

Requirements

Dematerialization

Order – Advance ship notice - Good receipt - Invoicing

Version	Revised date	Author	Short description
V01-04/2017	April 2017	Vendor Readiness	Initiale version

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1. Introduction

This document describes the functional rules and best practices for operating orders, advance ship notice, receipt of goods and the invoicing.

Those rules are a prerequisite to run successfully those business processes.

Whenever those rules are not respected, processes have to be manually carried out, creating:

- Additional delay for stock replenishment
- Risk of stock shortage
- Additional delay when raising purchase orders
- Additional delay for payment

2. Dematerialization

Two ways are proposed to ensure the dematerialization:

- The EDI solution (EDIFACT standard)
- A Web EDI portal developed by Castorama.

Those solutions cover the following transactions:

- Purchase order
- Despatch advice
- Invoice

Fax and mailing can't be used any more to manage those transactions.

If you are NOT using EDI or the portal, please contact urgently the Vendor Readiness Team: fournisseur.deploiementsap@castorama.fr

3. Master data

Rules	Before	Now
Supplier code	5 digits	6 digits
Castorama's item code	6 digits	9 digits

The EAN code (EAN 13 and 14) is mandatory for all items

4. Unit of measure

The unit measure must be the same between the purchase order, the dispatch advice and the invoice.

Despatch advice and invoices not respecting that rule are systematically rejected.

5. Purchase orders

As previously mentioned, all purchases orders must be retrieved by the supplier either via Edi or from the Portal. Orders will NOT be faxed and mailed anymore.

Purchase orders are mandatory to enable the delivery goods. Any good receipt with no corresponding purchase order is automatically rejected.

The original purchase order number must be recorded in the EDI dispatch advice and printed on the delivery slip with exactly the same format including the leading zero if there is any.

6. Dispatch advice

As previously mentioned, all dispatch advices must be sent by the supplier either via Edi or from the Portal **before the physical delivery.**

Rules	Comments
Surplus are not allowed	In case of error, please contact the Master Data team : codification@castorama.fr
Back orders are not allowed	One purchase order must have one dispatch advice and only one
Order receipt in several times	1 order can be delivered in several and a BL must correspond to a truck
Additional item lines are not allowed	It is not possible to add item lines that are not in the purchase order
Lead time	All orders not delivered 15 days after of the delivery date defined in the purchase order are automatically closed
EAN code	Must be the same as the one recorded in the purchase order
Delivered quantity cannot be equal to zero	Item lines with no quantity should not be sent. Otherwise, the complete dispatch advice will be rejected
When to send the dispatch advice?	The dispatch advice must be sent the previous day of the delivery but no more than 30 days before (DTM-17 and DTM-137)
Unit of measure	The unit of measure must be the same as the one recorded in the purchase order
Delivery note number	The delivery note number can have special character such as / or -
Order number line in DESADV and INVOIC	The order line number must be the same in DESADV and INVOIC like sent in the order (segment RFF+LI)

One purchase order must have one dispatch advice and only one.


1 purchase order = n despatch advice = n invoice

7. Delivery note

The following fields are mandatory on the Delivery Note, the paper version, used by the carrier:

- The purchase order number
- EAN code
- Delivered quantity
- Title « N° de Bon de livraison » or « Réf BL »
- The delivery note number must be human readable
- Barcode for the delivery note number
- The delivery note number must be free of special characters such as - /
- The delivery note number must be exactly the same as the one recorded in the DESADV sent via EDI or from the portal

EG.

 5075581610139167																				
Bon de livraison Castorama																				
Livré par	Livré à	Informations Bon de livraison																		
Nom : NOM Fournisseur 999999	Nom : CASTORAMA BONDUES1 1410	Réf BL : 5075581610139167																		
Adresse : Adresse complète EST EX 9	Adresse : 422 AVENUE DU GAL DE GAULLE1 BONDUES CEDEX FR 59587	N° commande : 100966659 Date de livraison : 21/10/2016 Date d'expédition : 13/10/2016																		
<table border="1"><thead><tr><th>EAN</th><th>Quantité</th><th>UA</th></tr></thead><tbody><tr><td>3283491505392</td><td>8</td><td></td></tr><tr><td>8016738531435</td><td>2</td><td></td></tr><tr><td>3283491512246</td><td>2</td><td></td></tr><tr><td>3283491521682</td><td>2</td><td></td></tr><tr><td>3283491512086</td><td>2</td><td></td></tr></tbody></table>			EAN	Quantité	UA	3283491505392	8		8016738531435	2		3283491512246	2		3283491521682	2		3283491512086	2	
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When the delivery note is issued from your information systems, please send an example to our team to test the barcode:
Edi.castorama@castorama.fr

8. Invoice

As previously mentioned, invoices must be sent by EDI or from the portal.

Rules	Comments
One invoice per dispatch advice	There must be one invoice per despatch advice and only one
The delivery note number recorded in the invoice must be the same as the one recorded in the despatch advice	Delivery note number : special characters such as - / are not allowed
Additional item lines are not allowed	
Item EAN code	Must be same as the one recorded in the purchase order and dispatch advice
Unit of measure	Must be the same as the one in the purchase order and dispatch advice

1 purchase order = n despatch advice = n invoice
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