testsortiment_BR	Ja	4399901431614 2439990222099	PBS Network GmbH ARP Test	1051	0 / 1051	0 / 1051	1051		- / 1 / 21.09.2022 08:28 - / - / -

The columns contain the following information:

Errors existing

The validation traffic light shows you if your items are exportable or not. Also, there are only two colors:

- red = not exportable
- green = exportable

Check quality

Please press this button after each import to trigger the validation directly and thus receive an up-to-date overview.

Count validation lists	Errors existing	Check quality	Check date	Assortment	Aggregated	Buyer GLN	Buyer	Number of articles per assortment	Validation yes/no	Articles exportable yes/no	Total validation errors	Error protocol	Export date to the buyer / Export intervall in minutes (STAGE) / Next export
0	●	Check	19.01.2023 15:57	777777777772 - Sabinas Sortiment	Nein	666776667776	PBS Network Support	206	0 / 206	0 / 206	206		- / 1 / 30.01.2023 16:58
0	●	Check	30.01.2023 17:04	777777777772 - Sabinas Sortiment	Nein	4388888088874	Testhändler Sabina	206	0 / 206	0 / 206	206		- / 1 / 30.01.2023 16:58

If you do not press this button, you will automatically receive an evaluation overnight to the e-mail addresses stored for the audit report.

The e-mail addresses can be stored by the Company Admin created in the NTG portal in the menu item "Settings".

Check date

Date of the last validation including time.

Assortment

Indicates which assortments are validated.

Aggregated

You have the option to summarize the validation view per assortment (Yes) or to switch to the detailed view per assortment, per trading partner (No).

Buyer GLN

GLN of the dealer to whom you have given access to the assortment.

Buyer

Name of the retailer to whom you have given access to the assortment.

Number of articles per assortment

Shows how many items are in the respective assortment.

Validation (yes / no)

Describes how many items in the assortment have maintained a valid NTG attribute group key.

Articles exportable (yes / no)

Contains the information about how many of your items are exportable or non-exportable.

Total validation errors

Shows how much validation-relevant information is still missing from the articles.

Error protocol

Via the button you can download the error log.

- If " Aggregated" = Yes, you will receive a consolidated error log for all trading partners to which the assortment is assigned.
- If " Aggregated " = No, you will receive an assortment-specific error log for each trading partner.

(This option is only available for the manual download of the error log. In the night run, you will receive the consolidated version, as this is easier and more efficient to process)

The error protocol lists the items for which information is still missing.

For a simplified processing, the GLN, the EAN as well as the article number are directly output in the file. Since the error log can also be used as an upload file, we have integrated the corresponding NTG-P field codes and descriptions.

	A	B	C	D	E	F	G	H	I	
1	Legende: - X = Attribut fehlt im Artikel - X (C: DE) = Attribut fehlt länderspezifisch für das Land Deutschland - X (L: DE) = Attribut fehlt sprachspezifisch für die Sprache Deutsch - Ausgabe des Feldnamens: Bsp: Wenn in der Spalte NTG-P-069 (Währung) der Feldname NTG-P-070 (Preisbindung) steht, dann fehlt das Attribut Währung weil die Preisbindung gesetzt ist und/oder den Wert „J“ hat.									
2	GLN Lieferant	EAN/GTIN/UPC Nummer	Artikelnummer des Lieferanten	Attributgruppenschlüssel	Artikel sortiert	Preisbindung	UVPE / LVP AT	UVPE / LVP CH	Warnhinweis vorhanden	Grü
3	NTG-P-001	NTG-P-007	NTG-P-013	NTG-P-312	NTG-P-016	NTG-P-070	NTG-P-251	NTG-P-252	NTG-P-269	NTG-P-269
4	4042071002004	11245035463	500081527	X						
5	4042071000005	1120045035470	3000815698	X						
6	4052071000004	1130045035487	300081588		X	X (C: DE)	X (C: DE) > NTG-P-067	X (C: DE) > NTG-P-067	X	X (C: DE) > NTG-P-067
7	4042071033004	1450045035494	302581702		X	X (C: DE)	X (C: DE) > NTG-P-067	X (C: DE) > NTG-P-067	X	X (C: DE) > NTG-P-067

Meaning of the cell information in the error protocol

In the error protocol all items are listed that do not fulfill at least one missing mandatory information or field dependency.

The information given in the cells is to be understood as follows:

1. "X" always stands for a missing mandatory information.
In the example above, the mandatory information for the list price (NTG-P-076) would be missing for the first article.
2. With the specification "X > NTG-P-Code" there is a field dependency to a mandatory field, which was not completely fulfilled. In this example, at least one of the NTG-P fields 031, 032 or 033 has been filled, which is a field with a weight specification in each case. However, the corresponding NTG-P-035 field with the weight unit was not filled.

Now you have the possibility to enter the missing data directly into this template and to upload the file via the usual import way in the NTG portal.

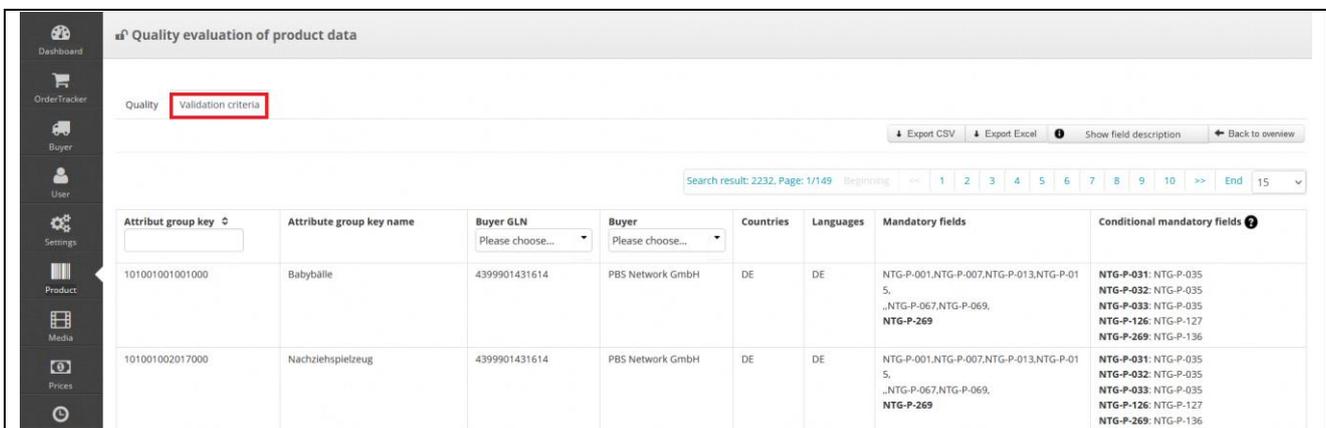
Export date to the buyer / next export

This contains the information when your successfully validated articles were last transferred to the trading partners and when the next export is due after renewing or updating your data.

Validation criteria

Here you get an overview on dealer level, which criteria are hidden behind which NTG attribute group key. The information can also be output to a CSV or Excel file using the corresponding buttons.

In addition, you also have the option of displaying the names belonging to the NTG-P code in the portal using the "Show field description" button.



The screenshot shows the 'Quality evaluation of product data' interface. A sidebar on the left contains navigation icons for Dashboard, OrderTracker, Buyer, User, Settings, Product, Media, and Prices. The main content area has a 'Quality' section with a 'Validation criteria' tab highlighted in a red box. Below the tab are buttons for 'Export CSV', 'Export Excel', 'Show field description', and 'Back to overview'. A search bar indicates 'Search result: 2232, Page: 1/149'. The table below has the following structure:

Attribut group key	Attribut group key name	Buyer GLN	Buyer	Countries	Languages	Mandatory fields	Conditional mandatory fields
101001001001000	Babybälle	4399901431614	PBS Network GmbH	DE	DE	NTG-P-001,NTG-P-007,NTG-P-013,NTG-P-015, „NTG-P-067,NTG-P-069, NTG-P-269	NTG-P-031: NTG-P-035 NTG-P-032: NTG-P-035 NTG-P-033: NTG-P-035 NTG-P-126: NTG-P-127 NTG-P-269: NTG-P-136
101001002017000	Nachziehspielzeug	4399901431614	PBS Network GmbH	DE	DE	NTG-P-001,NTG-P-007,NTG-P-013,NTG-P-015, „NTG-P-067,NTG-P-069, NTG-P-269	NTG-P-031: NTG-P-035 NTG-P-032: NTG-P-035 NTG-P-033: NTG-P-035 NTG-P-126: NTG-P-127 NTG-P-269: NTG-P-136

The view of the validation criteria in the NTG Portal is structured as follows:

Attribute group key

The NTG attribute group key to the corresponding attribute group.

Attribute group key name

Name of the NTG attribute group.

Buyer GLN

GLN of the trader to which the displayed validation criteria belong.

Buyer

Use the drop-down menu to view the validation criteria for a specific trader.

Countries

This display is preset to "DE" (status: September 2022).

Language

This display is preset to "DE" (status: September 2022).

Mandatory fields

Listing of NTG-P codes specified as a mandatory field by the trader.

Conditional mandatory fields

Listing of codes that are specified as conditional mandatory fields by the trader.

History

Imports

In this view you can see all the files you used for upload during the last 12th months.

The following information is provided:

- Date = import date and time
- Assortment = name of the assortment which is filled with product data
- Assortment GLN = GLN of the assortment which is filled with product data
- Format = format of the uploaded file
- File name = name of the uploaded file with the following additional information:
 - o NTG_IMPORT
 - o import format - e.g. EXCEL
 - o assortment GLN - e.g. 9990000010002
 - o import date - e.g. 2016-02-09 (for 09.02.2016)
 - o import time - e.g. 15-56 (for 15:56 = 3:56pm)

For an upload file named ORIG.xlsx follows this file name:

NTG_IMPORT_EXCEL_9990000010002_2016-02-09_15-56_ORIG.xlsx.zip

<input type="checkbox"/>	Date ↕	Assortment ↕	File name	
<input type="checkbox"/>	11-01-2023 13:16	Testsortiment_HU	NTG_IMPORT_CSV_43999014316142_2023-01-11_13-16_Test_myToys_csv.zip	
<input type="checkbox"/>	13-12-2022 08:53	Testsortiment_HU	NTG_IMPORT_CSV_43999014316142_2022-12-13_08-53_Test_CSV_TEST_csv.zip	
<input type="checkbox"/>	13-12-2022 08:42	Testsortiment_HU	NTG_IMPORT_CSV_43999014316142_2022-12-13_08-42_Test_CSV_TEST_csv.zip	
<input type="checkbox"/>	05-12-2022 15:46	Testsortiment_PH	NTG_IMPORT_CSV_0815471166612_2022-12-05_15-46_Test_csv.zip	
<input type="checkbox"/>	05-12-2022 15:45	Testsortiment_PH	NTG_IMPORT_CSV_0815471166612_2022-12-05_15-45_Test_csv.zip	
<input type="checkbox"/>	05-12-2022 14:21	Testsortiment_PH	NTG_IMPORT_CSV_0815471166612_2022-12-05_14-21_Test_csv.zip	

The files can be downloaded any time on click to the file name and are ready for further use.

Downloads

In this view you will be shown consolidated all exported item data files. This information is displayed as under the "Imports" tab.

By default, the following formats are generated: CSV, BuschData with / without supplementary record, BuschData 2, EDIFACT.

