AO BUSINESS Guidelines

EDI invoices from goods suppliers

(to be published on the Suppliers Portal)

Version 7 / 13.01.2011

Formats and character encoding

AO wants only to receive EDI invoices (INVOIC documents) in the following formats and encoding:

Format Standard	Subset	Encoding
EDIFACT INVOIC 96A	DAVID 5.0	iso-8859-1
EDIFACT INVOIC 96A	HANCOM 97	iso-8859-1

NB! Should a supplier want to send invoices in OIOXML format, this must **first** be agreed to by AO! AO reserves the right to refuse such requests. Other formats can not be agreed to at the present time.

Receipts and rejections

In the event of a rejected invoice AO will send a notification by email. The mail address must be arranges with AO accounting department. It is the responsibility of the supplier to read these emails and take any required corrective action; including agreeing with AO when/how the invoice must be resent.

The following rules apply regarding syntax and data errors:

Format	Syntax	Action	Result
EDIFACT	Incorrect	The EDI invoice is received and fails the syntax checks. An EDIFACT CONTRL message will be sent –provided the sender has used EDIFACT formatting.	Whole EDI document is rejected
EDIFACT	Correct	The EDI INVOIC document is received and passes the syntax checks, but one or more invoice(s) cannot be accepted, due to an error in the order reference or data error. The invoice(s) in error will be rejected and the supplier informed by email.	Invoice(s) rejected

The supplier can request a receipt (EDIFACT syntax CONTRL) which only indicates that the document has been received and is syntactically correct. Even though the file is syntactically correct, invoices may still be refused by AO in accordance with the rules stated above.

NB! If you receive a rejection mail from AO, do not send a Credit Note! The rejection indicates that the invoice has not been entered into AO's ERP system.

Requirements regarding invoices- Goods Suppliers

These invoice requirements are only relevant for suppliers of goods to AO. They must be complied with so that AO is able to convert and store EDI invoices without problems.
Please refer to the EDIFACT example on the Suppliers Portal.

Document	Field	Requirement	Data content	EDIFACT
Supplier	Sender	GLN	*<Electronic address>*	UNB sender
AO	Receiver	GLN	5790000001125	UNB receiver
NB!		If AO has agreed to accepting OIOXML, a special GLN receiving address will apply	Pre-agreed (where necessary) with AO	

Invoice Header	Field	Requirement	Data content	EDIFACT
Supplier data	Match code to indicate document type (invoice or credit note)	An appropriate match code. The document's type must be clearly shown.	380 - (Invoice) 381 - (Credit Note)	BGM
Supplier data	Invoice date	Date of production of invoice	YYYYMMDD	DTM+137
Supplier data	Invoice number	A unique number base don one or more series, which identifies the invoice The number must be equivalent to the invoice number from a paper invoice.	AO has experienced suppliers who place left-padded zeroes in the invoice number in EDI file, but this is not the case on paper. This practice creates problems if a copy invoice is required.	BGM
Supplier data	Suppliers name and address	GLN or address in text format		NAD+SU
Supplier data	Supplier VAT nr. (where invoice udstedes)	Supplier is within the EU: country code + own VAT number Supplier er outside the EU: 2-letter-abbreviation of the country code in accordance with ISO 3166-1	E.g. Danish Supplier (DK + 8 digits CVR-nr.), e.g.DK23456789 E.g. US for USA, JP for Japan	RFF+VA
Supplier data	Invoice currency	3-letter-abbreviation of the currency used in accordance with ISO 4217	E.g. DKK for danish kroner, EUR for euro	CUX
Supplier data	Suppliers order reference		Order no.	RFF+VN
Supplier data	Conditions of payment (date)	In accordance with the trading agreement	YYYYMMDD	PAT+1 DTM

Invoice header	Field	Requirement	Data content	EDIFACT
AO data	AOs name and address	GLN or address in text format	Brødrene A & O Johansen A/S Rørvang 3 DK-2620 Albertslund	NAD+BY
AO data	AOs VAT nr.		DK58210617	
AO data	Place of delivery complete with name and address	Address of main warehouse, name and address of an AO shop or customer's address	Written in clear text: Name and address. **Always** included	NAD+DP
AO reference Invoice	AO purchase order no.	7 digits followed by Buyers initials: 1xxxxxx = requisition order 3xxxxxx = inventory order 50xxxxx, 55xxxxx = VAGA order 8xxxxxx = 'frame' order Goods for internal use: XXX-NNN 3 digits for department, followed by Buyers initials	1078965-PEH 123-PEH	RFF+CR
AO reference Credit Note <u>with</u> return goods *(inventory)*	AO return no.	10 digits followed by initials 0026xxxxxx	0026000058-HKH	RFF+CR
AO reference Credit Note <u>with</u> return goods *(requisition goods)*	AO customer order nr.	10 digits followed by initials 007xxxxxxx	0070236104-JEY	RFF+CR
AO reference Credit Note <u>without</u> return Goods *(correction of price)*	AO purchase order nr.	7 digits followed by Buyers initials: 1xxxxxx = requisition order 3xxxxxx = inventory order 50xxxxx, 55xxxxx = VAGA order 8xxxxxx = 'frame' order Goods for internal use: XXX-NNN 3 digits for department, followed by Buyers initials	1078965-PEH 123-PEH	RFF+CR
AO reference Credit Note Bonus	AO reference	"Bonus" must be included in reference	"BONUS"	RFF+CR
AO reference Credit Note Breakage	AO reference	3 digits for department, + initials + "Breakage" or Breakage no. + initials	123-PEH BREAKAGE or 0051xxxxxx-PEH	RFF+CR
AO reference Credit Note Other	AO afd+initials	3 digits for department, followed by Buyers initials	123-PEH	RFF+CR

