MediaMarktSaturn
IT Solutions

WebEDI / Supplier Portal – User manual

Version EN 3.0, 17th of September 2026
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History of changes				
Version	**Date**	**Subject**	**Content / Trigger of Change**	**Responsible**
2.6	2024-01	Registration	Page 5: Chapter 2 Note (in yellow) concerning registration. visibility/finalization by logging-in at least once.	Charalampos Paipetis
		Masterdata defaults setup	Page 9: Chapter 2.1 (new functionality) Contact Master data defaults setup.	Charalampos Paipetis
		Additional user	Page 10: Chapter 2.2 Screenshot addition.	Charalampos Paipetis
		Order Response correction	Page 23: Chapter 3.3.2.1 (new functionality) Order Response correction/change description added.	Charalampos Paipetis
		Line split, partial confirmation	Page 25: Chapter 3.3.2.2 (new functionality) Description of line item split for partial confirmation added.	Charalampos Paipetis
		Back-order, partial confirmation	Page 27: Chapter 3.3.2.3 (new functionality) Description back order for partial confirmation added.	Charalampos Paipetis
		SSCC-18 creation Official GLN	Page 32: Chapter 3.4.1.3 Description automated creation of the SSCC-18 based on the official GLN.	Charalampos Paipetis
		Finalizing open Orders	Page 38: Chapter 3.4.2 (iii) Note (highlighted in yellow) concerning "finalizing" of orders such as EOL (end of life) articles that cannot be delivered.	Charalampos Paipetis
		Collective-Delivery notes	Page 42: Chapter 3.4.4 (new functionality) Description order consolidation n:1 (many orders/order responses to one delivery note).	Darius Leuchten
		Line tax bulk update	Page 54: Chapter 3.5.1.1 (Invoice, new functionality) Tax rate bulk update.	Charalampos Paipetis
		Process examples	Page 56: Chapter 4 Description including screenshots of practical scenarios.	Charalampos Paipetis
		CSV Import/Export	Page 74: Chapter 5 (upcoming functionality, **in development, not yet released**) Description CSV Import/Export.	Charalampos Paipetis
2.7	2024-02-29	Actionscode	Page 21: Chapter 3.3.2 (vi) Note Action code **„Position Rejected - Partial Response"**. This code is not applicable to MMS order responses and **must not** be used.	Charalampos Paipetis
2.8	2024-04-26	Screenshots	Replacement of outdated screenshots.	Charalampos Paipetis
2.9	2025-12-01	e-Invoicing mandate	Adjustments due to european e-Invoicing initiatives Page 55: Chapter 3.5.2 (new, eInvoicing adjustments) Page 55: Chapter 3.5.2.1 (new, changes by country) **Belgium:** addition of the mandatory field **"Amount due/amount payable"** effective from January 1st, 2026.	Charalampos Paipetis

3.0	2026-09-17	SSCC-18 CSV - import/export	Correction: Chapter 3.4.1.3 (pages 33-34) Mode corrected. When created based on the official GLN, the mode **"SSCC (GS-1)"** is required instead of **"Custom number range"**. New functionality CSV import/export: **Functionality released.** Documentation, chapter 6 from page 78.	Charalampos Paipetis

1. Introduction WebEDI / Supplier Portal

The present manual describes the fundamental functionalities of the WebEDI/Supplier Portal used at MediaMarktSaturn, enabling users to conduct the "Single Order" business process over the internet.

In addition to receiving, securing, and printing (single) orders, all agreed follow-up documents can be captured, printed, and transmitted to MediaMarktSaturn. This makes users EDI-capable even without their own EDI infrastructure.

The Supplier Portal supports the exchange of the following business documents:

- **Purchase Order** (reception)
- **Order confirmation** (Dispatch, special case National Distribution Centre NDC/SCE)
- **Delivery note** (Dispatch)
- **Invoice** (Dispatch)
  Only goods invoices are supported. Service, spare part, advertising cost, return invoices, and credit notes are currently not applicable in the Supplier Portal.

The received **purchase order** serves as a reference document to which the order confirmation, delivery note, and invoice refer.

The **delivery advice** (delivery announcement) based on the order must include, according to MediaMartktSaturn (EDI) Guidelines:

- Packaging information (packaging type, SSCC-18, etc.),
- Quantities to be delivered,
- Delivery dates, etc.

For alternative or goods in kind items, new lines can be added, but usually, a new order is required. Additionally, it is possible to capture partial deliveries and back-order items.

During the creation of the **invoice**, the following information (among others) can be captured:

- Additions/deductions at header and line-item level
- Prices
- Quantities
- Delivery dates, as well as other details

Document validation occurs in multiple steps. During data entry in the portal, various checks, error messages, and hints support guideline-compliant data entry. In general, the following applies:

- Documents without a reference will not be processed.
  For example, a delivery note can only be recorded based on an existing purchase order.
- A delivery note must be present for invoice recording.
- A reference to the delivery note is required for invoice creation, among other things.

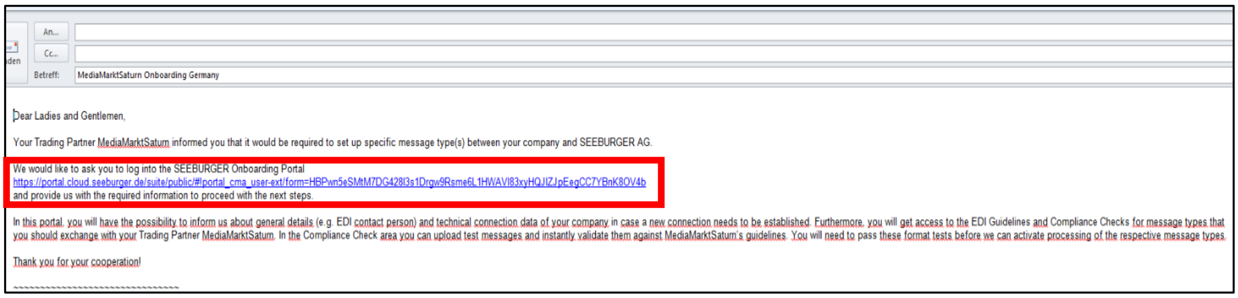
The business documents to be exchanged must be coordinated in advance with the EDI responsible parties (EDI NAT) for the respective country. Before commencing the reception and transmission of electronic business documents, a so-called **EDI agreement** must be concluded, and the partner/supplier must be set up in the MediaMarktSaturn systems. This includes registration in the Supplier Portal and capturing partner master data according to the following descriptions. Requirements also include a valid **GLN**, the ability to assign **GTINs** for items, as well as **SSCC-18** IDs for trade units.

Regarding **archiving**, it is noted that the partner/supplier must perform this independently. MediaMarktSaturn does not provide archiving services for its partners.

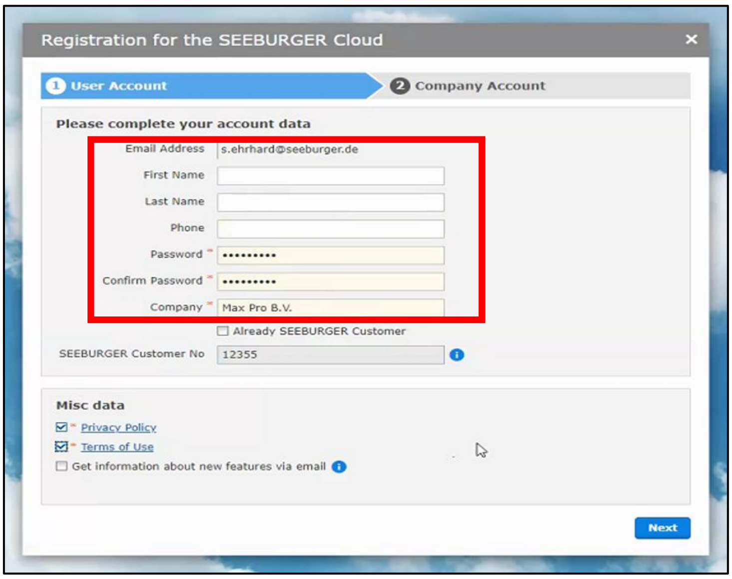
2. Access and profile configuration

Important Note: To make the registration visible to the MediaMarktSaturn EDI responsible parties, the Supplier Portal must be accessed at least once.

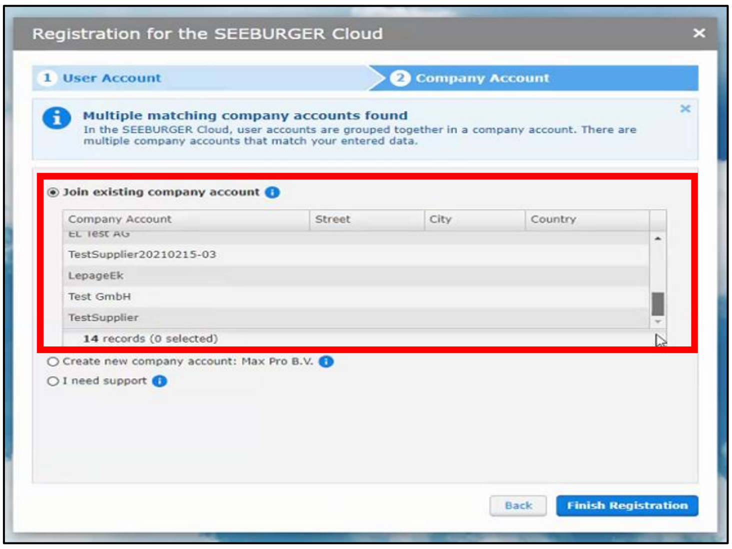
After prior coordination with the National EDI Responsible Parties (EDI NAT), suppliers - as illustrated below - receive an invitation email. This message includes, among other things, the Supplier Portal registration URL needed to complete the registration.



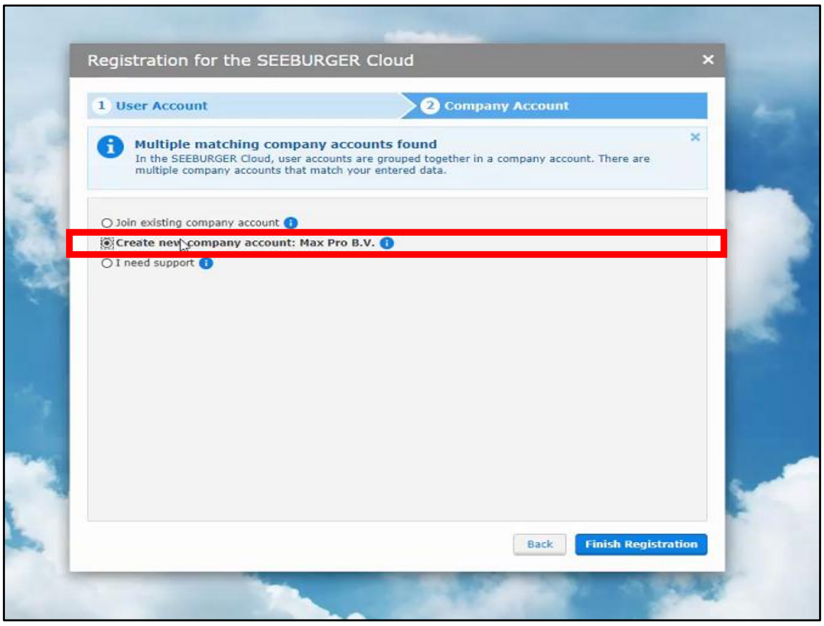
During registration, the user's first and last name, password, and the exact company name are captured.



Finally, a decision is made whether the registration is for an existing company,



or if it is a new registration for a new company.

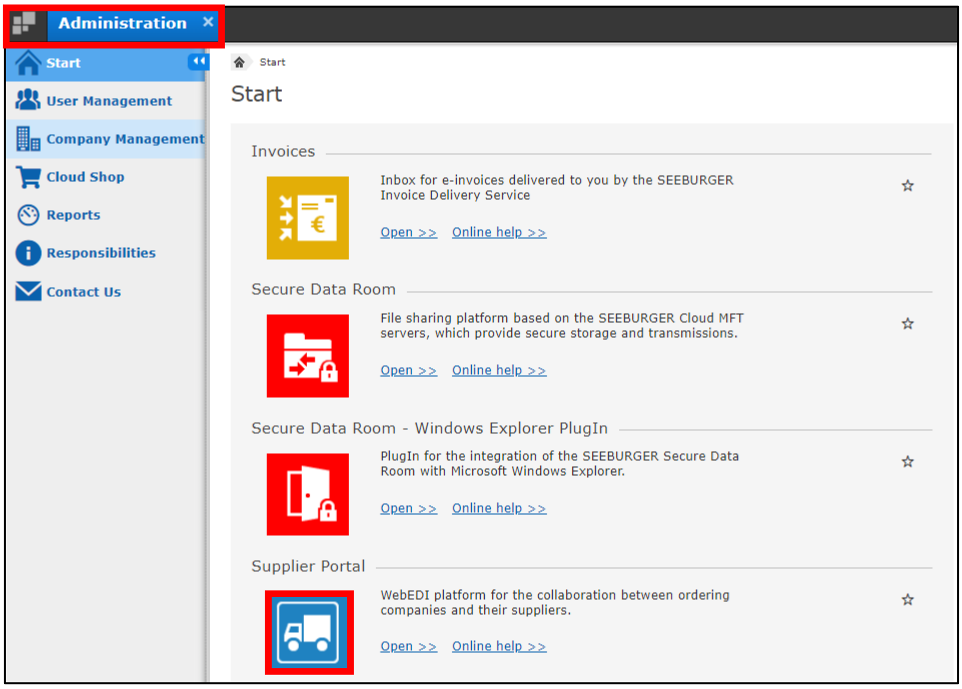


By default, an attempt is made to automatically assign the new account to an existing company based on the email address used for the invitation and the company name, to avoid unintentional duplicates. However, in most cases, the registration is conducted for a new company account.