These formats are also subsequently selectable in individual tabs.

If necessary, other existing tabs

If you use the NTG MasterDataService (MDS), you will find additional tabs with the corresponding output formats of the MDS.

Dead Links

In this menu, you can check your assortments for links that lead to physically non-existing media. This can be, for example, links in article data that belong to obsolete images that are no longer present in the media overview.

Additionally, this menu checks whether you have uploaded media to the respective assortment that were not linked to your data at the NTG platform.

Remove Dead Links

[← Back to overview](#)

Search result: 4, Page: 1/1 Beginning << 1 >> End 15 ▾

	Assortment GLN ▾	Assortment Name ▾
<input checked="" type="checkbox"/> Check	2999230923032	Leeres Sort
<input checked="" type="checkbox"/> Check	4250226600003	Rotho Test
<input checked="" type="checkbox"/> Check	43999014316140	Sortiment_TEST_BR_RVB
<input checked="" type="checkbox"/> Check	345345	Testsortiment

Search result: 4, Page: 1/1 Beginning << 1 >> End 15 ▾

Check the box "Ignore external URLs" so that they are not considered during the check.

Remove Dead Links

Ignore external URL's

Medien Gesamt: 58

Assortment GLN ▾	Assortment Name ▾
7777777777772	Sabinas Sortiment

By click on the button "Check" you can filter out the "Dead Links" per assortment.

After checking for dead links, you can see the list of links in the article data, the unlinked images and articles that do not contain any media in three tables.

Images not found ✖ Remove links from articles

Search result: 500, Page: 1/34 Beginning << 1 2 3 4 5 6 7 8 9 10 >> End 15

Article EAN	Article name	URL
4049817319505	Tierchen-Mobile	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817319505.JPG
4049817319512	Spiel- und Entdecker-Raupe	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817319512.JPG
4049817319529	Guckguck-Mäuschen	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817319529.JPG
4049817319536	Fühl- und Knisterboot	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817319536.JPG
4049817319543	Aqua Doodle® Princess	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817319543.JPG
4049817319550	Mein Multi-Lernspaß-Kreisell	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817319550.JPG
4049817319567	Colorino	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817319567.JPG
4049817651469	Kuschlige Tierkinder	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817651469.JPG
4049817651483	Spannendes Ritterturnier	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817651483.JPG
4049817651506	Bei den Piraten	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817651506.JPG
4049817651582	Unterwegs mit dem Maulwurf	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817651582.JPG
4049817651599	Große Baufahrzeuge	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817651599.JPG
4049817651612	Tierisch um die Welt	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817651612.JPG
4049817651629	Pferdglück auf Wiese	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817651629.JPG
4049817651636	Schmusende Raubkatzen	https://eos.pbsnetwork.eu/ntg-stage/assets/43999014316140/4049817651636.JPG

Search result: 500, Page: 1/34 Beginning << 1 2 3 4 5 6 7 8 9 10 >> End 15

With the button "Remove links from articles" you can remove them from the article data.

The second table shows you which images have been uploaded for your assortment but are not part of any article. If desired, you can remove the unused images on the NTG platform using the "Remove media files" button.

Medien Bilder, die keinem Artikel zugeordnet sind Export ✖ Ausgewählte Medien Dateien entfernen: 0 ✖ Medien Dateien entfernen

Suchergebnis: 218, Seite: 1/15 Anfang << 1 2 3 4 5 6 7 8 9 10 >> Ende 15

Merkliste	Dateiname	NTG Bild-Server-URL
<input type="checkbox"/>	4084_3raivoxl_58_MN1.jpg	
<input type="checkbox"/>	80N_4041_game_extreme_geschlossen_MN1.jpg	
<input type="checkbox"/>	80N_4041_game_extreme_offen_MN1.jpg	
<input type="checkbox"/>	80N_4042_Chess_Duell_offen_MN1.jpg	
<input type="checkbox"/>	80N_4042_Chess_Duell_zu_MN1.jpg	
<input type="checkbox"/>	80N_4043_Take_That_frost_MN1.jpg	
<input type="checkbox"/>	80N_4043_Take_That_offen_MN1.jpg	
<input type="checkbox"/>	80N_4078_Overburn_offen_MN1.jpg	
<input type="checkbox"/>	80N_4080_LaLaLand_offen_MN1.jpg	
<input type="checkbox"/>	80N_4081_Alex.jpg_fuel_offen_MN1.jpg	
<input type="checkbox"/>	80_1130_Sichere_Weg_MN1.jpg	
<input type="checkbox"/>	80_1131_Gesund_MN1.jpg	
<input type="checkbox"/>	80_1132_Hunde_MN1.jpg	
<input type="checkbox"/>	80_1133_Katzen_MN1.jpg	
<input type="checkbox"/>	80_1134_Märchen_MN1.jpg	

Suchergebnis: 218, Seite: 1/15 Anfang << 1 2 3 4 5 6 7 8 9 10 >> Ende 15

The third table shows which articles do not contain a reference to a media file.

Articles without media Export

Search result: 5, Page: 1/1 Beginning << 1 >> End 15

Product GTIN	Article name
8058664059065	31313 LEGO® MINDSTORMS® EV3 FR Version
8058664059058	626 LEGO® Bauplatte™ "Rasen"
8058664059034	628 Bauplatte™ "Asphalt"
8058664059041	2304 LEGO® DUPLO® Große Bauplatte, grün
8058664059010	7280 Gerade Straße/ Kreuzung

Search result: 5, Page: 1/1 Beginning << 1 >> End 15

Memory List

You can prepare filling out the trader templates via the memory list function, too.

The memory list saves the article selection per range if you are logged into the NTG portal. Via this list you can see which articles were already selected per range for the Master Data Service and you can continue to edit the selection.

Article-Editor: Remember-list

[← Back to overview](#)
[+ Upload Remember-list](#)
[Clear downloadList](#)

Search result: 1, Page: 1/1 Beginning << 1 >> End 15

Image	Article mode	Last change	Assortment	GTIN	Product No. supplier	Description
	Changed	09.01.2019 09:06:32	<input type="text" value="All assortments..."/>	0886919955422	51003	Polizeiauto, 1:70

Search result: 1, Page: 1/1 Beginning << 1 >> End 15

Via the button **+ Upload Remember-list** (upload memory list) you can upload your GTINs for the desired target range with the header NTG-P-007. The articles should be already indicated in your range.

Media [Media data]

You can manage your media data (images, PDFs, etc.) under the "Media" menu item. When you call up the "Media" page, the number of media data already imported is displayed.

Note: only image files that are assigned to an article are forwarded to trading partners.

The "Media" menu provides you with an overview of the uploaded images with information on the file name, file format, upload date and the height/width and color space of the media file.

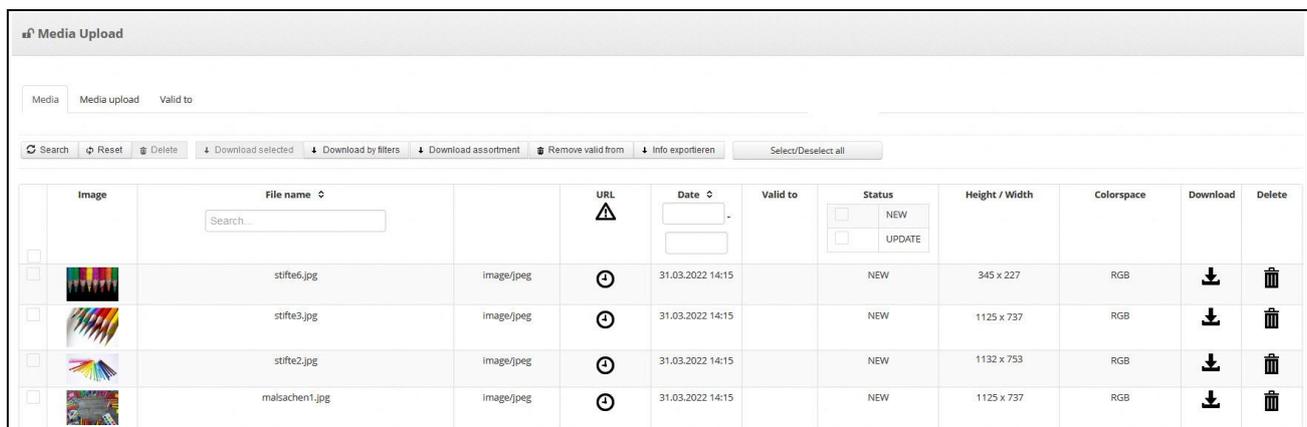
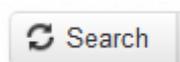


Image	File name	URL	Date	Valid to	Status	Height / Width	Colorspace	Download	Delete
	stifte6.jpg	image/jpeg	31.03.2022 14:15		NEW	345 x 227	RGB		
	stifte3.jpg	image/jpeg	31.03.2022 14:15		NEW	1125 x 737	RGB		
	stifte2.jpg	image/jpeg	31.03.2022 14:15		NEW	1132 x 753	RGB		
	malsachen1.jpg	image/jpeg	31.03.2022 14:15		NEW	1125 x 737	RGB		

In this menu you can now search for specific images using the search box, delete or download several images by ticking the box to the left of the image, or apply one of these actions to individual images using the respective icon on the right column.

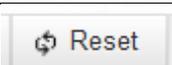
Please note that the following browsers do not support the tiff format and for this reason, no image preview can be displayed for this format: Google Chrome, Mozilla Firefox.

The meaning of the individual icons on this page can be seen in the following overview:



Search-Button

By entering a file name in the search field and click on this button, you can filter out all available files in the assortment with this file name.



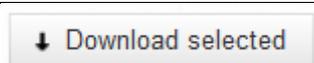
Reset-Button

With click on this button you can reset the search function and have all files displayed again.



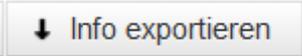
Delete-Button

On click to this button selected images are deleted.



Download selected-Button

This button allows the download of selected elements via link.

	Download button	Use this button in order only to download images which you have filtered out via the options "file name" or "file type".
	Download of all images	By clicking on this download button you can download all images via a download link.
	Select / Deselect all	With this button you can select or deselect all files on one click.
	Remove valid from	To remove the validity date (valid from), click this icon.
	Export information	Export the information of this page in csv format.
	Delete-Icon	In order to download single images, click on this download icon
	Download-Icon	In order to delete single images, click on this delete icon.

You can use the "Download all" button to download all images in this overview or use the "Select/deselect all" button to select all media in one go and then delete or download them if necessary.

Download media content

If you would like to download individual images or the entire stock of your image data, this is done via a link that is sent to the e-mail address with which you are logged into the portal. The sender of the e-mail is portal@network-toys.de and you will receive an e-mail with the subject "NTG: Download link for image data - supplier name".

Image upload

In the Media Upload menu, you can now upload a larger volume using the improved upload technology. The size limit for a file is 500MB. You have two options for this - uploading a ZIP file or uploading individual image files.

Allowed file formats, which can be uploaded to the portal, are the following:

- .jpg, .jpeg, .gif, .bmp and .tif / .tiff for images
- .pdf – for manuals et cetera
- .avi, .mp4, .mov, .wav, .wma, .mpg, .swf, .wmv for videos
- .mp3 for audio files

Allowed characters in file names are:

- a-z
- A-Z
- 0-9
- dot
- hyphen
- underscore
- round bracket open
- round bracket close

This restriction applies to the upload via ZIP folders as well as for uploading single images.