<u>NB! Invoice will be rejected if the syntax rules above are not followed.</u>

Invoice header	Field	Requirement	Data content	EDIFACT
Supplier additional charge	Packaging	ID and sum payable per packaging type, **max.** 2 decimals Must be shown as a charge item or separate invoice line	Pallets, packaging materials etc.	ALC+C after UNS LIN (if LIN is used item numbers must be as agreed with AO)
Supplier additional charge	Charges	ID and sum payable per charge type, **max.** 2 decimals Must be shown as a charge item or separate invoice line	Handling charges, certificate charges, open package charge, etc.	ALC+C after UNS LIN (if LIN is used item numbers must be as agreed with AO)
Supplier additional charge	Transport/Freight	ID and sum payable per transport type, **max.** 2 decimals Must be shown as a charge item or separate invoice line	Transport sum payable	ALC+C after UNS LIN (if LIN is used item numbers must be as agreed with AO)
Supplier additional charge/ allowance	Return allowance	Only relevant on Credit Notes. -Given with text, rate % and return allowance payable as total line, or separate invoice line, **max.** 2 decimals	Allowance sum payable	ALC+C after UNS LIN (if LIN is used item numbers must be as agreed with AO)

Invoice header	Field	Requirement	Data content	EDIFACT
Charge sum	WEEE-charge	ID and sum payable - **max.** 2 decimals **WEEE-charges** summed in one total. "WEEE" must be clearly shown as ID of the charge type.	Sum of the invoice WEEE charges	TAX+7+ENV LIN (if LIN is used item numbers must be as agreed with AO)
Charge sum	Excise duties ('Excise charges')	ID and sum payable - **max.** 2 decimals **Excise duties** total. "PUNKT" charge type must be clearly shown as ID of the charge type.	Sum of invoice excise duties	TAX+7+EXC LIN (if LIN is used item numbers must be as agreed with AO)

Invoice header	Field	Requirement	Data content	EDIFACT
Total sum payable	Invoice Nett. total	Sum payable (**max.** 2 decimals)	Total before applying VAT	MOA+79
Total sum payable	Invoice VAT percent	Percent (**max.** 2 decimals)	VAT rate applicable (in DK: 25%)	TAX+7+VAT
Total sum payable	Invoice VAT total	Sum payable (**max.** 2 decimals)	VAT total	MOA+124
Total sum payable	Invoice Gross total	Sum payable (**max.** 2 decimals)	Nett. total plus VAT total	MOA+86
NB!	Invoice Allowances are <u>not</u> included here	Goods allowances must be shown per line		

Invoice line	Field	Requirement	Data content	EDIFACT
Item information	Item number	Factory nr., VVS nr., EL nr.,Grossist nr. or EAN goods nr.	Up to 2 Item IDs per line in the EDI file	LIN (EAN) PIA
Item information	Item text	Free text	Please refer to encoding requirements	IMD
Item information	Mængde	Given with **max.** 3 decimals		QTY+47
Item information	Unit	Code - use DAVID code list	Se www.david.dk	QTY
Item information	Unit price, netto	Only used if price is netto price excl. allowances Given with **max.** 2 decimals	Netto price excl. VAT , incl. allowance/charge	PRI+AAA
Item information	Unit price, Gross	Given with **max.** 2 decimals	Gross price excl. VAT , excl. allowance/charge	PRI+AAB
Item information	1st allowance percent per unit *(line rabat)*	Given with **max.** 2 decimals. All allowance types must be given on Item line level	Allowance percent	ALC+A PCD+3
Item information	1st allowance sum payable per Item line *(line rabat)*	Given with **max.** 2 decimals	Allowance sum payable	MOA+8
Item afgifter per Unit	WEEE-charges per Unit / Not included in the line total for Item line	ID and sum payable Given with **max.** 2 decimals / **WEEE charge** / "WEEE" <u>must</u> be clearly shown in the ID of the charge type.	For WEEE charges per Item, use TAX ENV or invoice line for each type	TAX+7+ENV / LIN (if LIN is used item numbers must be as agreed with AO)
Item charges per Unit	Excise charges per Unit / Not included in the line total for Item line	ID and sum payable Given with **max.** 2 decimals / **PUNKT afgift** / "PUNKT" <u>must</u> be clearly shown in the ID of the charge type.	For PUNKT charges per Item, use TAX ENV or invoice line for each type	TAX+7+EXC / LIN (if LIN is used item numbers must be as agreed with AO)
Item line total	Line total after allowances *(nett. total per line)*	Given with **max.** 2 decimals	Line sum after rebate, but excluding excise charges	
Additional information	Delivery Note ID	Associated delivery	Supplier's delivery note number per Item line	
NB!	Other charges	Charges, which are not Excise charges according to the Danish Tax authorities or WEEE- charges, may <u>not</u> be included here. They are either an element included in the cost price of the item, a chargeable item or freight costs.		