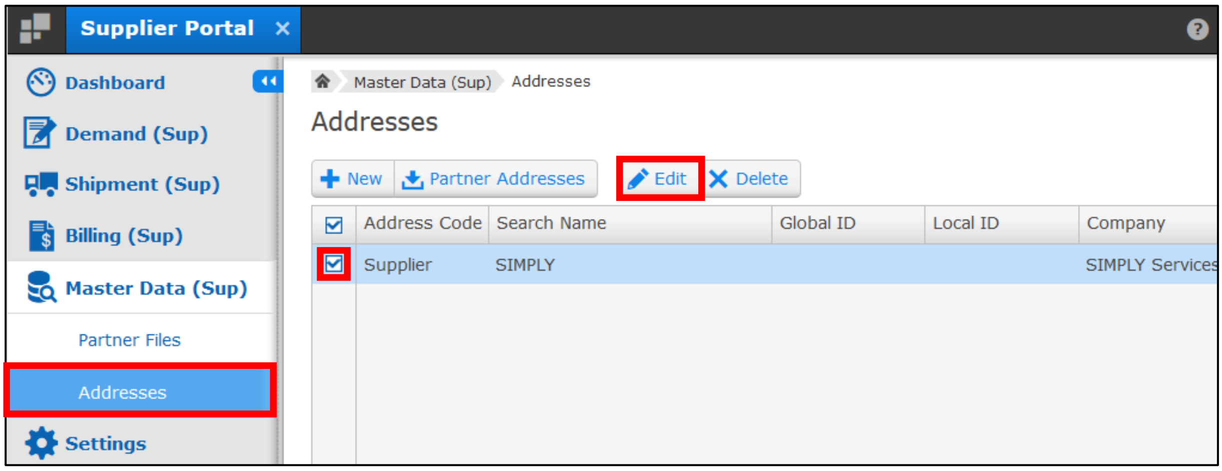
If the registration is for an existing company account (e.g., if the Supplier Portal is already used for another client), the option **"Join Existing Company Account"** can be selected. Additionally, the appropriate company must be selected from the suggested “**Company Account**” list.

If it is unclear which option is correct, it is recommended to prefer the option "Create a new company account" to avoid any difficulties with document processing.

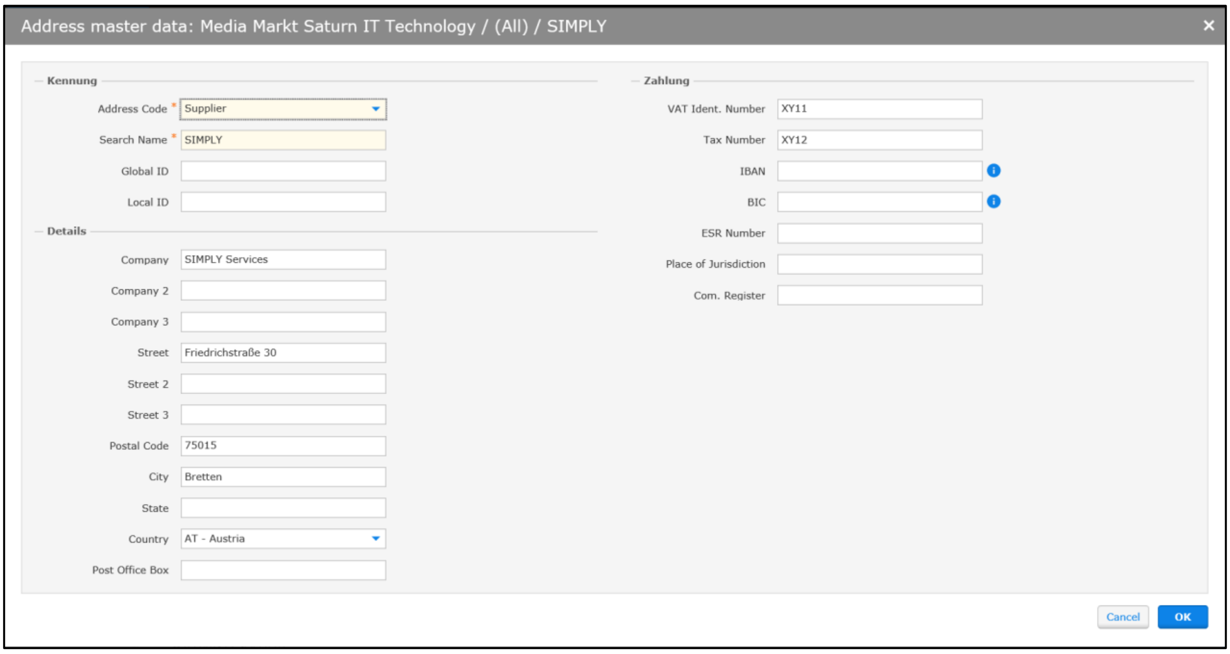
Only after successful registration, the **"Supplier Portal"** app becomes visible, providing access to the desired WebEDI functionalities. To make the registration visible to the MediaMarktSaturn EDI responsible parties, the Supplier Portal app must be accessed **at least once**.



The Supplier Portal app directly leads to the WebEDI overview. This consists of a left-aligned menu, which, among other things, provides access to the partner/supplier master data. Through the **“Supplier Portal/Master Data/Addresses”** node and the **"Edit"** button,



This opens the own company address master data.

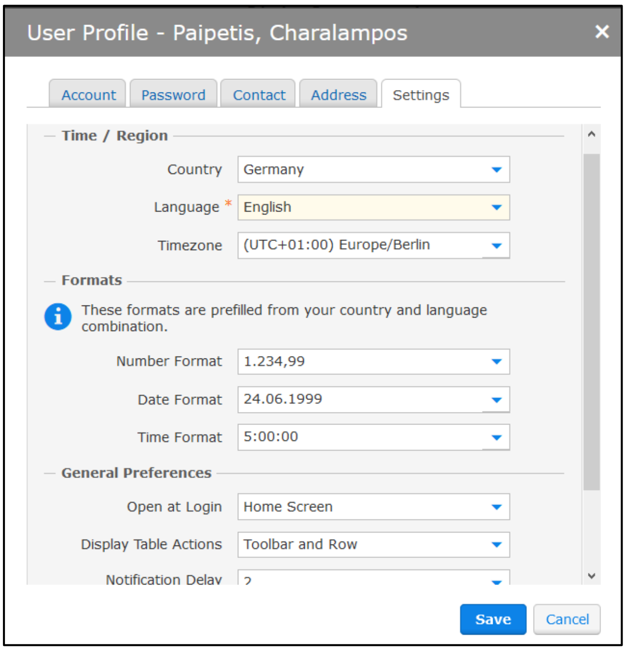


Right after registration, it is imperative to verify and, if necessary, adjust the master data for accuracy and completeness. This is because these data are, in part, used for the plausibility check and enrichment of documents. Otherwise, documents may be rejected due to missing or incorrect master data.

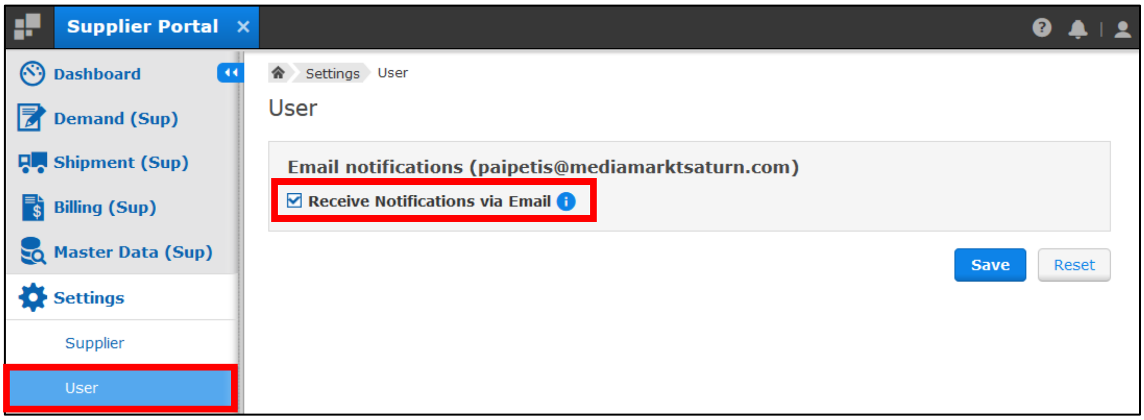
The user master data can be viewed and adjusted as needed by using the symbol located on the right upper side of the navigation bar.

The following user profile information can be adjusted:

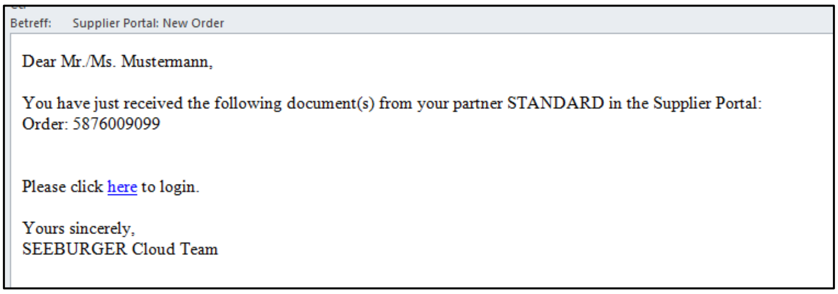
- Email address
- Password
- Contact information
- Address
- Other settings such as time zone and formats



Additionally, it is recommended to check under the menu item **"Settings/User"** whether email notifications are enabled. This feature ensures that the user is informed about incoming orders or document rejections via email.



A notification e-mail on a new order may be read as follows:


Betreff: Supplier Portal: New Order

Dear Mr./Ms. Mustermann,

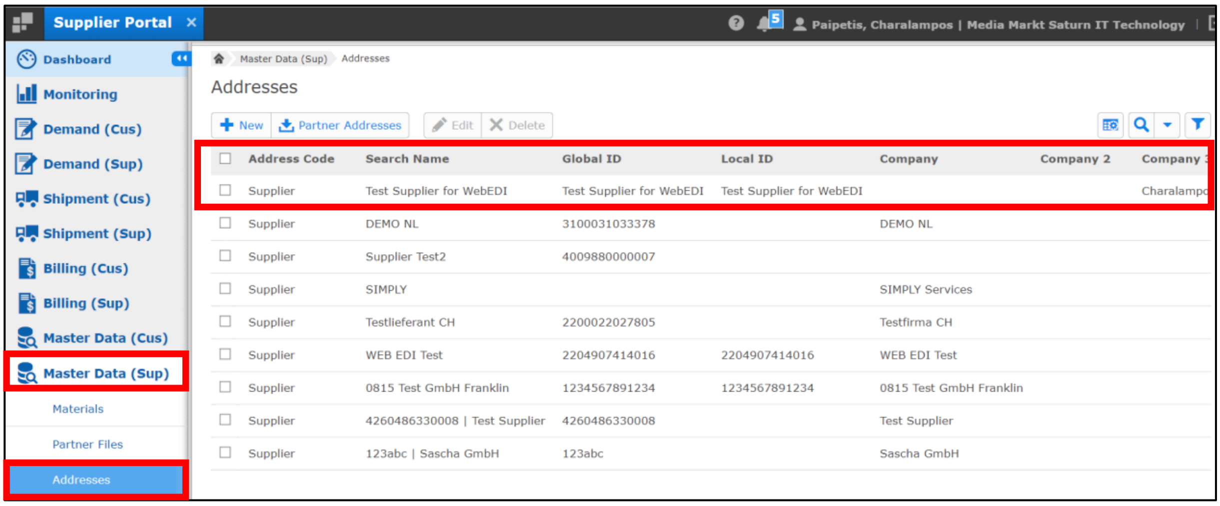
You have just received the following document(s) from your partner STANDARD in the Supplier Portal:
Order: 5876009099

Please click here to login.