Media
Media upload
Valid to

Upload **ZIP** with the following restrictions:

- Max 1GB
- max. file size 500 MB
- Max 1 zip file

+ Choose files
→ Start media upload
⊘ Discard selection

Upload **single media files** with following restrictions

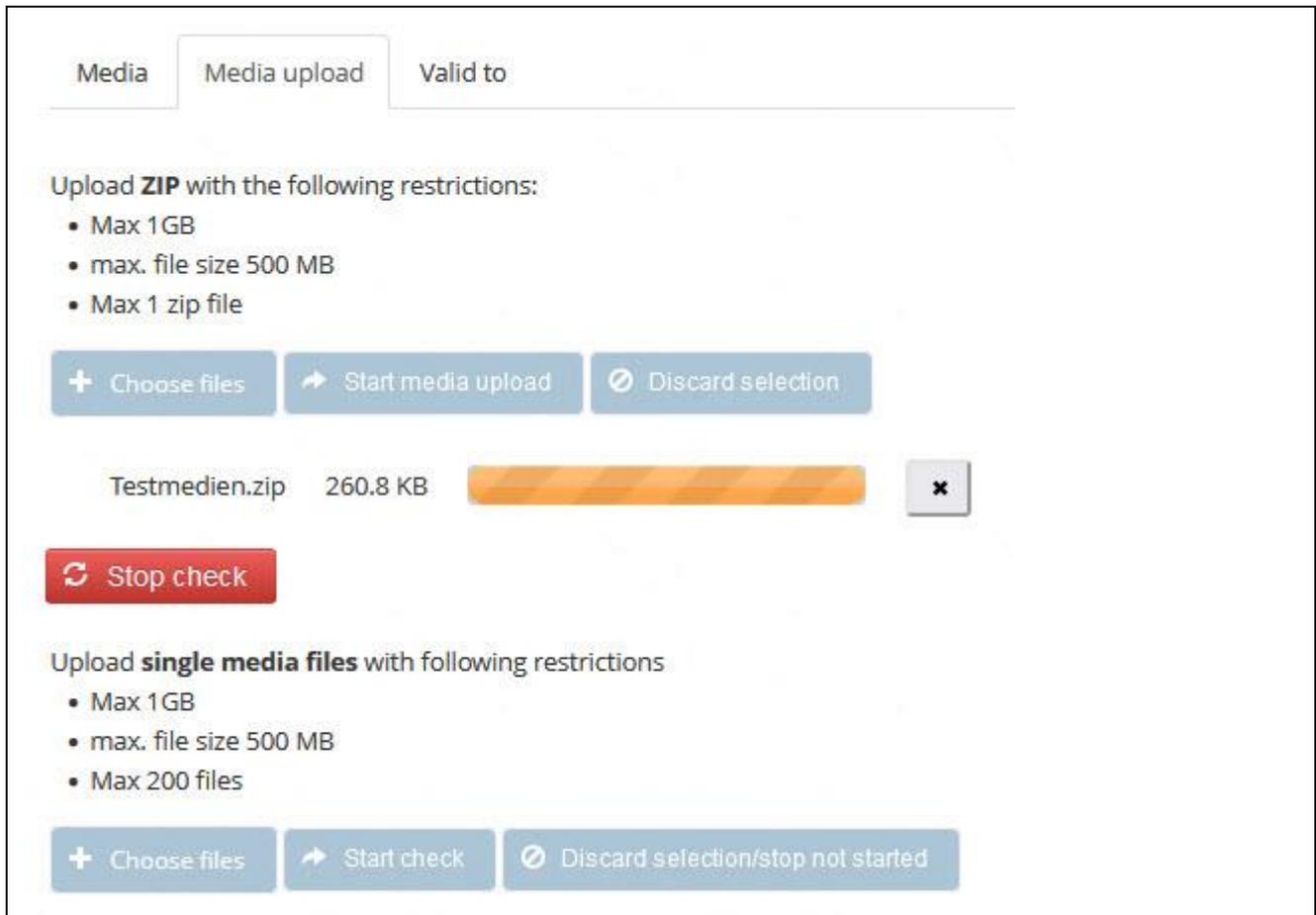
- Max 1GB
- max. file size 500 MB
- Max 200 files

+ Choose files
→ Start check
⊘ Discard selection/stop not started

Upload ZIP-File:

If you want to upload a ZIP folder, please note that the folder must have the extension ".zip" and should not exceed a maximum size of 1GB. Furthermore, you can upload a maximum of one ZIP folder at a time.

To select a ZIP folder, please click on the button "Choose files". If you have selected a folder, you can start the upload via the "Start media upload" button or remove the selected folder via the "Discard selection" button.



During an upload, you can stop the process via the red button "Stop Upload". In this case, nothing will be uploaded, even if the bar has already been halfway up. Another special feature is that the other buttons on the menu are inactive during this process. Please do not leave the page or the tab if you presently do an upload.

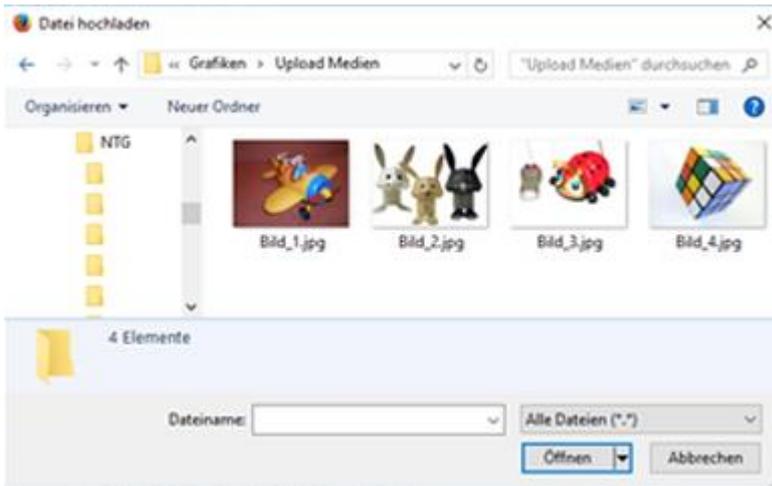
If you have successfully uploaded a ZIP folder, you will receive a confirmation e-mail from the NTG portal from the sender portal@network-toys.de and with the subject line "NTG: Filename.zip - Upload for image data - company name - assortment". The email contains a list of names with the uploaded media.

Since the upload via a ZIP folder is asynchronous, the images are not immediately available in the overview. The display of the images in your assortment may take a few minutes after the upload.

Upload single files:

If you like to upload images to the portal individually, you can do so in the bottom menu "Upload **single images** with following restrictions".

Please also note that you can upload a maximum volume of 1GB and a maximum of 500 images in one go. With the button "Choose files" you can select individual pictures in a folder and make them available for upload. Please note that uploading from a ZIP file may be more efficient if the file sizes are big or if there are many images.



When you have made your choice, the selected images will be listed under each other in a preview.

Upload **single media files** with following restrictions

- Max 1 GB
- max. file size 500 MB
- Max 200 files

+ Choose files
➔ Start check
⊘ Discard selection/stop not started

	image3.jpg	11.8 KB	<div style="background-color: #ccc; height: 15px; width: 100%;"></div>	✕
	Image2.jpg	29.9 KB	<div style="background-color: #ccc; height: 15px; width: 100%;"></div>	✕
	Image1.jpg	24.1 KB	<div style="background-color: #ccc; height: 15px; width: 100%;"></div>	✕

The button "Discard selection / stop not started" deletes the selection and you can add new images.

Click "Start Check" to check if a media file with the same name and media type already exists.

Upload **single media files** with following restrictions

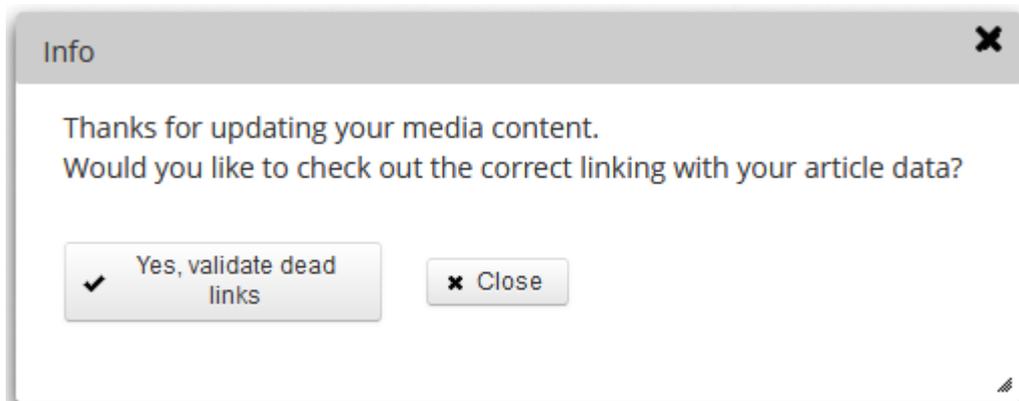
- Max 1GB
- max. file size 500 MB
- Max 200 files

Name	
image3.jpg	OK
Image2.jpg	OK
Image1.jpg	OK

You can see how far the upload is by looking at the progress bar next to each image.

With the button "Stop Upload" you can stop the upload here, too. Images already uploaded could, however, be seen in the menu "images", since every image is successfully uploaded in your media range when the progress bar has run through completely.

After each media content upload via the zip-file upload or the single images upload, a window for navigation leading to the Dead Link function will open up. Please find further information in the chapter "items" in "Dead Links".