Yours sincerely,
SEEBURGER Cloud Team

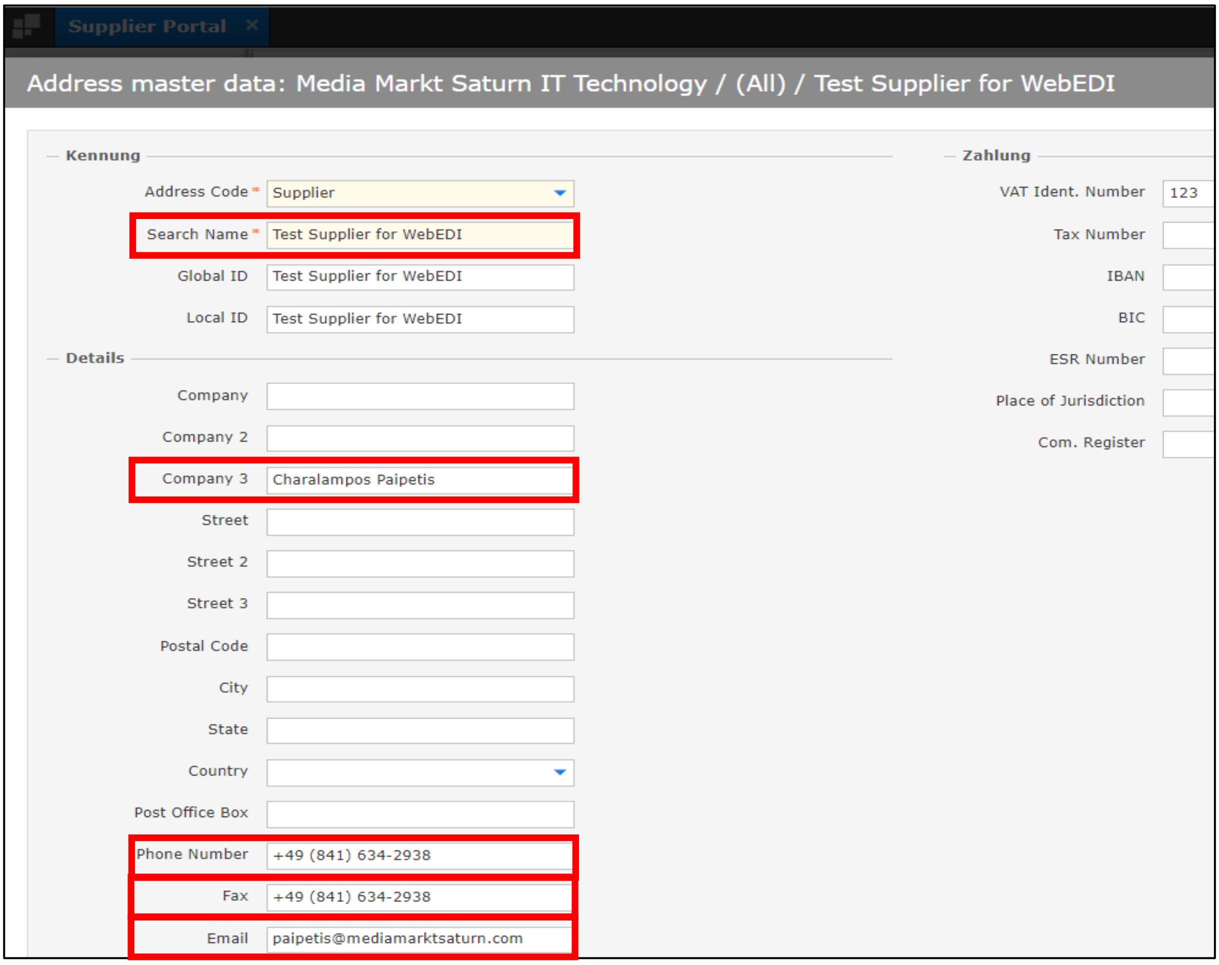
2.1. Contact master data defaults setup

To simplify the input of the same master data in new documents, predefined values can be utilized, especially when creating new invoices. These values can be stored under the menu item **"Master Data/Addresses."**

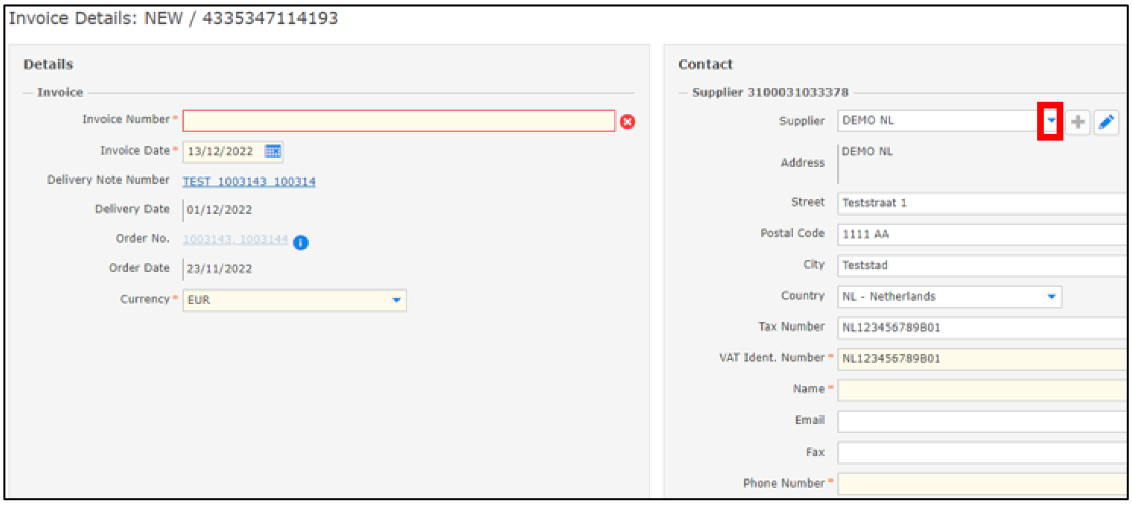


Once the desired entry has been selected and opened, the master data (contact name, phone number, fax, and email) can be entered.

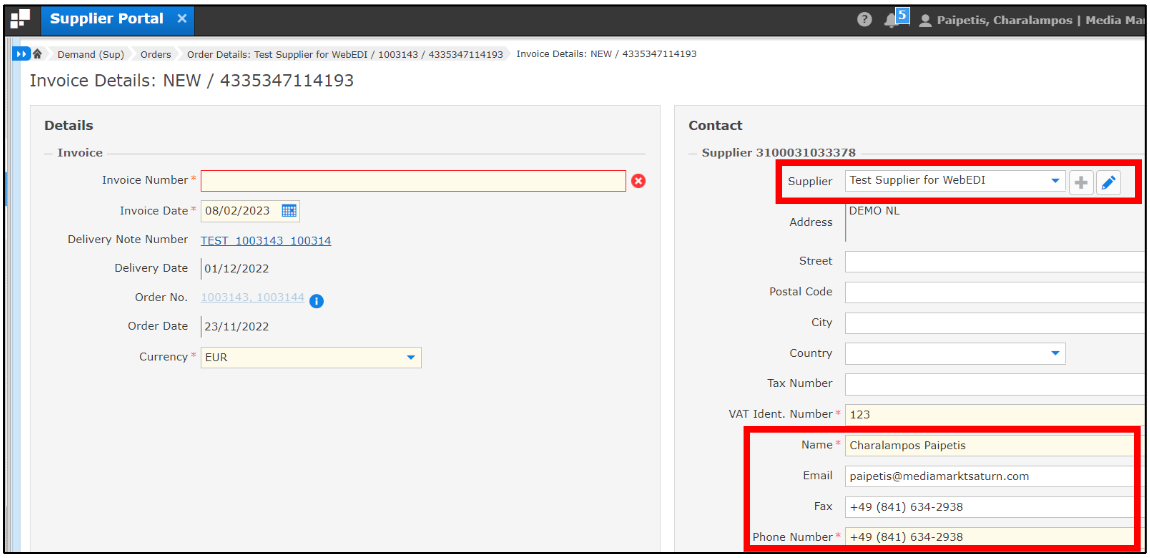
Note: Since there is currently no separate field for the contact name, the "Company 3" field is used instead. Consequently, this field should no longer be used for the company name.



After the necessary entries have been made, only the appropriate **"Supplier"** needs to be selected in the invoice.



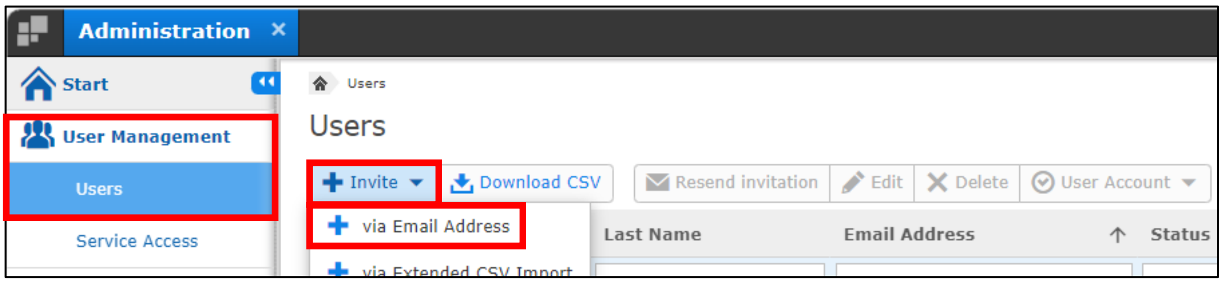
The contact fields **"Name," "E-mail," "Fax,"** and **"Phone Number"** are now automatically populated. The displayed values can be changed as needed afterwards.

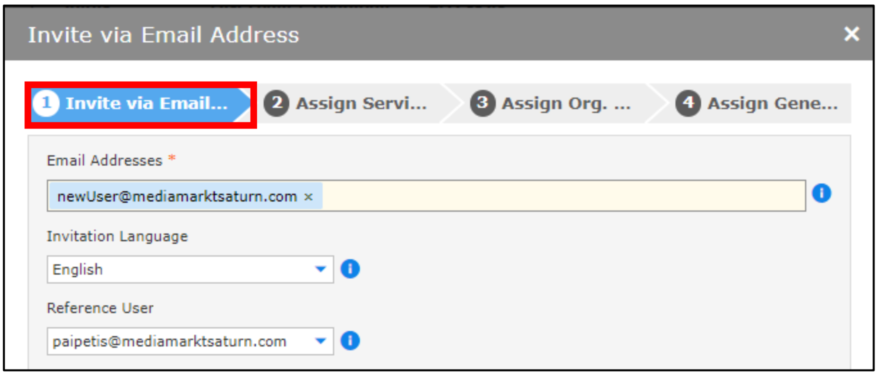


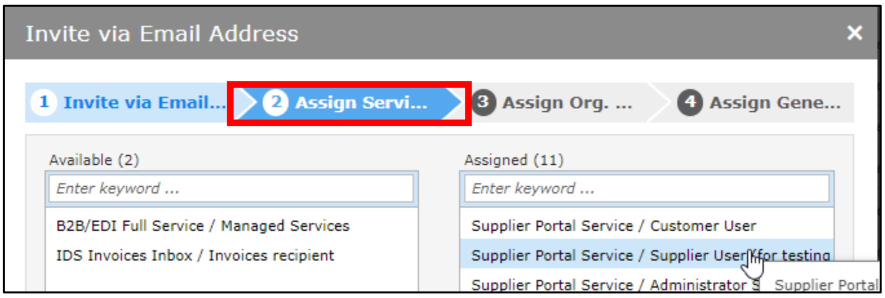
2.2. Creation of additional users

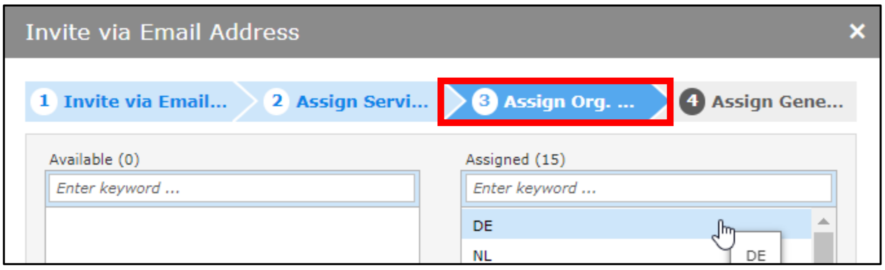
Once the registration is completed, additional users may be added as required. This can be achieved by choosing the **"Administration"** (formerly **MyCompany**) - app from the initial portal screen.