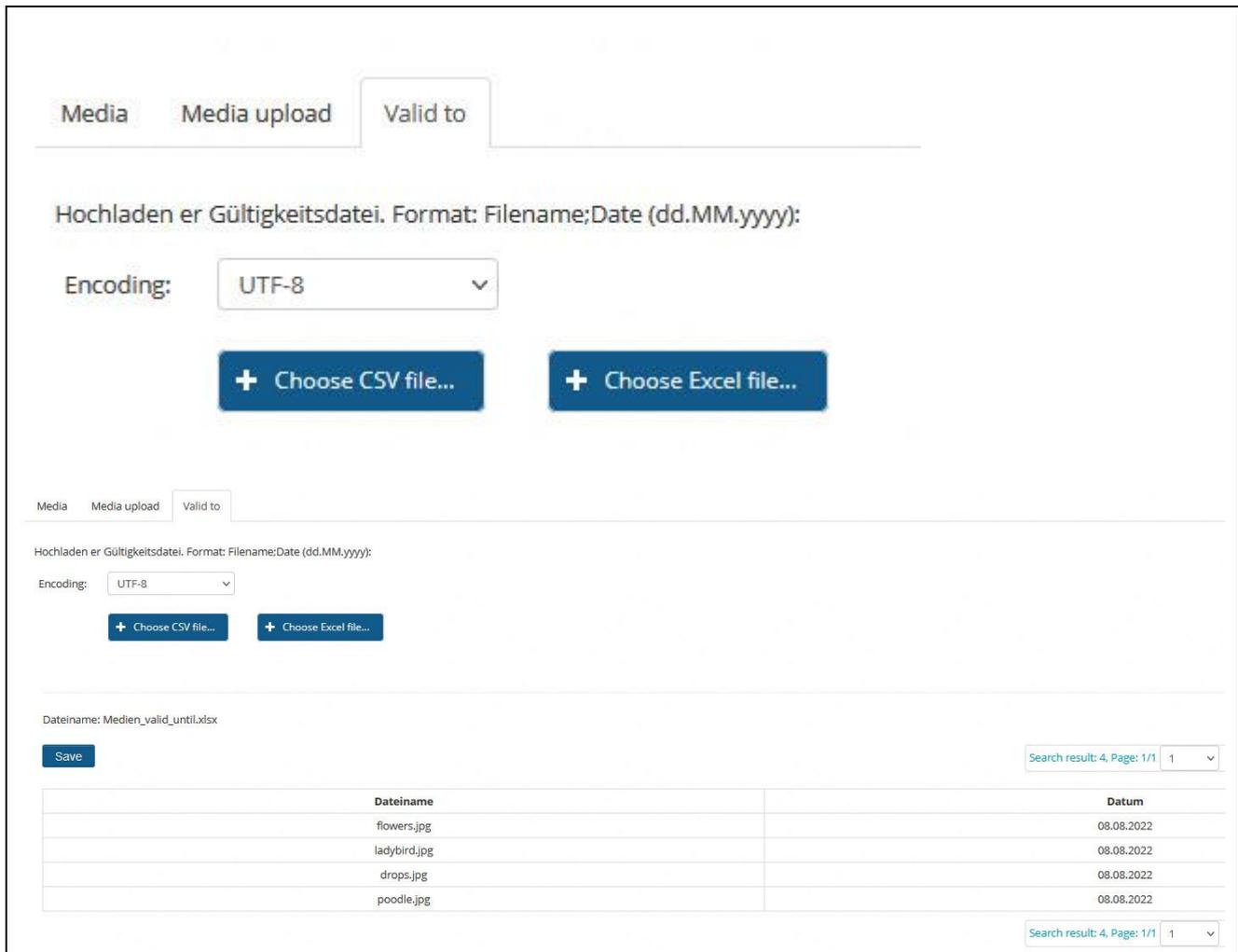
If you like to use this function immediately after your media content upload, please click on the button "Yes, go to the Dead Link verification", otherwise click on "close".

Minimum resolution of image files

Please note that uploaded image files should meet the minimum requirement of at least 2000px on the shortest side. Uploaded media will be validated by us on a weekly basis. Low resolution image files will be reported to you via email with a request to provide your images in the best possible quality.

Media validity

Please enter a validity date (valid until) if there is, for example, an advertising or license agreement behind the media files that restricts the use of such files for a certain period of time. The file contains the following 2 columns: File name and date in the format day/month/year (dd.mm.yyyy).



Media Media upload **Valid to**

Hochladen er Gültigkeitsdatei. Format: Filename;Date (dd.MM.yyyy):

Encoding: UTF-8

+ Choose CSV file... + Choose Excel file...

Media Media upload Valid to

Hochladen er Gültigkeitsdatei. Format: Filename;Date (dd.MM.yyyy):

Encoding: UTF-8

+ Choose CSV file... + Choose Excel file...

Dateiname: Medien_valid_until.xlsx

Save Search result: 4, Page: 1/1 1

Dateiname	Datum
flowers.jpg	08.08.2022
ladybird.jpg	08.08.2022
drops.jpg	08.08.2022
poodle.jpg	08.08.2022

Search result: 4, Page: 1/1 1

Select "Save" to apply the validity date. In the media overview, the date is now displayed in the "Valid until" column.

Linking assistant for media files

The use of the linking assistant must be activated for you by our article data team. We can also configure whether existing media files of an article should be overwritten when uploading. We are happy to receive your request at artikeldaten@network-toys.de.

With the new linking assistant, media files can be assigned to an article directly after uploading without having to enter the corresponding image names in your upload template. This is done by naming the media file with the GTIN of the article and the corresponding media data target field.

Example:

A media file is to be linked to the article GTIN 0882041002430 as "Unpacked article - field NTG-P-161"

should be linked. To do this, name the media file as follows: 0882041002430_161.jpg. After the media file has been uploaded, it is directly set in the specified article and corresponding target field NTG-P-161.

Proceed in the same way for all other media data fields (NTG-P-161 up to and including NTG-P-180).

Load the media files into the portal using one of the methods described above.

The media files are checked for the naming convention and corresponding information is output during the check:

+ Dateien auswählen → Prüfung starten ⌛ Auswahl verwerfen/Noch nicht gestartete stoppen	
Medien-Upload starten	
Name	Message
stift.jpg 0882041002430_161.jpg	Zuweisung von Medien zu Artikeln: Fehler Ungültige EAN stift1. Folgendes Format wird akzeptiert: EAN_161.jpg Zuweisung von Medien zu Artikeln EAN 0882041002430. Medienfeld NTG-P-161 Bildname 0882041002430_161.jpg

NOTE: Only media that can be clearly assigned to an article will be forwarded to your trading partners. If this option is not explicitly set, new files are added to the existing ones.

Prices

In the menu section “prices” you can deposit individual customer prices per item and administrate the prices already deposited.

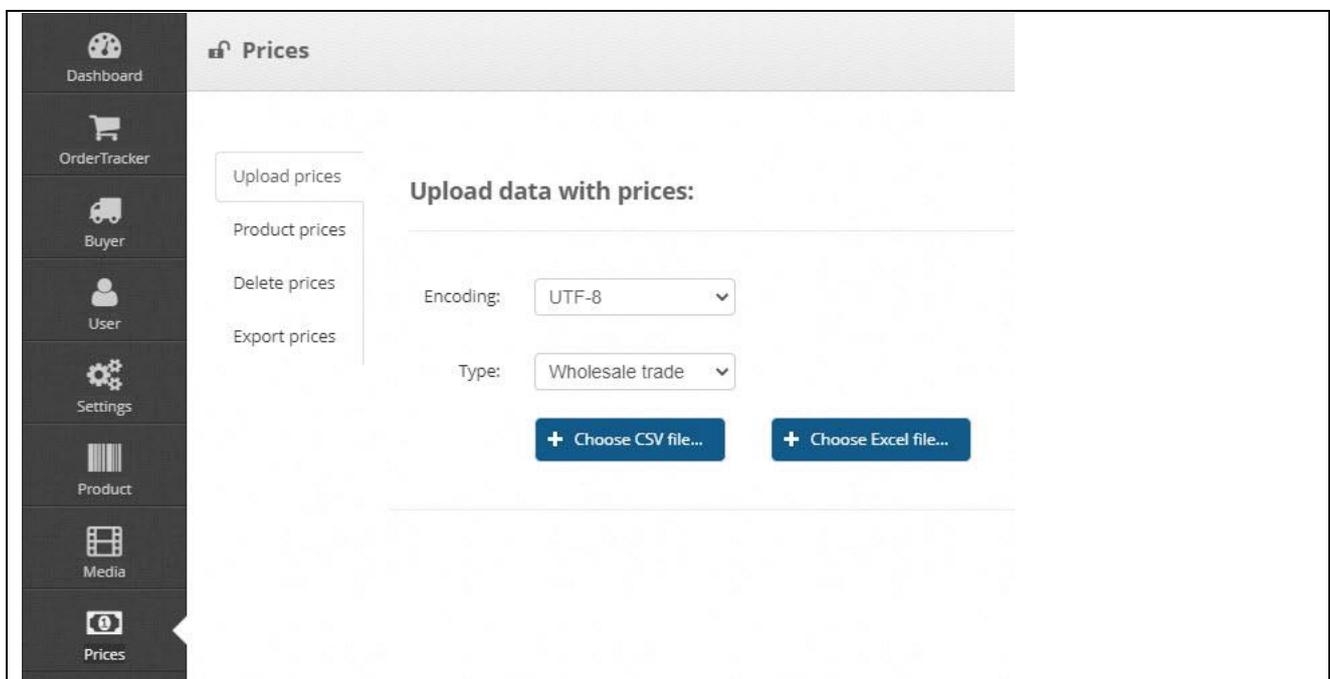
Upload prices

Analog to the item data import (Media) individual customer prices per article can be uploaded, too.

To import prices, please use the file “Template price upload” from the download section on the NTG homepage <https://www.network-toys.de/en/downloads/> → Item Data → Individual trader prices.

Fill out all spaces available concerning the individual prices in this template. Hereby, please note the format specification in line 4 and the information concerning the mandatory (M) and optional space (K) in line 3. You will find the description of the space in line 2.

If you have a price file that can be imported, click on the button „Choose CSV file”, if it is a CSV file, or on the button “choose Excel file” to select the XLS price file to be imported. Furthermore, it is possible to differentiate the type of prices to be uploaded. Under “Type” you can select, if you want to upload prices for the wholesale trade or the retail trade. Please note that a file to be uploaded can only be imported for one type at a time. If you want to import wholesale and retail trade prices for example, you should first upload one type of price and afterwards the other type.



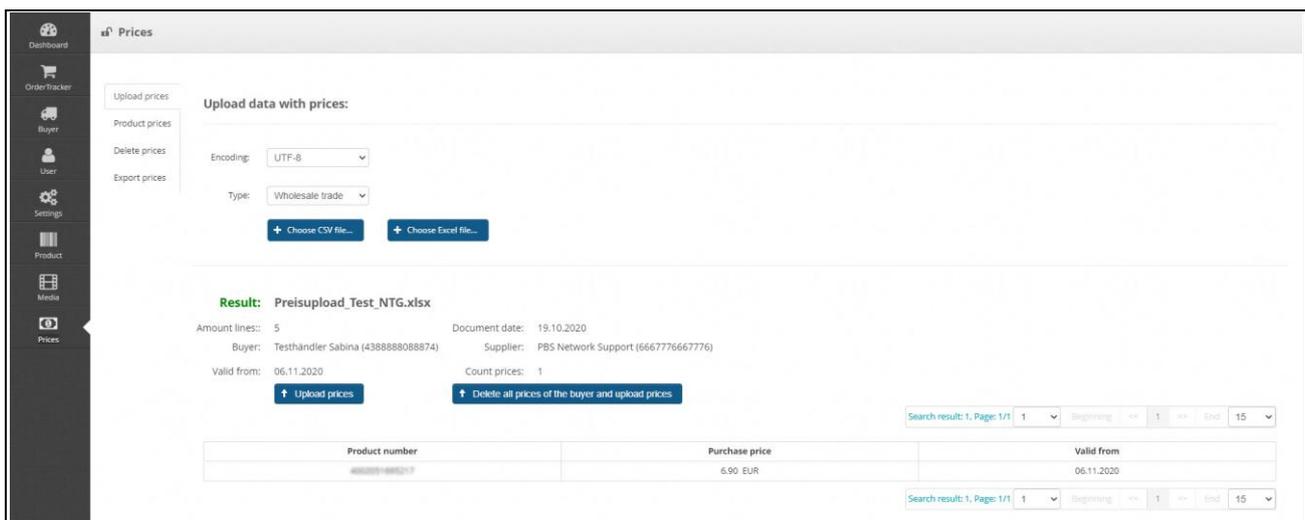
If the price file does not contain errors, it will be uploaded and a preview is displayed. Please check if these indications are correct, especially the trader GLN and the price validity date. Afterwards, you decide if and how these individual customer prices are imported.

There are two ways for the price import available:

- **Update:** the prices for a trader already existing in the system will not be deleted. The prices in the file to be imported will be taken over additionally and prices not yet indicated in the system will be newly created.
If you want to import the price file as an update, please click on the button “upload prices”.