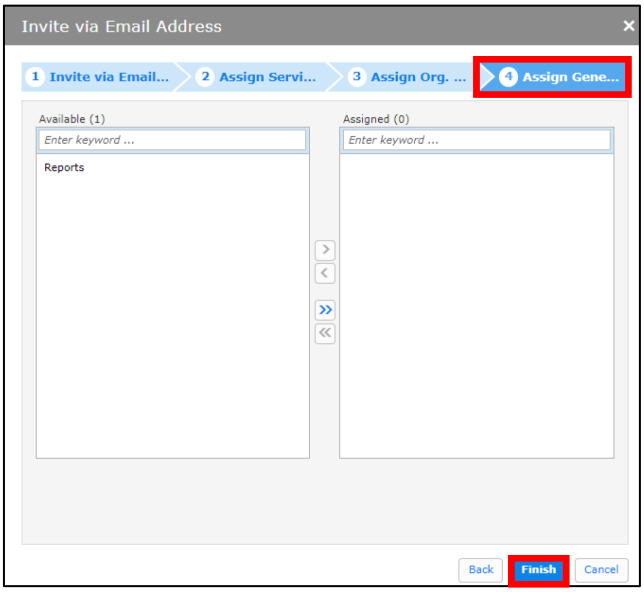
This is done by inviting them using the **"+Invite"** button, as illustrated in the following example.




Invite via Email Address
1 Invite via Email...
2 Assign Servi...
3 Assign Org. ...
4 Assign Gene...
Email Addresses *
newUser@mediamarktsaturn.com ×
Invitation Language
English
Reference User
paipetis@mediamarktsaturn.com


Invite via Email Address
1 Invite via Email...
2 Assign Servi...
3 Assign Org. ...
4 Assign Gene...
Available (2)
Enter keyword ...
B2B/EDI Full Service / Managed Services
IDS Invoices Inbox / Invoices recipient
Assigned (11)
Enter keyword ...
Supplier Portal Service / Customer User
Supplier Portal Service / Supplier User for testing
Supplier Portal Service / Administrator


Invite via Email Address
1 Invite via Email...
2 Assign Servi...
3 Assign Org. ...
4 Assign Gene...
Available (0)
Enter keyword ...
Assigned (15)
Enter keyword ...
DE
NL
DE


Invite via Email Address
1 Invite via Email...
2 Assign Servi...
3 Assign Org. ...
4 Assign Gene...
Available (1)
Enter keyword ...
Reports
Assigned (0)
Enter keyword ...
Back
Finish
Cancel

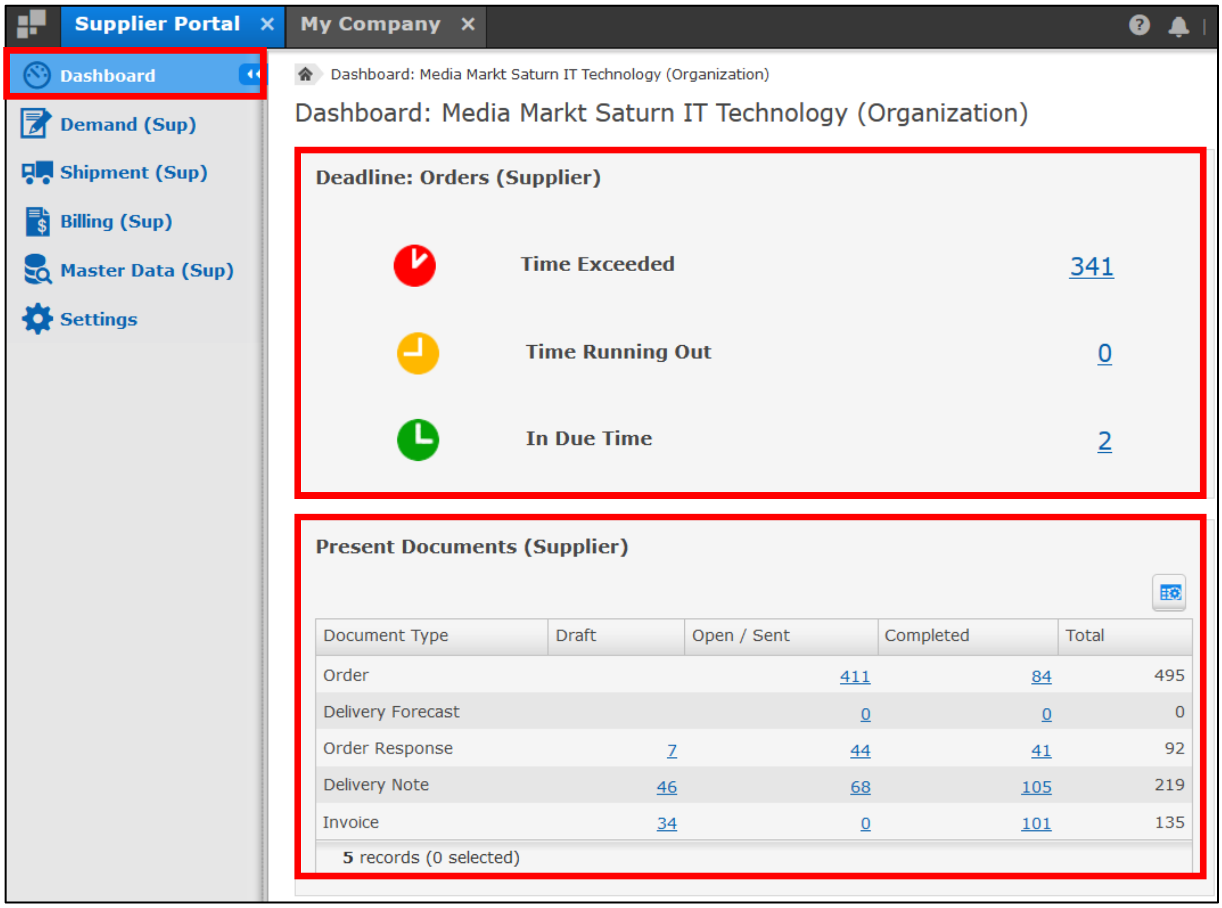
3. Processing of business documents

The following chapters describe the available business documents, their processing, and related application functionalities. Further information on basic operations, navigation, etc., can be found in the help function provided in the Supplier Portal.

3.1. Dashboard

The **"Dashboard"** provides a summarized status of message processing categorized by deadline and document type.

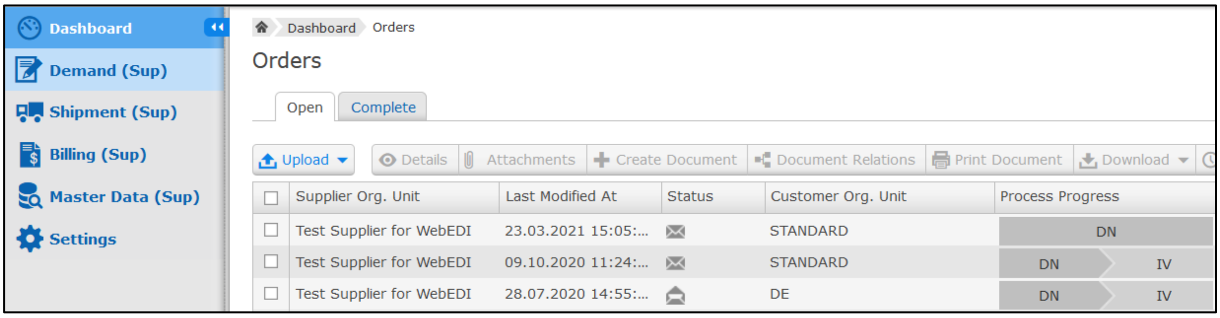
The **"Deadline: Orders"** section displays the number of overdue, pending, and timely processed purchase orders.



The depicted deadlines are calculated as follows:

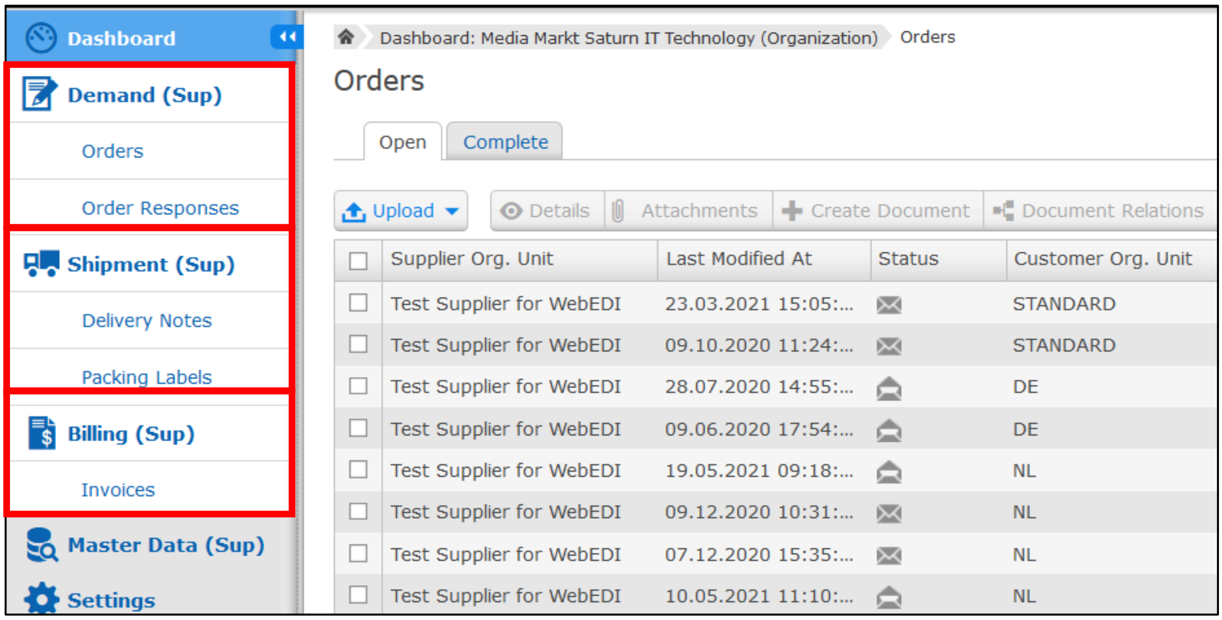
- **Time Exceeded**: from the day of the requested delivery date onwards.
- **Time Running Out**: 3 days or less until the requested delivery date.
- **In Due Time**: more than 3 days until the requested delivery date.

The **"Present Documents"** section displays the processing status for each document type (purchase order, order confirmation/response, delivery note and invoice). The highlighted blue numbers (links) lead to an overview of the documents belonging to the respective category.



3.2. Business documents and ordering processes

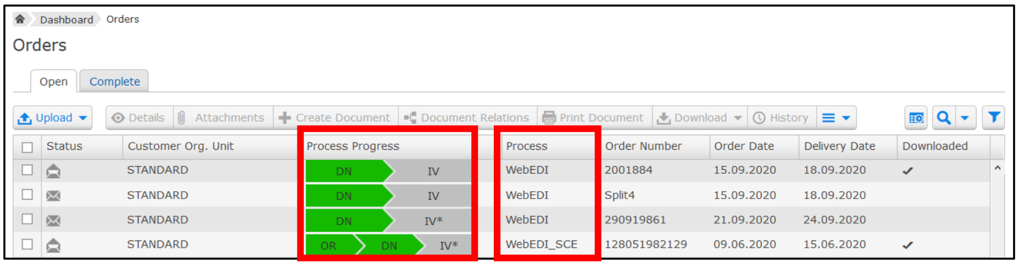
The purchase order initiates the ordering process. Based on the purchase order, subsequent documents can be created. Access to these documents can be obtained in the Supplier Portal through the left-side menu bar.



The document types **Demand**, **Shipment** and **Billing** allow access to the following EDI documents:

Document type	EDI message
Demand	✓ Received orders and ✓ order responses (depending on the process)
Shipment	✓ Delivery notes including ✓ Packing labels
Billing	✓ Invoices

Each order is based on a predefined process. The name of the process is being displayed in the **"Process"** - column.



Order processes are firmly assigned to partners by MediaMarktSaturn. The previous screenshot shows central warehouse (WebEDI_SCE) and non-central warehouse (WebEDI) orders.

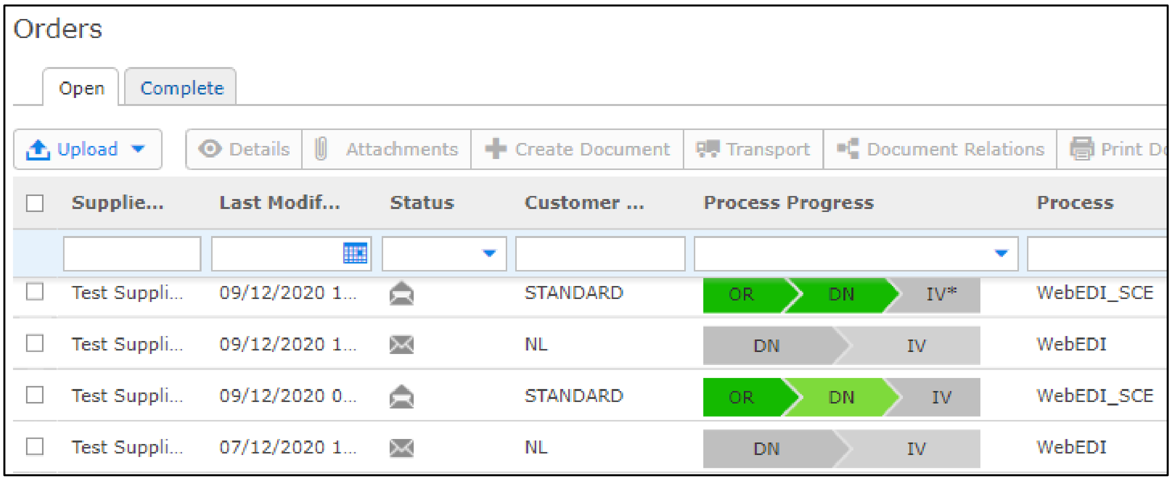
This differentiation is pre-set. The main difference is that, among other things, the document type **"Order Confirmation"** is only available for selected processes (currently only central warehouse orders).

Based on the process name (e.g., WebEDI_SCE, WebEDI, etc.) and the column "Process Progress," it is possible to determine which documents are required for the respective order process and what procedures are allowed. The abbreviations for process progress stand for the following documents:

- ✓ **OR**: Order confirmation/response
- ✓ **DN**: Delivery note
- ✓ **IV**: Invoice

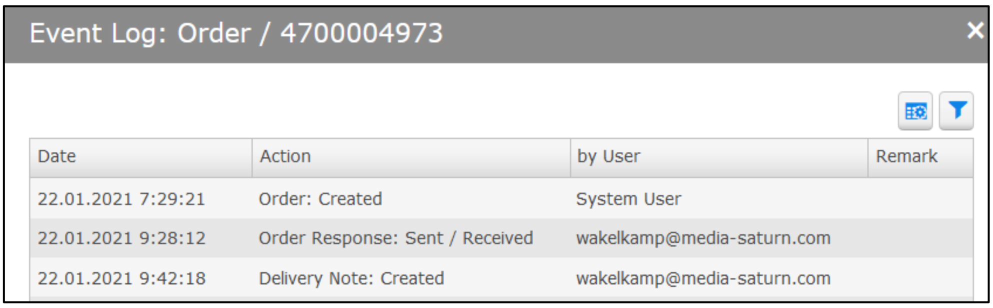
The asterisk next to the document abbreviation IV* indicates that the document has been saved as a draft and can be further edited before being forwarded to the buyer.

The light green colour for the order confirmation or delivery note DN indicates that a partial confirmation/delivery has already been forwarded, and further confirmations/deliveries from the original order can be recorded and sent. Dark green documents OR DN, on the other hand, indicate that the processing of this document has been completed.



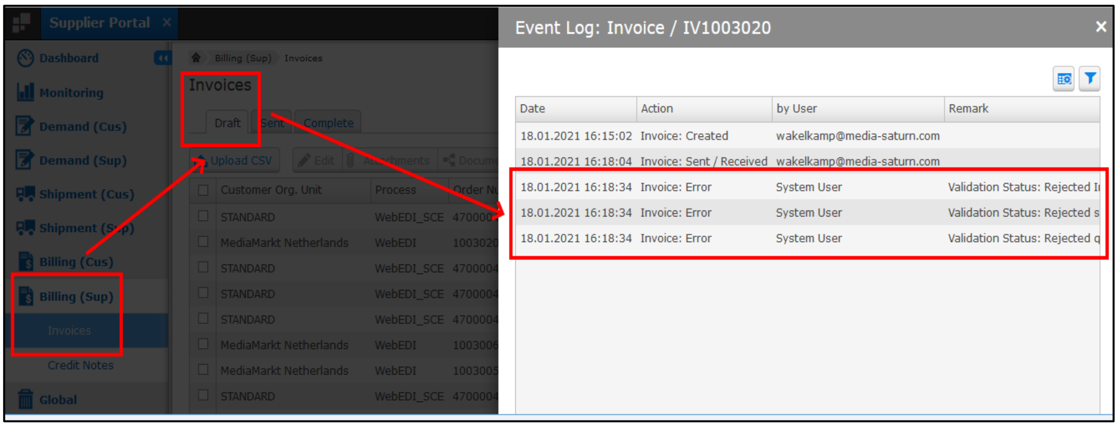
At the end of each document there are various buttons. The meaning is briefly described below:

- ✓ **History**
  Displays the change history of the selected document.

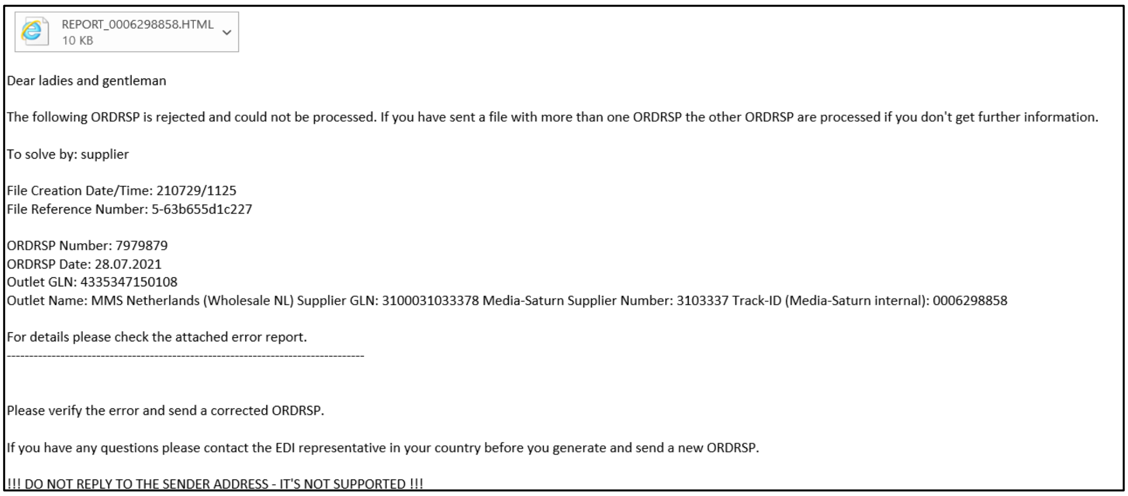


<u>Special care</u> is required in cases where custom values need to be entered into fields that do not offer a drop-down menu.

These values (amounts/sums, currency, delivery terms, date codes, etc.) are partially checked by the MMS systems. If they do not meet the specified requirements, it's possible for the documents to be rejected. Rejected documents are visible again in the draft view shortly after being sent. The reasons for rejection can be found in the history.



Additionally, users receive an error email containing all relevant informationas illustrated below:


REPORT_0006298858.HTML
10 KB

Dear ladies and gentleman

The following ORDRSP is rejected and could not be processed. If you have sent a file with more than one ORDRSP the other ORDRSP are processed if you don't get further information.

To solve by: supplier

File Creation Date/Time: 210729/1125
File Reference Number: 5-63b655d1c227

ORDRSP Number: 7979879
ORDRSP Date: 28.07.2021
Outlet GLN: 4335347150108
Outlet Name: MMS Netherlands (Wholesale NL) Supplier GLN: 3100031033378 Media-Saturn Supplier Number: 3103337 Track-ID (Media-Saturn internal): 0006298858

For details please check the attached error report.

Please verify the error and send a corrected ORDRSP.

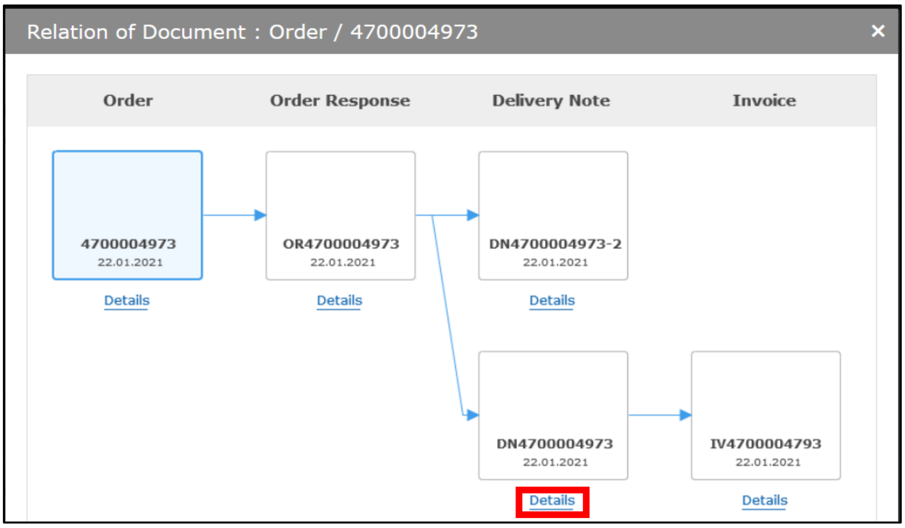
If you have any questions please contact the EDI representative in your country before you generate and send a new ORDRSP.

!!! DO NOT REPLY TO THE SENDER ADDRESS - IT'S NOT SUPPORTED !!!

Rejected documents can be corrected and resent from the draft view.

✓ **Document relations**

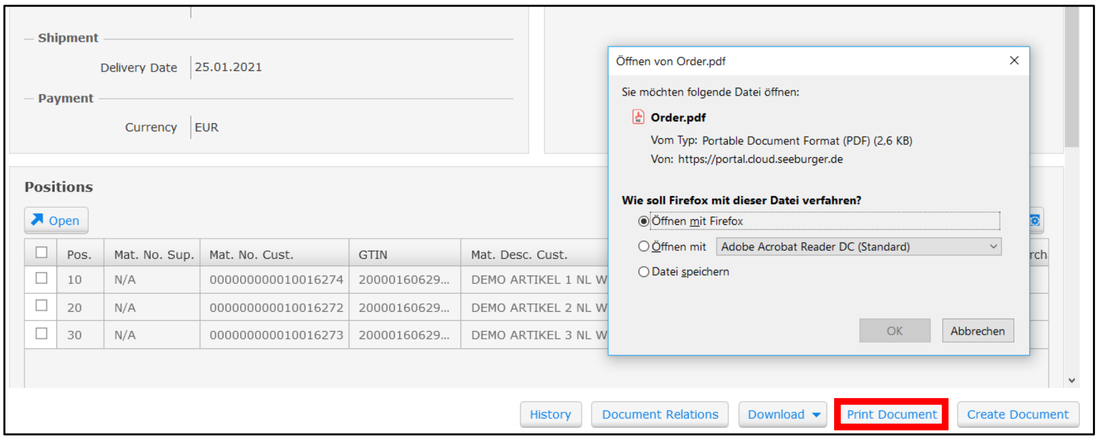
Displays the associated predecessor or successor documents for one or more selected records. By selecting the **"Details"** link, the desired document is opened.



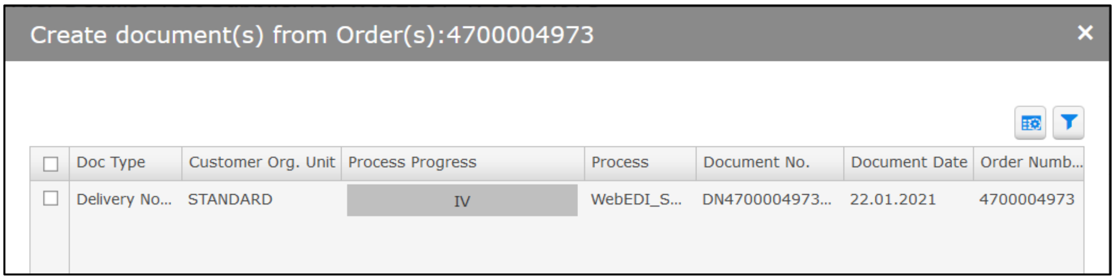
✓ **Download**
Downloads an XML or CSV representation of a document.

✓ **Attachments**
Allows - if applicable - access to attachments.

✓ **Print document**
Creates and downloads a PDF file of the selected document.

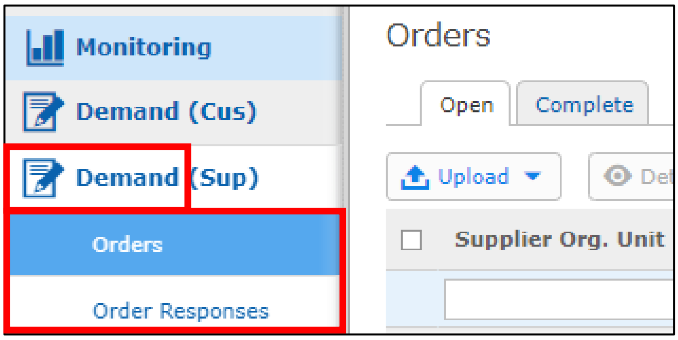


✓ **Create document**
Creates a follow-up document, e.g., for an order, an order confirmation, or a delivery notification.