- **Initial:**
All existing prices in the NTG system will be deleted for the buyer and replaced through the new prices from the file to be imported.
To start the processing please click on the button “upload prices and delete all trader prices”.



If the price file contains errors, these will be displayed analog to the item data import.

Important information for the provision of individual prices for myToys:

Please provide the myToys purchase price, if necessary, deduct the basic list discount. Further conditions are not (!) to be deducted. This will be effected by myToys internally. Thank you very much.

Product prices

In this overview, you can see the prices per article already entered. Enter an item or EAN number in the space “ITEM – EAN” and click on the button “loading”. You will receive an overview of all prices entered for this item and per trader.

Prices

Upload prices

Product prices

Product: GTIN: 4002051695217

Buyer: PEG Network Support / 66077560776 / Wholesale trade prices

Price valid from 20.10.2020

Price type	Price	Purchase price unit	Purchase price base
Purchase price, individual without sales taxes	6,90		
Collected price			

Graduated prices

Number from...	Percentage/absolute amount	Unit
50	2,00 %	PCE
100	10,00 %	PCE
50	0,14	PCE
100	0,69	PCE

Buyer: PEG Network Support / 66077560776 / Retail trade prices

Price valid from 20.10.2020

Price type	Price	Purchase price unit	Purchase price base
Purchase price, individual without sales taxes	6,90		
Collected price			

Graduated prices

Number from...	Percentage/absolute amount	Unit
50	2,00 %	PCE
100	10,00 %	PCE
50	0,14	PCE
100	0,69	PCE

Buyer: Testhändler Sabina / 43888808874 / Wholesale trade prices

Price valid from 06.11.2020

Price type	Price	Purchase price unit	Purchase price base
Purchase price, individual without sales taxes	6,90		
Collected price			

Graduated prices

Number from...	Percentage/absolute amount	Unit
50	2,00 %	PCE
100	10,00 %	PCE
50	0,14	PCE
100	0,69	PCE

In this overview you can edit or delete the deposited prices by clicking on this symbol . The following view appears:

Prices

Upload prices

Product prices

Wholesale trade prices edit:

Article-GTIN: 4002051695217 Buyer: Testhändler Sabina (43888808874)

Edit

Currency: Euro

	Valid from	Purchase price, individual without sales taxes	Purchase price base	Purchase price unit	Selling price, calculated without sales taxes	Selling price, calculated with sales taxes	Graduated prices															
	06.11.2020	6,90					<input type="button" value="Edit"/> <table border="1"> <thead> <tr> <th>Number from...</th> <th>Percentage/absolute amount</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>2,00 %</td> <td>PCE</td> </tr> <tr> <td>100</td> <td>10,00 %</td> <td>PCE</td> </tr> <tr> <td>50</td> <td>0,14</td> <td>PCE</td> </tr> <tr> <td>100</td> <td>0,69</td> <td>PCE</td> </tr> </tbody> </table>	Number from...	Percentage/absolute amount	Unit	50	2,00 %	PCE	100	10,00 %	PCE	50	0,14	PCE	100	0,69	PCE
Number from...	Percentage/absolute amount	Unit																				
50	2,00 %	PCE																				
100	10,00 %	PCE																				
50	0,14	PCE																				
100	0,69	PCE																				

Via the delete symbol you can delete the price deposited or process the following values by click on the respective space:

- Purchase price, individually without sales taxes
- Purchasing price base
- Purchasing price unit
- Selling price, calculated without sales taxes
- Selling price, calculated with sales taxes

On click to the button ("Edit") you can edit the deposited graduated prices.

Delete prices

Prices once uploaded can also be deleted trade related. To do so, Network Toys Germany GmbH provides a template “Upload Template Price Deletion” on their homepage <https://www.network-toys.de/en/downloads/> → Item Data → Individual trader prices.

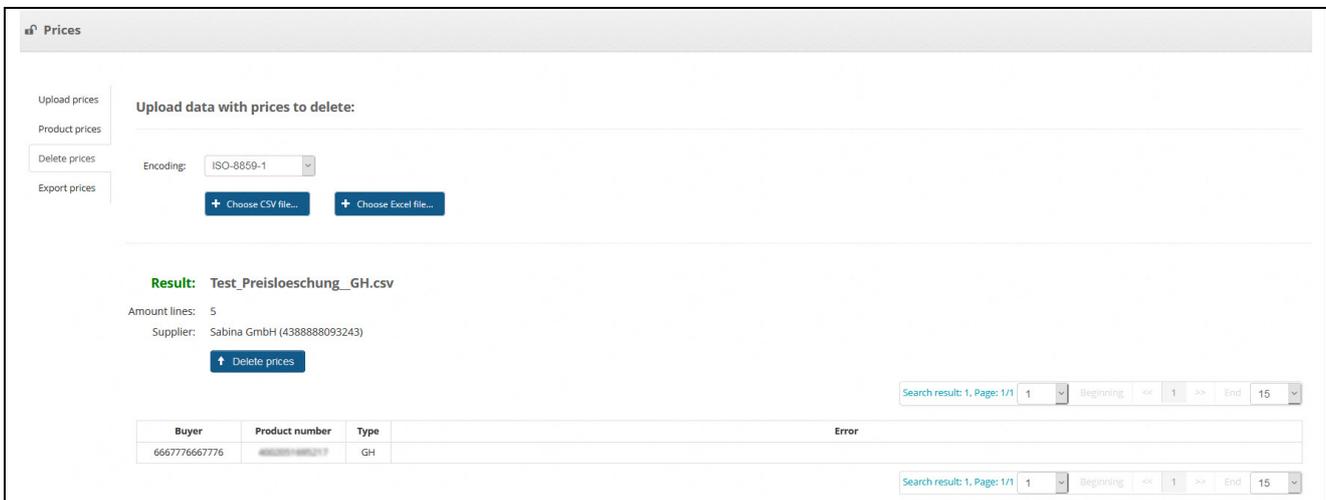
To delete prices, please use the corresponding template file.

GLN Kunde (Händler)	GTIN Artikel	Preis-Typ
M	M	M
n13	n13	an2
NTG-P-001	NTG-P-002	NTG-P-003

In the first column, the GLN of the corresponding trader is inserted, for whom you want to delete the prices is indicated. In the next column, you insert the GTIN and in the last column you state the price type to be deleted.

As “type” you can insert “RT” for retail prices and “WS” for wholesale prices.

You can upload the file under the Prices view.



The screenshot shows the 'Prices' management interface. On the left, there are navigation tabs: 'Upload prices', 'Product prices', 'Delete prices' (selected), and 'Export prices'. The main area is titled 'Upload data with prices to delete:'. It features an 'Encoding:' dropdown set to 'ISO-8859-1' and two buttons: '+ Choose CSV file...' and '+ Choose Excel file...'. Below this, a 'Result:' section displays 'Test_Preisloeschung_GH.csv', 'Amount lines: 5', and 'Supplier: Sabina GmbH (438888093243)'. A 'Delete prices' button is located below the supplier information. At the bottom, there is a table with columns 'Buyer', 'Product number', and 'Type'. The first row contains the values '666776667776', '438888093243', and 'GH'. To the right of the table, there are search and pagination controls showing 'Search result: 1, Page: 1/1' and '1' items, with navigation options for 'Beginning', '<<', '>>', and 'End' (15).

Export prices

Export all retailer-specific prices across all product ranges at the push of the button. You will receive an email with a download link (valid for 72 hours) under which you can download the zipped CSV file. The e-mail also contains a summary of all files contained in the export.

The screenshot shows a web application interface for managing prices. On the left is a dark sidebar with navigation icons and labels: Dashboard, OrderTracker, Buyer, User, Settings, Product, Media, and Prices. The main content area has a header 'Prices' with a lock icon. Below the header is a menu with options: Upload prices, Product prices, Delete prices, and Export prices. The 'Export prices' option is highlighted, leading to a section titled 'Export prices:' which contains a blue button with a download icon and the text 'Export prices'.

Direct shipment / Drop shipment

After the adjustment of your profile for direct shipment / drop shipment processes there is an additional tab “Dropshipment” available for you.

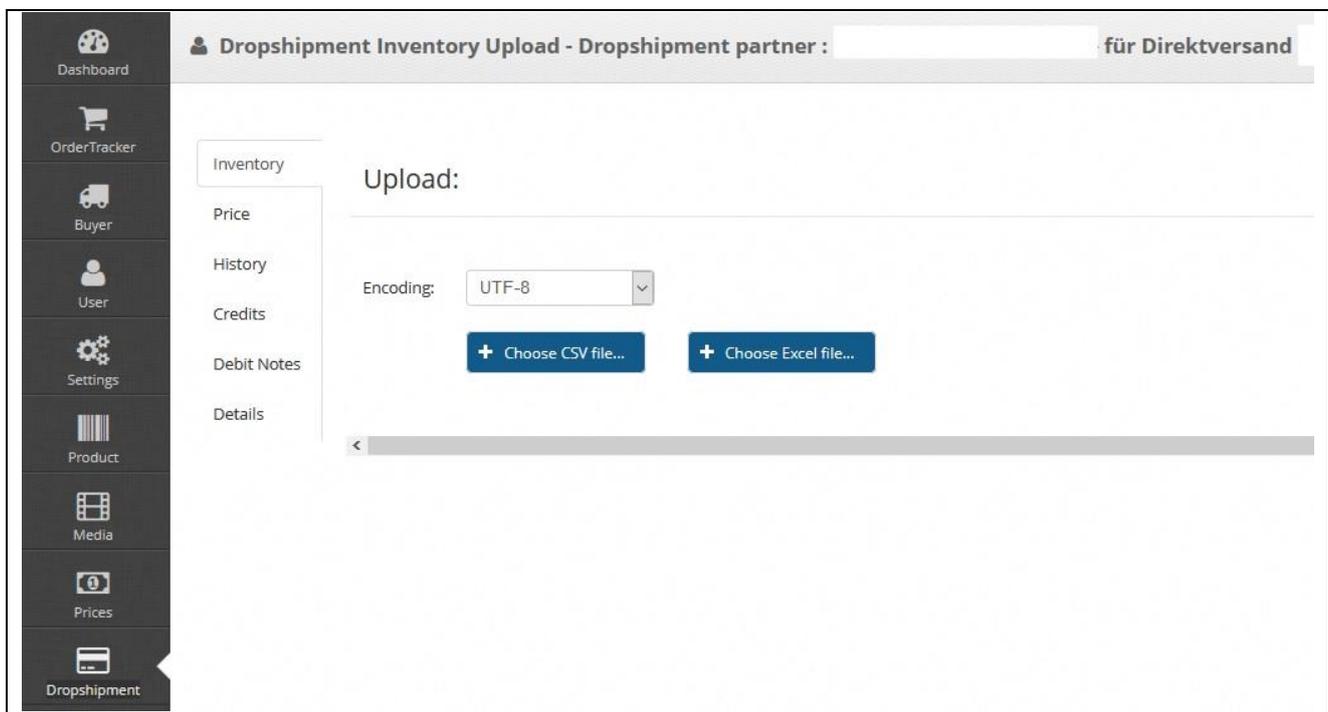


As VEDES supplier, you will find in this tab:

- Upload opportunities for inventories

As myToys supplier, you will find in this tab:

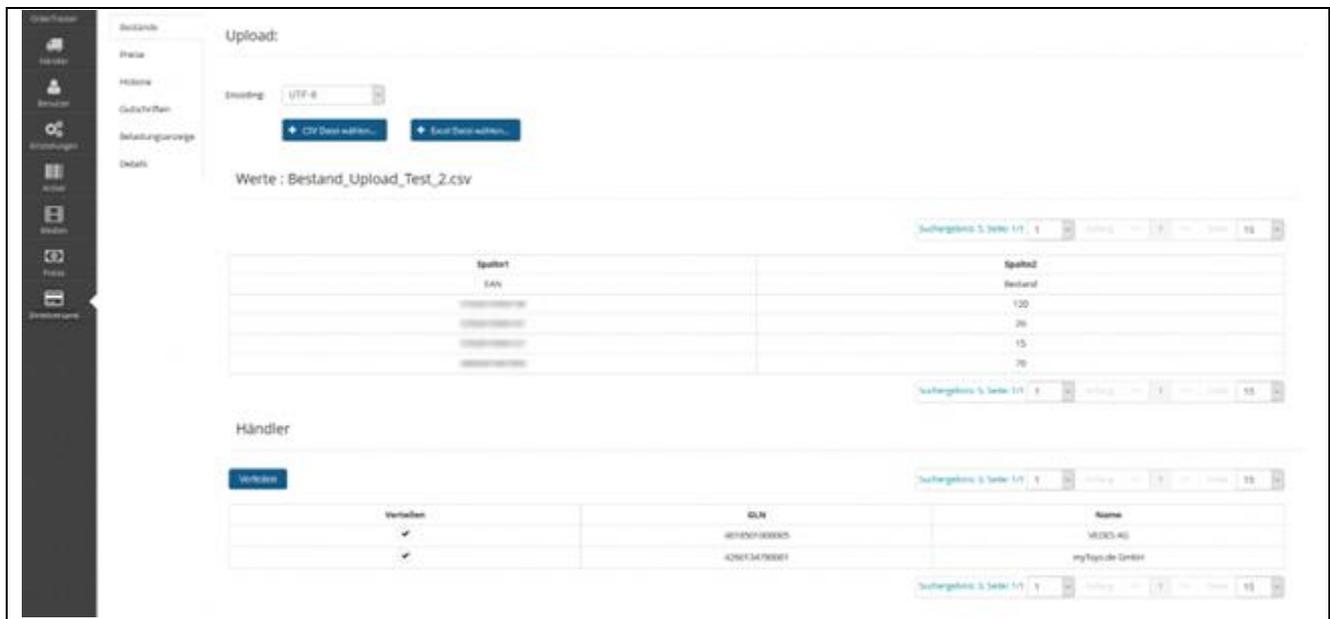
- Upload opportunities for inventories and DV prices
- Documents on credit notes, debit notes as well as the summarization of order items/returns in the section “Details”.



Inventory Reports (myToys and VEDES)

For the upload of the inventory report, only a file in the format .csv or .xlsx with two columns (EAN/inventory) is necessary.

You will find the file template “Template Inventory report” in the download section of NTG’s homepage: <https://www.network-toys.de/en/downloads/> → Dropshipment – semi automatic process → General



After the upload of the file please select via a checkbox to which retailer(s) you want to distribute the data. Use the button “Publish to” to transfer the inventory to the retailer.

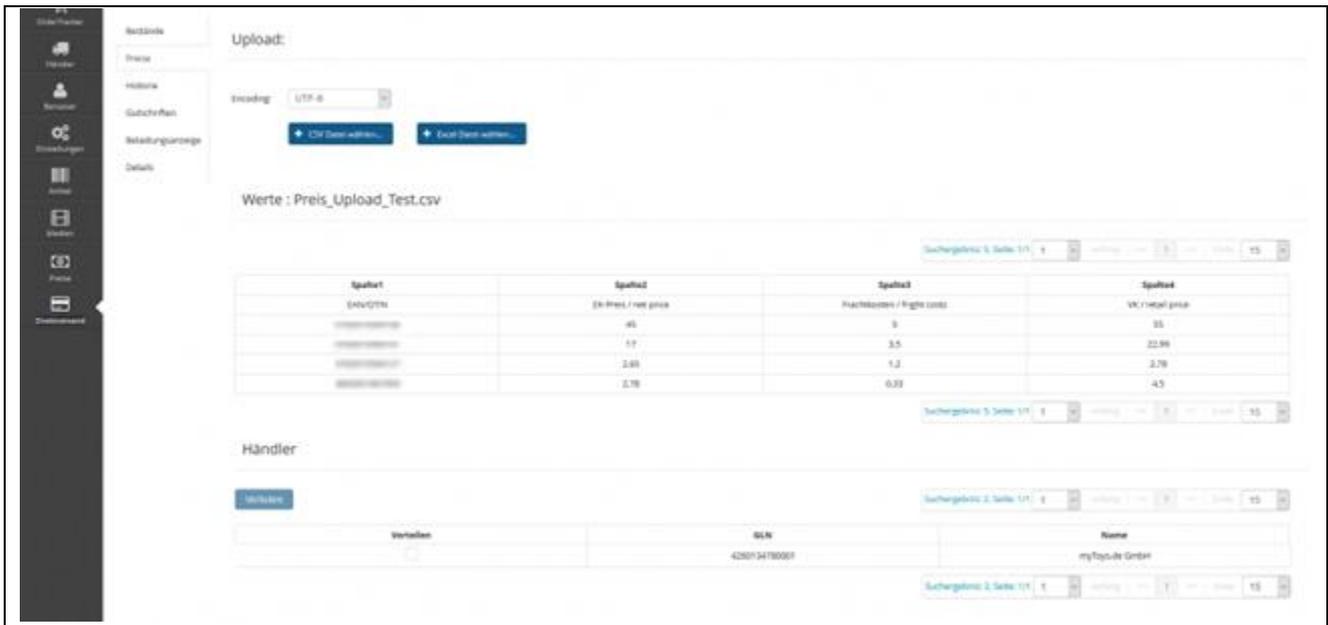
Important! Items for which no inventories are available anymore, are to be indicated in the inventory report with quantity “0”. Please do not leave the space for the quantities empty; otherwise the processing to the retailers cannot be effected automatically. The inventory has to be provided regularly and corresponding to the contractual conditions agreed with the trading partner.

Drop shipment prices (only myToys)

Here, only a file with the format .csv or .xlsx is necessary, which includes the columns “EAN”, “Purchase Price”, “Freight Costs” and “Sales Price”.

You will find the template in the download section of NTG’s homepage <https://www.network-toys.de/en/downloads/> → Dropshipment – semi automatic process → myToys, as soon as myToys activates this process for itself via NTG.

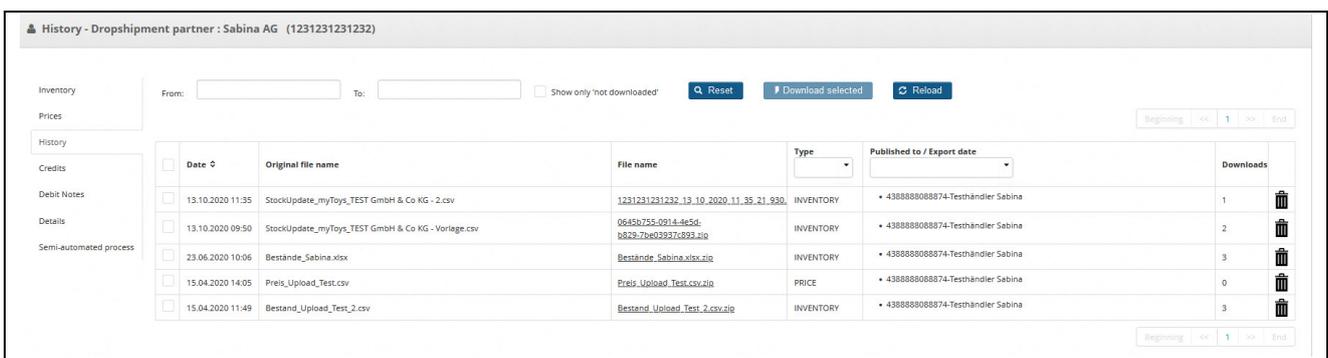
Please provide the myToys purchase price; if necessary, minus the initial list discount. Further conditions are not (!) to be deducted.



Here, only the company myToys can be selected in the section retailers. Highlight myToys and click on “Publish to” to distribute the prices to the retailer.

History (VEDES and myToys)

Under the menu part „History“, you can administrate your inventory and price uploads. Select according to the type of document (inventory or price).



Select the retailer requested in the tab „Distribution/Export Date“.

In this tab, you can also see if your price and/or inventory uploads were successfully transmitted. Inventories and prices will be transmitted to the retailer within a few minutes in an asynchronous manner.

Directly after the upload you will see to which retailer the price was transmitted. As soon as the transmission is successfully effected, the precise date/time of the export will be added to the name of the retailer.

Screenshot: Example for inventory upload to myToys company

<input type="checkbox"/>	Date ↕	Original file name	File name	Type	Published to / Export date	Downloads	
<input type="checkbox"/>	10.08.2021 15:41	Lagerbestaende_10_08_21.xlsx	4056437000003_10_08_2021_15_41_51_821	INVENTORY	• 4260134780001-myToys.de GmbH > 10.08.2021 15:42	0	
<input type="checkbox"/>	09.08.2021 15:55	Lagerbestaende_09_08_21.xlsx	4056437000003_09_08_2021_15_55_44_788	INVENTORY	• 4260134780001-myToys.de GmbH > 09.08.2021 16:02	0	

Error Handling

You can recognize faulty inventory and price files when in the section “Distribution/Export” only the name of the retailer is indicated, but no distribution date.

A distribution to the retailer has not taken place.

<input type="checkbox"/>	Date ↕	Original file name	File name	Type	Published to / Export date	Downloads	
<input type="checkbox"/>	13.10.2020 11:35	StockUpdate_myToys_TEST GmbH & Co KG - 2.csv	1231231231232_13_10_2020_11_35_21_930	INVENTORY	• 4388888088874-Testhändler Sabina	1	
<input type="checkbox"/>	13.10.2020 09:50	StockUpdate_myToys_TEST GmbH & Co KG - Vorlage.csv	0645b755-0014-d4e5d-b879-7b603937c893.zip	INVENTORY	• 4388888088874-Testhändler Sabina	2	
<input type="checkbox"/>	23.06.2020 10:06	Bestande_Sabina.xlsx	Bestande_Sabina.xlsx.zip	INVENTORY	• 4388888088874-Testhändler Sabina	3	
<input type="checkbox"/>	15.04.2020 14:05	Preis_Upload_Test.csv	Preis_Upload_Test.csv.zip	PRICE	• 4388888088874-Testhändler Sabina	0	
<input type="checkbox"/>	15.04.2020 11:49	Bestand_Upload_Test_2.csv	Bestand_Upload_Test_2.csv.zip	INVENTORY	• 4388888088874-Testhändler Sabina	1	

Faulty upload files will be reported to the NTG support team.

An NTG support team employee will contact you in due course of time, to try and find the source of error and to eliminate it together with you. By doing so, a new upload can be effected successfully.

Credit notes (only myToys)

The credit notes in PDF format submitted to NTG by myToys can be found here and they are listed according to dates.

It is possible to define the time slot from/to. The columns “Date” and “Downloads” can additionally be sorted in ascending or descending order.

Via the option “Only display documents not uploaded” you can see at one glance which documents were not yet selected for download.