3.3. Demand

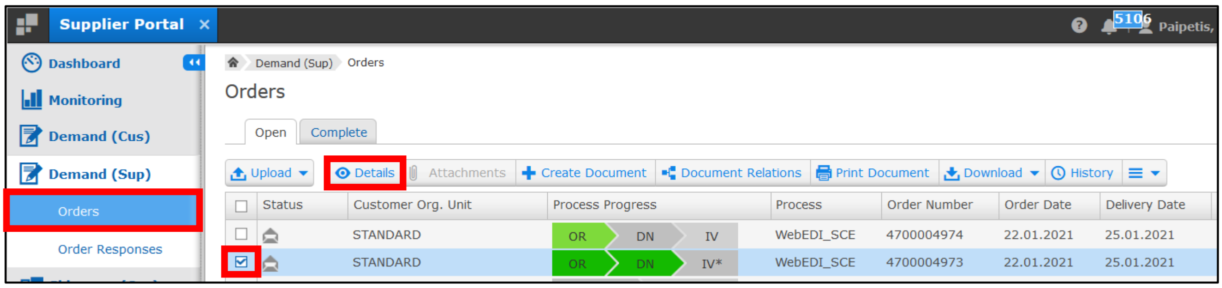
Under the **"Demand"** menu item,



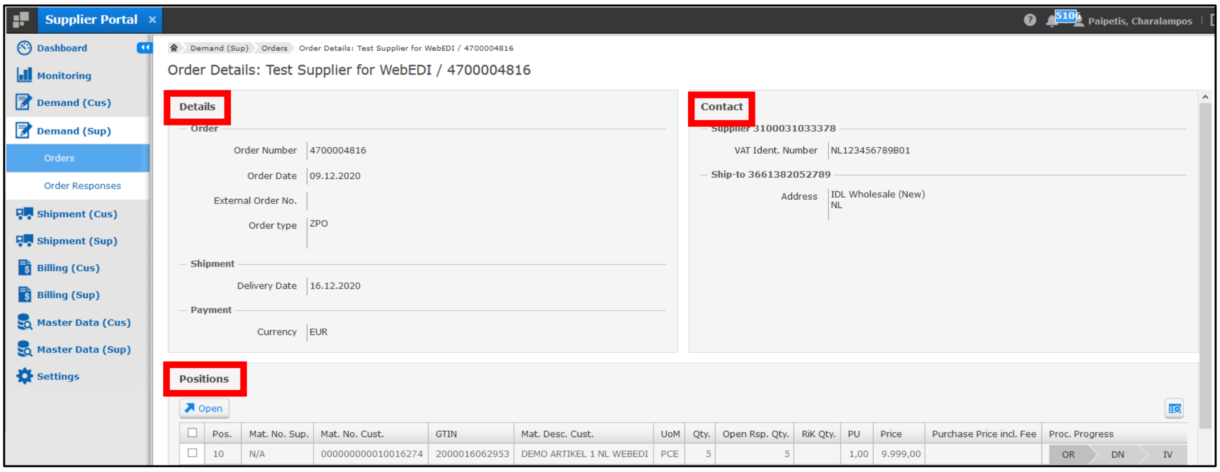
orders can be viewed and, depending on the defined process, order confirmations can be created. The following steps and functionalities are available.

3.3.1. Order

New orders can be opened and edited either by double-clicking or by using the **"Details"** button after activating the left-aligned record checkbox.



The document view that opens is divided into three sections: "**Details**," "**Contact**" (header information), and **"Positions"** (line items).



These three sections contain the following information:

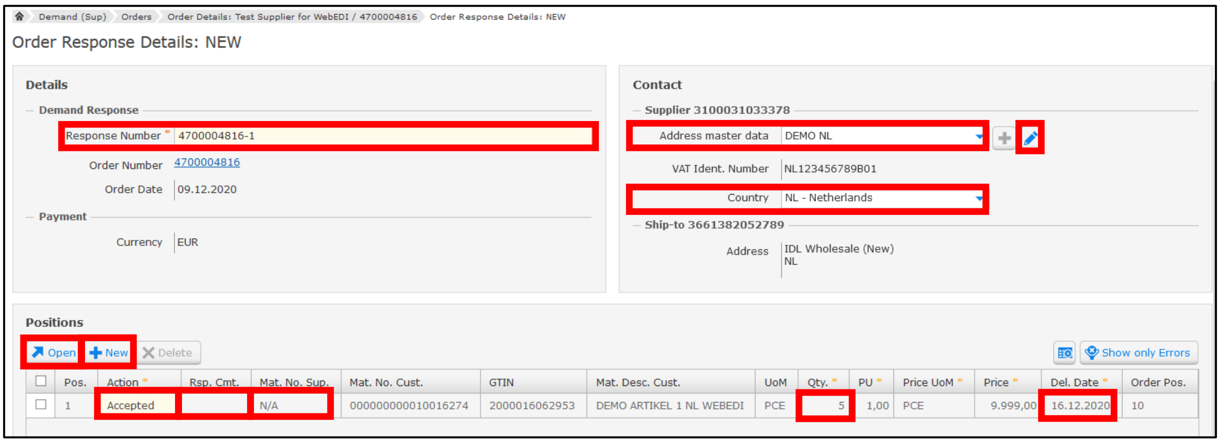
Document area	Purpose
Details	✓ Basic information such as order number, order date, and delivery date.
Contact	✓ Contact details of the involved parties, e.g., supplier, buyer, or goods recipient including full address if necessary.
Positions	✓ Line-item information shown in list form.

By pressing the **"Create Document"** button, a new window opens. Depending on the underlying process, either an order confirmation or a delivery note can now be recorded.

3.3.2. Order Response

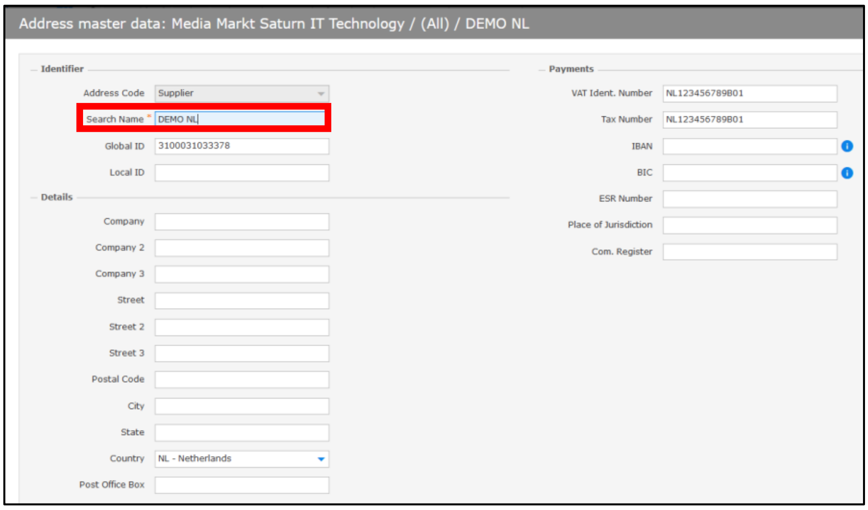
After pressing the **"Create Document"** button in an order, a new window automatically opens for the creation/adjustment of an order confirmation if the process set by MediaMarktSaturn includes this document type.

Most fields are already pre-filled from the underlying order. Among others, the following fields can be edited:

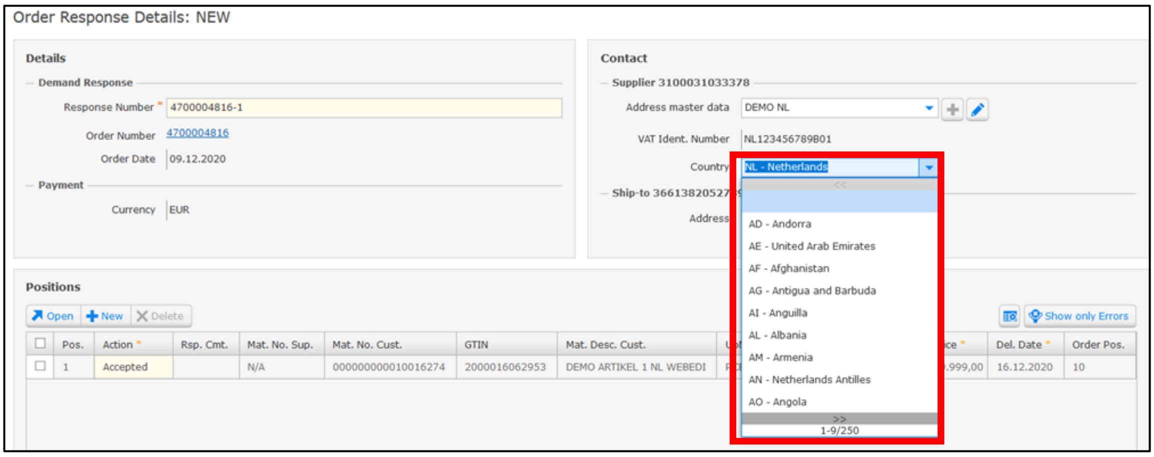


- ✓ **Details: Response number** (supplier's own order confirmation number)

- ✓ **Contact: Supplier Name** (among others) by editing the respective contact field

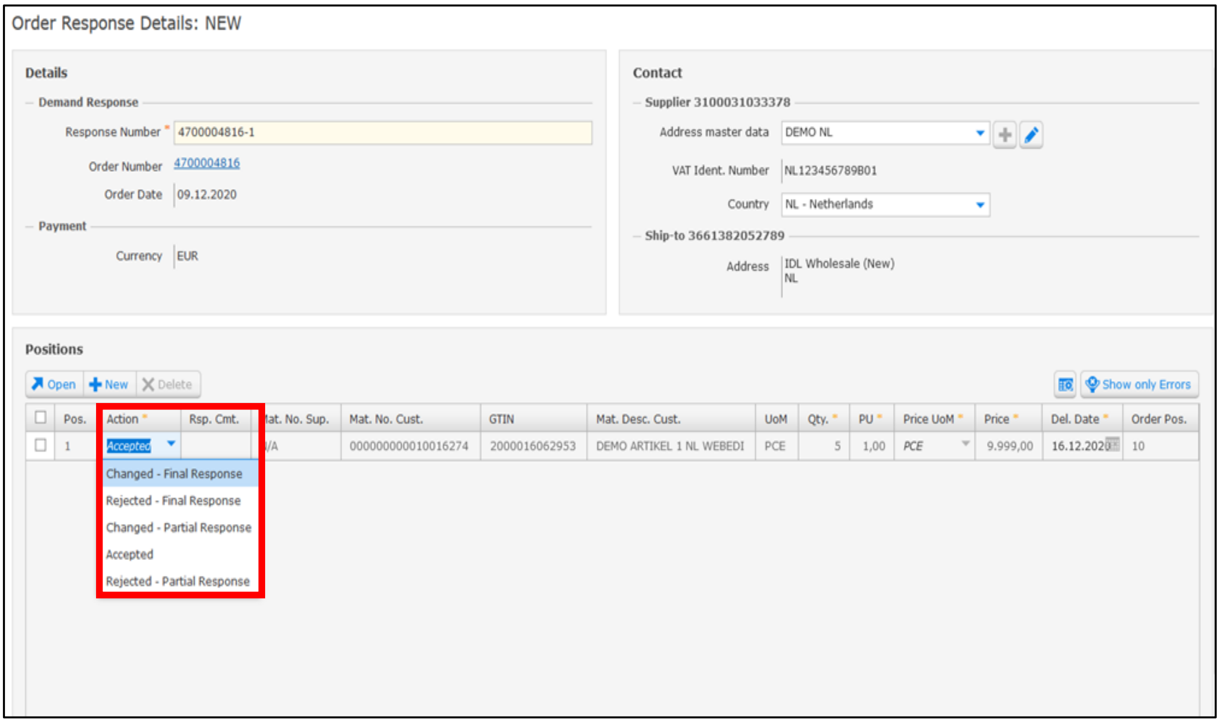


- ✓ **Contact: Country**



- ✓ **Positions: (Line items) Action**

There are currently five action codes that can be used:



i. Line accepted as is

Action: Accepted

	Pos.	Action *	Rsp. Cmt.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	UoM	Qty. *	PU *	Price UoM *	Price *	Del. Date *	Order Pos.
☐	1	Accepted		N/A	000000000010016274	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	25.01.2021	10

ii. Product in back-order, delivery date unknown

Action: Changed – Final Response
Rsp. Cmt.: "**BO**" (back-order)
Del. Date: The date needs to be set to 01/01/2099 (fix date)

	Po...	Action *	Rsp. Cmt.	Mat. No. Su...	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	U...	Qty. *	PU *	Price UoM...	Price *	Del. Date *	Order Po...
☐	1	Changed - Final Response	BO	N/A	0000000000100162...	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	01.01.2099	10

If items are not immediately available, they are initially must be confirmed with the action and comment shown above. If the back-order items become available again, a new updated order confirmation can be sent to the buyer through confirmation **"Correction"** (see subsequent chapters).

iii. Product unknown

Action: Rejected – Final Response
Rsp. Cmt.: "**U**" (unknown product)

	Po...	Action *	Rsp. Cmt.	Mat. No. Su...	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	U...	Qty. *	PU *	Price UoM...	Price *	Del. Date *	Order Po...
☐	1	Rejected - Final Response	U	N/A	0000000000100162...	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	PCE	0	1,00	PCE	9.999,00	25.01.2021	10

iv. Product out of inventory

Action: Rejected – Final Response
Rsp. Cmt.: "**OOI**" (out of inventory)

	Po...	Action *	Rsp. Cmt.	Mat. No. Su...	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	U...	Qty. *	PU *	Price UoM...	Price *	Del. Date *	Order Po...
☐	1	Rejected - Final Response	00I	N/A	0000000000100162...	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	PCE	0	1,00	PCE	9.999,00	25.01.2021	10

v. Delivery date changed

Action: Changed – Final Response
Rsp. Cmt.: "**C**" (change, date)
Del. Date: The date needs to be set to new delivery date

	Po...	Action *	Rsp. Cmt.	Mat. No. Su...	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	U...	Qty. *	PU *	Price UoM...	Price *	Del. Date *	Order Po...
☐	1	Changed - Final Response	C	N/A	0000000000100162...	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	01.02.2021	10

vi. Position Rejected – Partial Response (Not applicable)

Action: Rejected – Partial response

Important note:
This code is an essential component of the current software but must not be applied, as it will result in the entire order confirmation being rejected.

Positions

Open | New | Delete | Show only Errors

	Pos.	Action *	Rsp. Cmt.	Ma...	Mat. No. Cust.	GTIN	Mat. ...	UoM	Qty. *	PU *	Pr...	Price *	Delivery D...	Previous ...	Order P
☐	1	~~Rejected - Partial Response~~		N/A	000000000010016272	2000016062960	DEMO ...	PCE	0	1.00	PCE	9,999.00	03/08/2024		10

vii. Alternative or goods in kind article (exceptional use)

Important note:
In the case of alternative or goods in kind items, it needs to be clarified in consultation with the purchasing contact whether it is process-related for the buyer to trigger a new order.

Using the **"New"** button, it is possible – following prior process agreement – to insert new items into the order confirmation.

Positions

Open | New | Delete | Show only Errors

	Pos.	Action *	Rsp. Cmt.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	UoM	Qty. *	PU *	Price UoM *	Price *	Del. Date *	Order Pos.
☐	1	Changed - Final Response		N/A	000000000010016274	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	25.01.2021	10
☐	2	Accepted		N/A	000000000010016272	2000016062960	DEMO ARTIKEL 2 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	25.01.2021	20
☐	3	Accepted		N/A	000000000010016273	2000016062977	DEMO ARTIKEL 3 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	25.01.2021	30
☑	4	New								1,00				

New line items can be removed as needed, and after prior activation, using the "Delete" button.

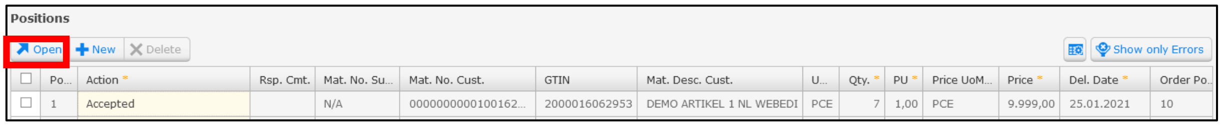
Positions

Oper | New | Delete | Show only Errors

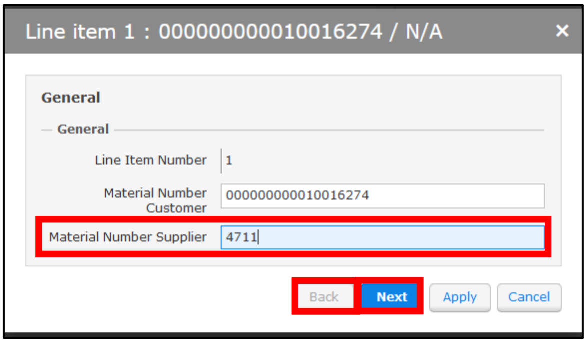
	Pos.	Action *	Rsp. Cmt.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	UoM	Qty. *	PU *	Price UoM *	Price *	Del. Date *	Order Pos.
☐	1	Changed - Final Response		N/A	000000000010016274	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	25.01.2021	10
☐	2	Accepted		N/A	000000000010016272	2000016062960	DEMO ARTIKEL 2 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	25.01.2021	20
☐	3	Accepted		N/A	000000000010016273	2000016062977	DEMO ARTIKEL 3 NL WEBEDI	PCE	7	1,00	PCE	9.999,00	25.01.2021	30
☑	4	New								1,00				

✓ **Positions: Mat. no. Sup.** (Supplier's item number)

Using the **"Open"** button, the supplier's article number can be entered additionally.

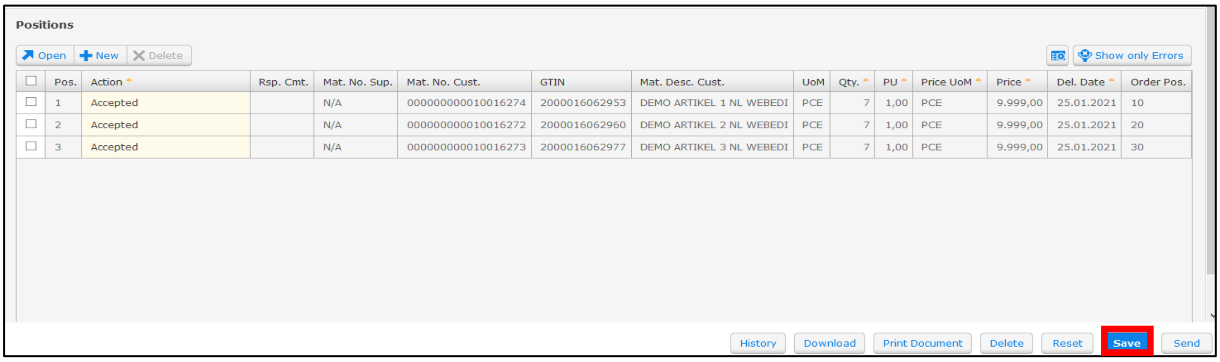


A new window opens. The article number can be entered in the field “**Material Number Supplier.**” Additionally, the **"Next"** and **"Back"** buttons can be used to navigate between positions.

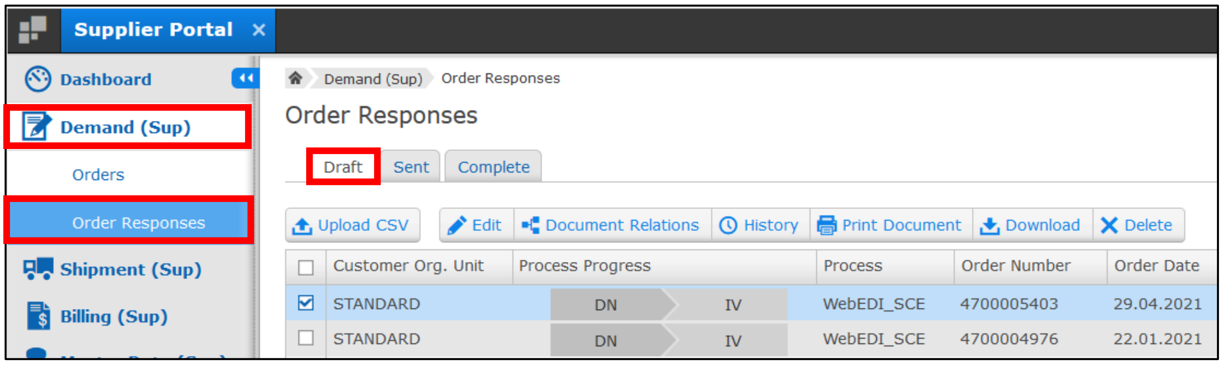


- ✓ **Positions: QTY (line-item quantity in pieces)**
- ✓ **Positions: Price (item price per price unit)**

By using the **"Save"** button, a document can be saved for later retrieval or review.

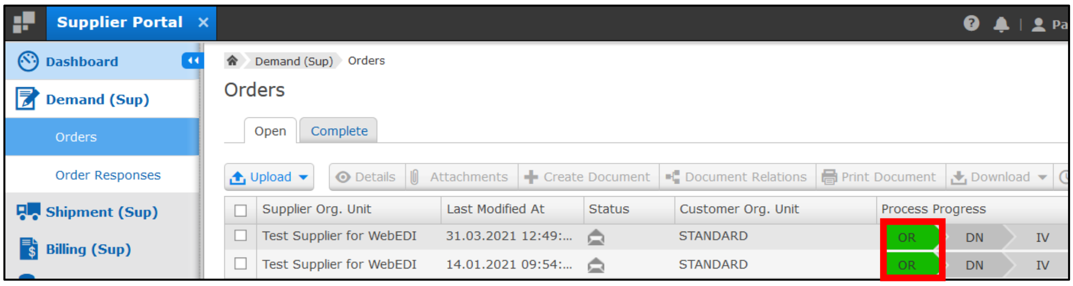


The saved document can be retrieved for further processing under **"Demand/Order Responses/Draft."**

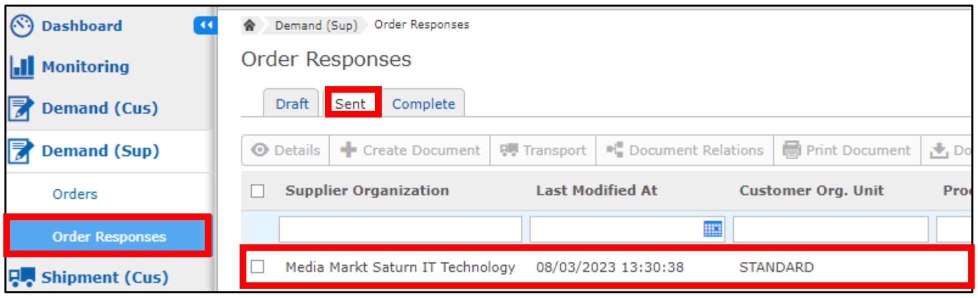


Finally, the document is completed and transmitted to the buyer by selecting the **"Send"** button.

The order overview will be displayed again. The order confirmation document is highlighted in green.



The completed order confirmation can now be opened from **„Demand/Order Responses/sent“**.



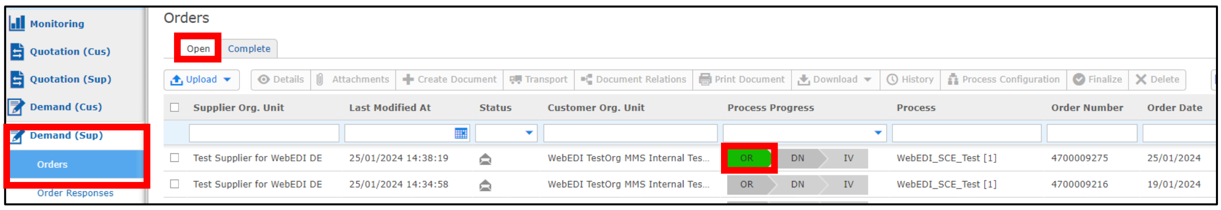
The next step concerns the processing of the delivery note which is described further down. A new delivery note may be created from the order response document by means of the button **"Create Document."**

3.3.2.1. Order response/confirmation correction

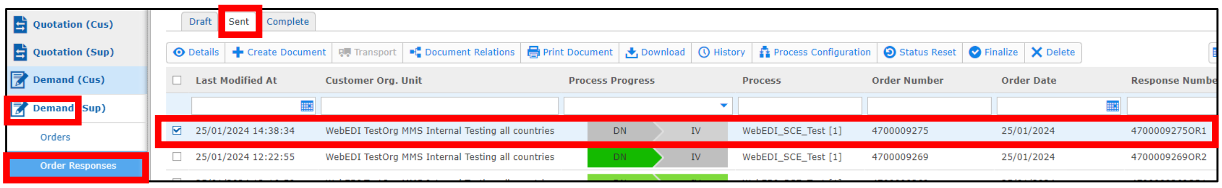
Assuming that changes need to be made to dates or quantities after the transmission of the order confirmation and before the delivery of the goods, these changes can be reported to the buyer using the **Confirmation Correction**.

Order confirmations can be corrected or updated as many times as needed, as long as there are no follow-up documents (delivery notes) for the respective positions.

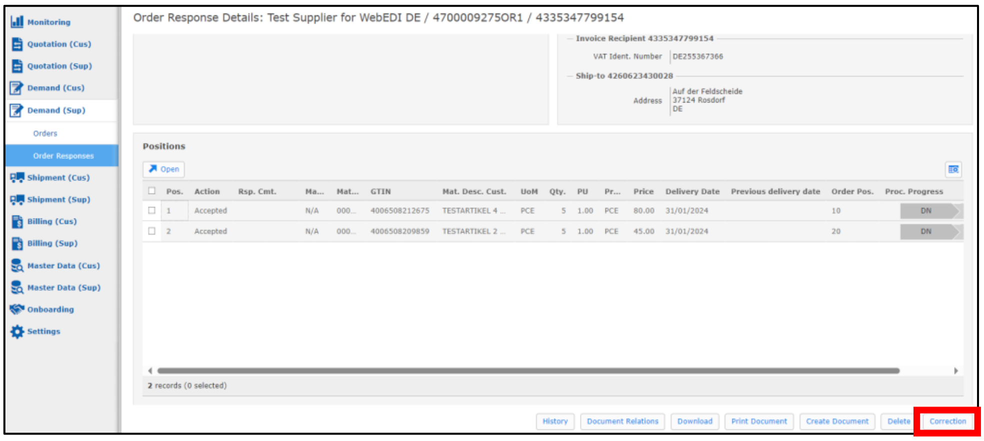
The following example illustrates the correction of an already transmitted order confirmation (dark green representation in the process progress).