Highlight the documents you want to download and click on “Download highlighted documents”.

The download is effected via a link which will be sent to your e-mail address you logged into the portal which is effective for 72 hours.

The download counter will be updated after a refreshing of the window.

Gutschriften

Bestände
Preise
Historie
Gutschriften
Belastungsanzeige
Details

Von: Bis: Nur nicht heruntergeladene anzeigen

Zurücksetzen Download markierte

Anfang << 1 2 >> Ende

<input type="checkbox"/>	Datum ↕	Original-Dateiname	Dateiname	Typ	Downloads	
<input type="checkbox"/>	09.03.2020 10:14	1231231231232_GS_ERS-21-01-20-93038.pdf	1231231231232_GS_ERS-21-01-20-93038.pdf.zip	CREDIT	2	
<input type="checkbox"/>	17.03.2020 14:36	testPdf.pdf	testPdf.pdf.zip	CREDIT	1	
<input type="checkbox"/>	17.03.2020 14:36	testPdfh.pdf	testPdfh.pdf.zip	CREDIT	1	
<input type="checkbox"/>	17.03.2020 14:35	testPdfe.pdf	testPdfe.pdf.zip	CREDIT	1	
<input type="checkbox"/>	17.03.2020 14:35	testPdfd.pdf	testPdfd.pdf.zip	CREDIT	1	

Debit notes (only myToys)

The debit notes transmitted by myToys can be found here, listed according to date.

Just as in the section “Credit Notes”, you can narrow down the time slot and sort the columns “Date” and “Downloads” in ascending or descending order.

By selecting the option “Only display documents not downloaded”, you can also see at one glance which documents were not yet selected for download and which can be downloaded by highlighting the documents desired via “Download highlighted documents”. The download is effected via a link which will be sent to your e-mail address you logged into the portal and which is effective for 72 hours.

The download counter will be updated after a refreshing of the window.

Belastungsanzeigen

Bestände
Preise
Historie
Gutschriften
Belastungsanzeige
Details

Von: Bis: Nur nicht heruntergeladene anzeigen

Zurücksetzen Download markierte

Anfang << 1 >> Ende

<input type="checkbox"/>	Datum ↕	Original-Dateiname	Dateiname	Typ	Downloads	
<input checked="" type="checkbox"/>	09.03.2020 10:14	1231231231232_BA_R-270120-00056.pdf	1231231231232_BA_R-270120-00056.pdf.zip	DEBIT	9	
<input type="checkbox"/>	09.03.2020 10:14	1231231231232_BA_R-270120-00056-2.pdf	1231231231232_BA_R-270120-00056-2.pdf.zip	DEBIT	0	

Anfang << 1 >> Ende

Details

You will find the excel files transmitted by myToys under “Details”. These include the summary of the order items and returns summarized in an orderly and presentable document.

Semi-automatic process (only myToys)

General

The semi-automatic process within the NTG portal is available only for the direct shipment with myToys.de GmbH and is provided for WebEDI suppliers as well as for ClassicEDI suppliers.

The semi-automatic process

- for the download of direct shipment orders is provided to all suppliers directly. An activation by NTG is not necessary.
- for the upload of order confirmations, delivery notes and returns reports, however, must be activated by NTG.

We strongly recommend to exchange test data with NTG before using the semi-automatic process for the upload in live operation!

Detailed information concerning the set structure per document type:

- order
- order confirmation
- delivery note
- returns report

can be found in the download section on the NTG Homepage: <https://www.network-toys.de/en/downloads/> → Dropshipment – semi automatic process → myToys

Download of orders (myToys and VEDES)

In the menu “OrderTracker”, you can download direct shipment orders (identified with the truck symbol) either individually or collected. (The download function is only available in the tab “Overview”.) In order to do so, tick the orders desired in the column “CSV Export”. The button “Export as CSV” will be activated and you will see the number of the orders selected in brackets.

Order Tracker

Overview open orders | Archive by order no. buyer | Search all supplier documents | Digtec Galaxus AG | Galaxus Deutschland GmbH | myToys.de GmbH | ROFU Kinderland | SPM Toys Trading GmbH | Thalla Bücher GmbH | VEDES AG

myToys.de GmbH (4260134780001) | Order no. / Customer order number : | Status | Search

From: | Until: | Date of order | Reset

Type: **Dropshipment** (dropdown menu)

Collective Delivery Ad | Export CSV - myToys (3) | Export CSV - VEDES (0) | Export CSV - Warehouse (0)

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
31.03.2022	31.03.2022 11:08:04	09.04.2022	MyToys_DV_295_2	Miss Money Penny-Test	myToys.de GmbH 4260134780001	1	40,40 EUR	🚚	<input checked="" type="checkbox"/>	<input type="checkbox"/>	🟢🟡🔴	🔍	--	--
29.11.2021	29.11.2021 10:18:14	14.12.2021	DVMY_Spring292	Herr Mats Müller	myToys.de GmbH 4260134780001	1	9,10 EUR	🚚	<input checked="" type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢	Open	--	--

Search result: 2, Page: 1/1 | Beginning << 1 >> End 15

Select the top box to mark all orders on this page for export with one click.

Date of order	Status date	Delivery date	Order number	Delivery to	Buyer GLN	Position	Total amount	Type	CSV Export / Download (Dropshipping)	CSV Export / Download (Warehouse)	Status Follow-up files	Status supplier	Order-Change	Saved documents not yet sent
31.03.2022	31.03.2022 11:08:04	09.04.2022	MyToys_DV_295_2	Miss Money Penny-Test	myToys.de GmbH 4260134780001	1	40,40 EUR	🚚	<input checked="" type="checkbox"/>	<input type="checkbox"/>	🟢🟡🔴	🔍	--	--
29.11.2021	29.11.2021 10:18:14	14.12.2021	DVMY_Spring292	Herr Mats Müller	myToys.de GmbH 4260134780001	1	9,10 EUR	🚚	<input checked="" type="checkbox"/>	<input type="checkbox"/>	🟢🟢🟢	Open	--	--

You can either open or save the file(s).

In one download file there are several order numbers, if several orders are downloaded at the same time.

Direct shipment orders can be downloaded as often as desired.

Upload Process – Follow-up documents

The upload process of follow-up documents is identical for all types of documents.

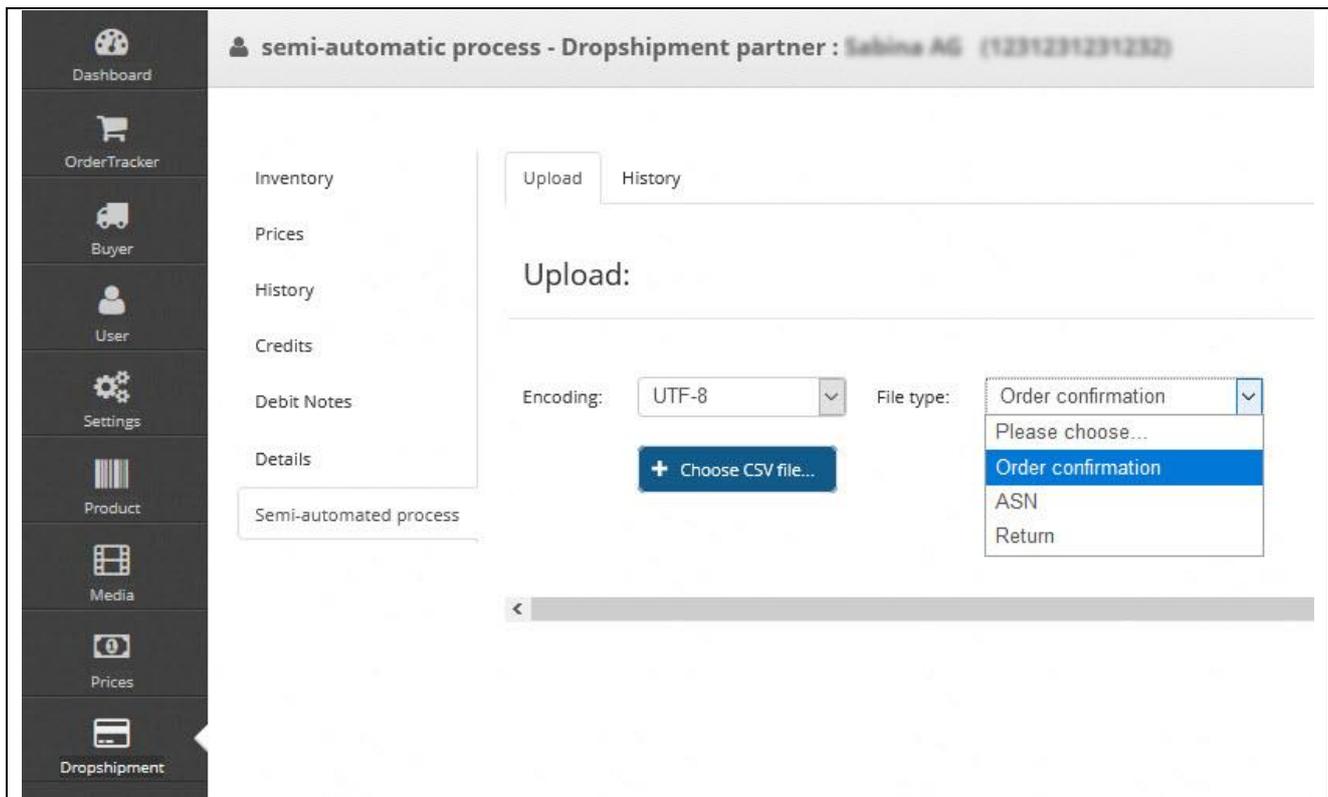
Basic information:

- File format: csv
- Field separator: semicolon
- Information separator within fields: hashtag

Types of documents available:

- Order confirmations
- Delivery notes
- Returns reports

Select the menu option “dropshipment” → tab “semi-automatic process” → tab „Upload“.



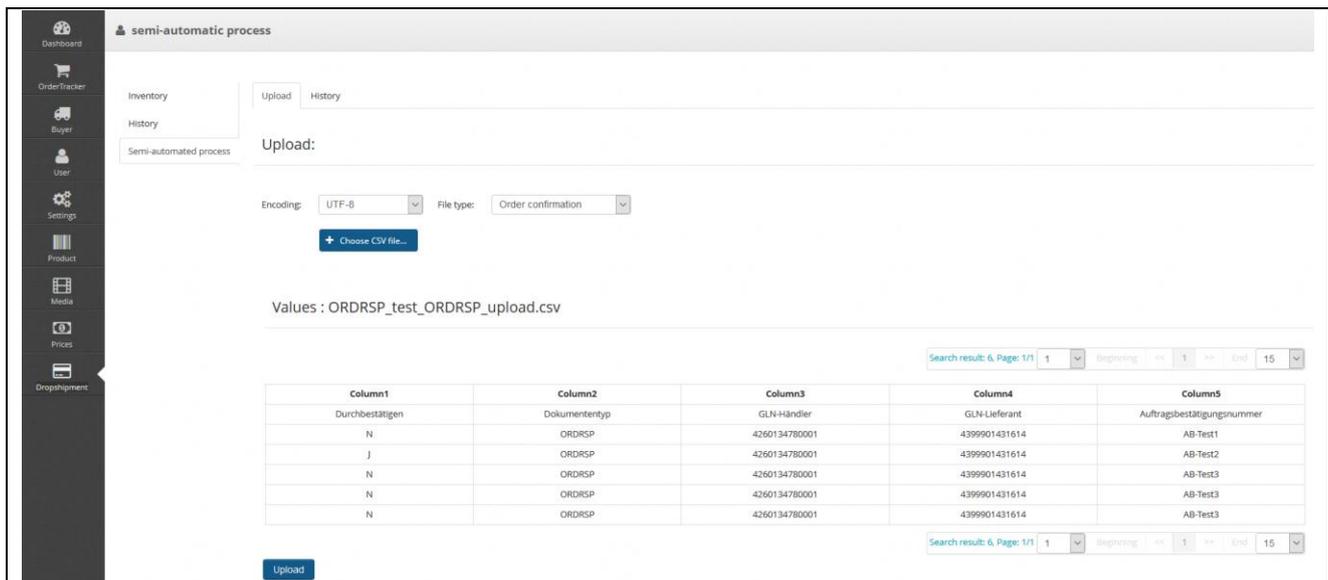
First choose the file type.

Afterward click on the button „Select CSV file” and select the file desired.

Note:

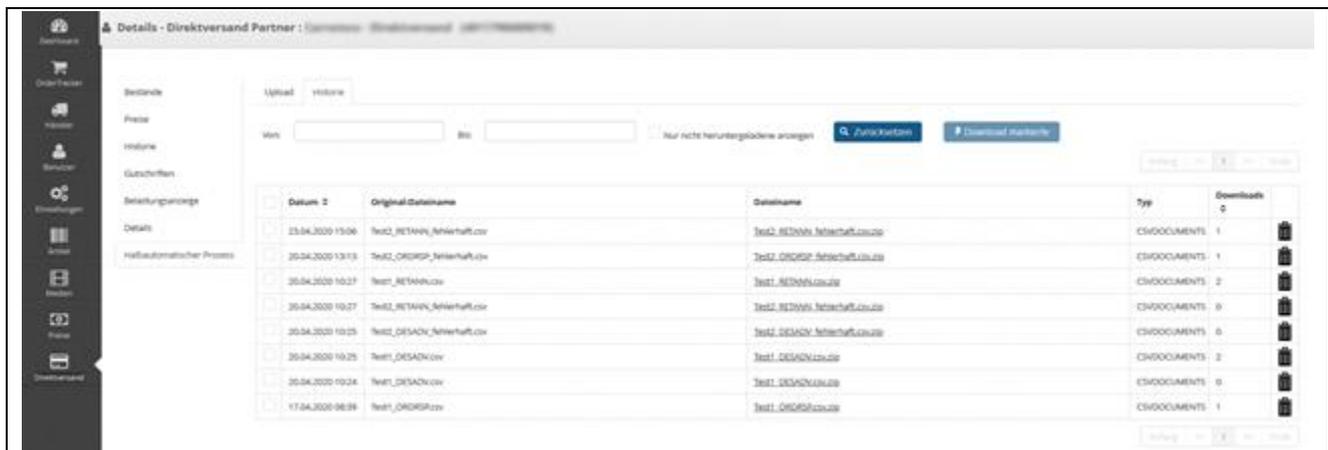
- The files must be unzipped.
- The file name is not significant.
- Only one type of document is allowed to be included per file.
- Items that belong to one order confirmation / delivery note / return notification must appear one below the other in the file.
- The order item number must correspond to the information from the order.

The file will be uploaded and a preview is displayed.



Select „Upload“ in order to upload the files.

Uploaded documents are listed under the tab “History”.



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.

Selective distribution (only VEDES)

The "Selective distribution" function is active for all suppliers who have a business relationship with the VEDES trading partner in the NTG portal.

With this function, you as a supplier can define to which specialist retailer the VEDES head office releases your product data and to whom your products may be sold.

To do this, fill in the field NTG-P-102 "Sales program code" for the articles that are only permitted for certain retailers. The code is determined by you. However, it must be 3 digits long and between 000 and 999. You can do this step either directly on the item in the portal or you can use the well-known NTG upload template for the item master.

Fill out the file "Upload Template Retailer Assignment" (to be found at: <https://www.network-toys.de/en/downloads/> → Item Data → VEDES - Selective distribution) and import it via the menu item "Selective distribution". In this file, you assign the sales program code to the respective specialist retailers.

Please note that only one code is required per sales program.

By linking the sales program code to the article and assigning this code to the corresponding specialist retailers, the trading partner VEDES can control the distribution of the articles according to your wishes.

Order information (warehouse/drop shipment)

The display of these two tabs is only available with Super-Admin user rights. Please contact the NTG team (see chapter "Support") to get these tabs activated.

Here you have the possibility to display sales from warehouse and direct shipping (if applicable) orders.

There are different display options available and a possibility to list sales from previous years.

By default, the overview shows all order values of the current year. A review up to 2016 is possible and can be selected in the dropdown menu.

Order info

Year: 2023 (dropdown menu open showing years 2017-2023) Last Order total: 25.07.2023 Orders total (2023): 25 Turnover total (2023): 34703.92 Positions total (2023): 168

Overview | Diagram month | Monthly charts (partner) | year-on-year comparison

-- All -- [Export]

Buyer	Last Order	Annual totals			Typ	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Orders	Turnover	Positionen													
myToys.de GmbH - 4260134780001 - 0003	25.07.2023	13	22945.58	141	Aufträge	6	1	1	1	0	2	2	0	0	0	0.0	0
VEDES AG - 4018501000005 - 0004	25.07.2023	12	11758.34	27	Aufträge	3	1	1	1	1	3	2	0	0	0	0.0	0

Overview

The overview provides a detailed overview of all orders, broken down to orders, sales and items (order items).

Order info

Year: 2023 Last Order total: 25.07.2023 Orders total (2023): 25 Turnover total (2023): 34703.92 Positions total (2023): 168

Overview | Diagram month | Monthly charts (partner) | year-on-year comparison

-- All -- [Export]

Buyer	Last Order	Annual totals			Monthly totals												
		Orders	Turnover	Positionen	Typ	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
myToys.de GmbH - 4260134780001 - 0003	25.07.2023	13	22945.58	141	Aufträge	6	1	1	1	0	2	2	0	0	0	0.0	0
					Umsatz	1397.60	1570.54	1570.54	1570.54	0.00	3141.08	1695.28	0.00	0.00	0.00	0.00	0.00
					Pos.	72	11	11	11	0	22	14	0	0	0	0.0	0
VEDES AG - 4018501000005 - 0004	25.07.2023	12	11758.34	27	Aufträge	3	1	1	1	1	3	2	0	0	0	0.0	0
					Umsatz	2432.16	810.72	810.72	810.72	810.72	3189.12	2894.18	0.00	0.00	0.00	0.00	0.00
					Pos.	3	1	1	1	1	10	10	0	0	0	0.0	0

Click on "Export" to download the displayed sales information as a CSV file.

Monthly chart

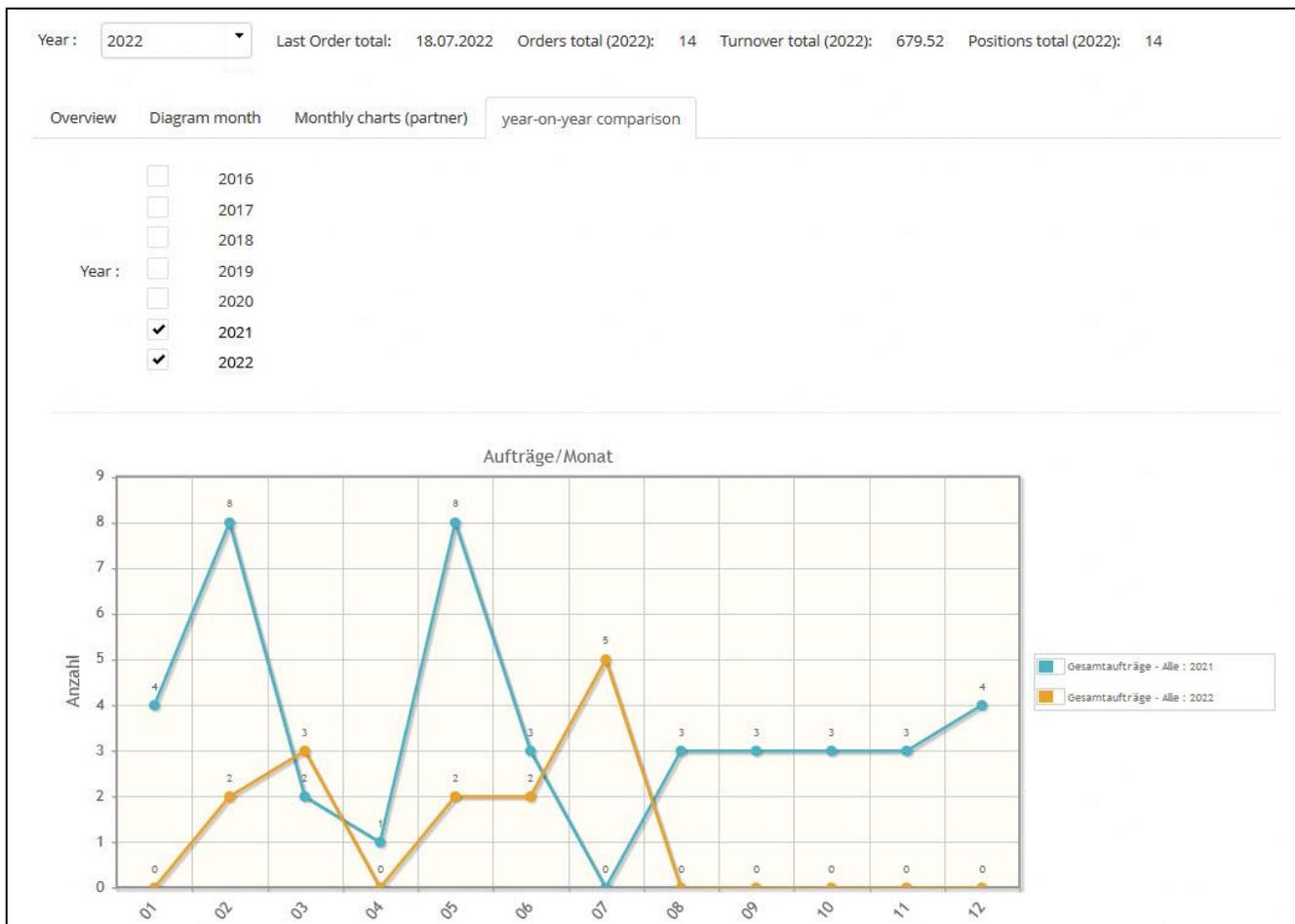
Display of accumulated orders of all traders as a curve chart. Divided into "Total orders", "Total sales" and "Total items".

Monthly chart (partners)

Select specific trading partners to display the sales of these customers. Sorting option according to "strongest orders" or "strongest sales".

Year comparison

Select the years to be used for comparison. Diagram display for "Total orders", "Total sales" and "Total items".



Order behavior drop shipment

Lists the turnover of all orders received for your direct shipping profile. The content of the tab is the same as described above.

Support

For questions concerning the system, the connection and the application, you can contact the support team in Cologne and Osnabrück at:

For EDI / OrderTracker – storage & drop shipment processes incl. semi-automatic process:

NTG Network Toys Germany GmbH
Series-A Campus – Sophienstraße 1 – 51149 Köln

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For article data, media and prices:

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