The update is carried out from the menu item **"Demand/Order Confirmations"** and the tab **"Sent".**



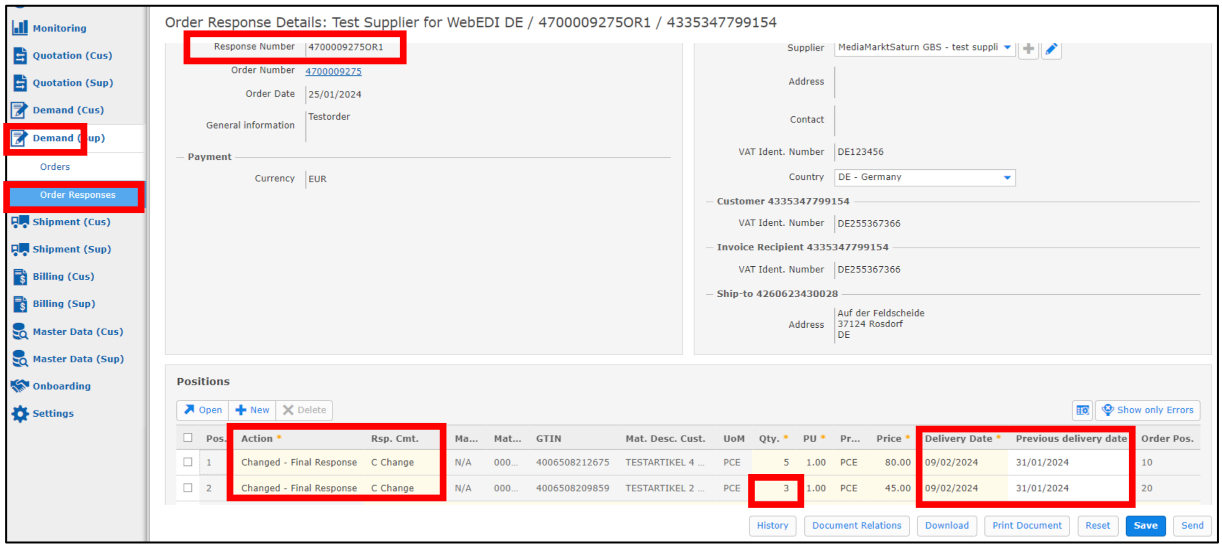
Once the document is opened, the update can be initiated through the **"Correction"** button at the lower right corner. If the button is not available during the time between two corrections, it may be because the predecessor document has not been conclusively processed. Therefore, it is advisable to wait several seconds or minutes until the processing of the predecessor document is completed.



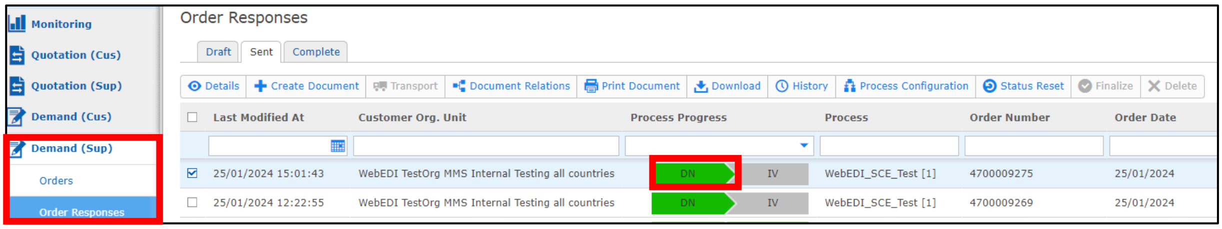
The correction button opens a new document in which delivery dates and quantities can be modified. For date changes, the previous delivery date from the predecessor document must be recorded additionally. Otherwise, the document number remains the same.

In the following example, both positions of an already transmitted order confirmation are modified as follows:

- Line item 1: delivery date change
- Line item 2: delivery date change and quantity change (partial delivery 3 instead of 5 pieces)



As long as no follow-up documents were created further corrections can be still applied. After forwarding of the first delivery note, no corrections can be sent any more for the respective order confirmation.



However, further order confirmations and corrections can be made for the remaining two pieces of line item 2 from the **"Demand\Orders"** menu item in case of partial deliveries (see subsequent chapter partial confirmation-item allocation).

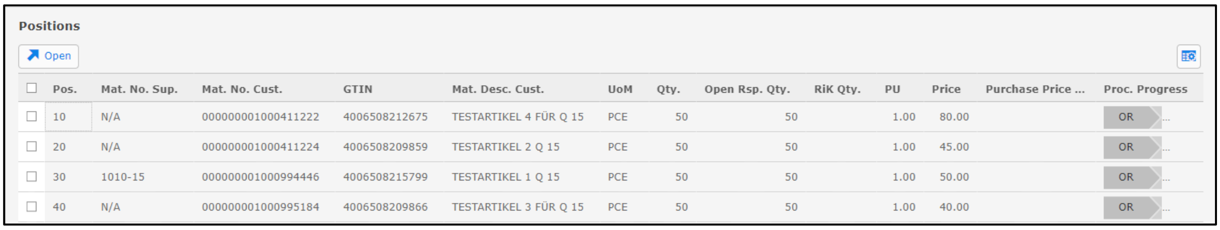
3.3.2.2. Partial confirmation – item allocation

Often, it is necessary to record partial confirmations. This can have several reasons, such as:

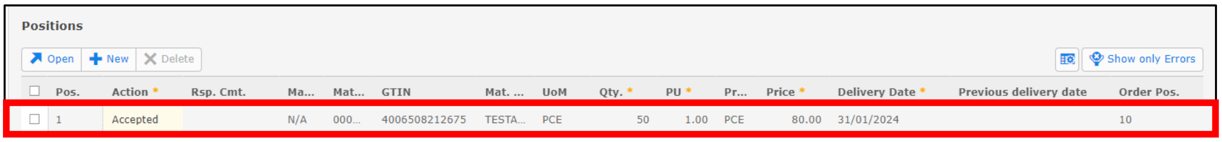
- Deviating delivery dates
- Deviating quantities
- Insufficient stock
- Unknown items

On the one hand, the entire line item can be cancelled or modified. On the other hand, the line item can be split to record partial confirmations.

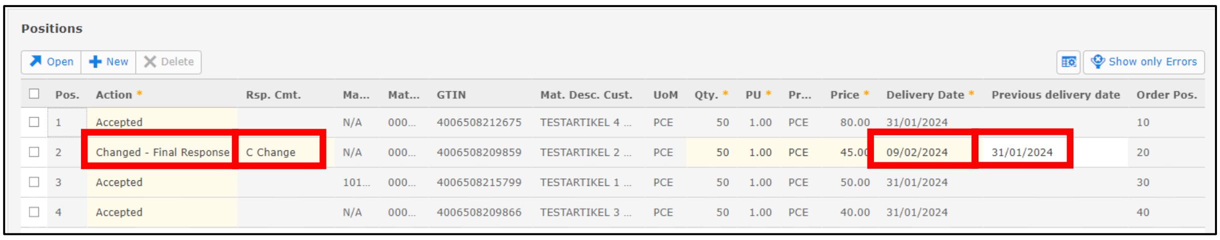
In the following example (order with four positions), it is described how a line split can be set up.



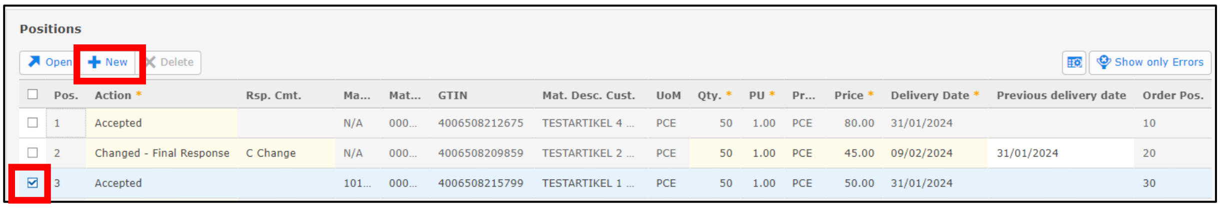
The first position is confirmed **as ordered**.



The second position is confirmed, but the **delivery date is changed**. Therefore, in addition to the changed **"Delivery Date,"** the **"Previous delivery date"** must be specified. The previous delivery date refers to the respective predecessor document. In this case, it is the current order. In the event that an order confirmation has already been transmitted, reference is made to the previous order confirmation.



For the third position, a **lower stock than ordered** is available. Therefore, this position is first selected using the checkbox and then split using the **"New"** button.

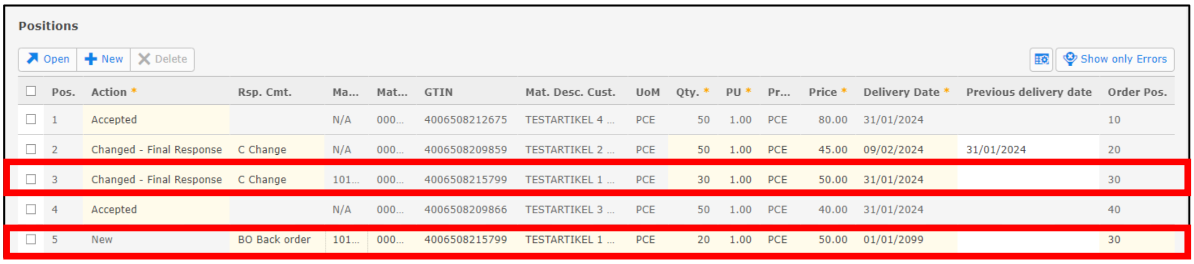


Positions

Open | New | Delete | Show only Errors

Pos.	Action *	Rsp. Cmt.	Ma...	Mat...	GTIN	Mat. Desc. Cust.	UoM	Qty. *	PU *	Pr...	Price *	Delivery Date *	Previous delivery date	Order Pos.
1	Accepted		N/A	000...	4006508212675	TESTARTIKEL 4 ...	PCE	50	1.00	PCE	80.00	31/01/2024		10
2	Changed - Final Response	C Change	N/A	000...	4006508209859	TESTARTIKEL 2 ...	PCE	50	1.00	PCE	45.00	09/02/2024	31/01/2024	20
3	Accepted		101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	50	1.00	PCE	50.00	31/01/2024		30

Thus, a new position 5 is created, which receives the comment **"BO"** (back order). The other values that need to be entered manually can be found in the following illustration. Furthermore, the original position 3 is reduced by 20 to 30 pieces since it is a partial confirmation.

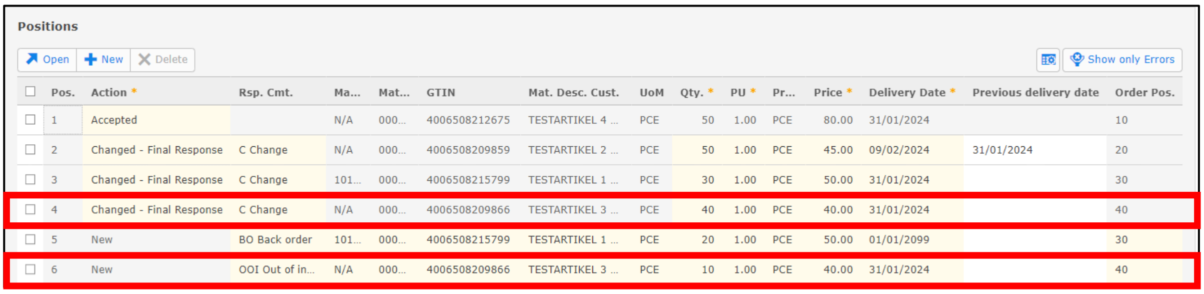


Positions

Open | New | Delete | Show only Errors

Pos.	Action *	Rsp. Cmt.	Ma...	Mat...	GTIN	Mat. Desc. Cust.	UoM	Qty. *	PU *	Pr...	Price *	Delivery Date *	Previous delivery date	Order Pos.
1	Accepted		N/A	000...	4006508212675	TESTARTIKEL 4 ...	PCE	50	1.00	PCE	80.00	31/01/2024		10
2	Changed - Final Response	C Change	N/A	000...	4006508209859	TESTARTIKEL 2 ...	PCE	50	1.00	PCE	45.00	09/02/2024	31/01/2024	20
3	Changed - Final Response	C Change	101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	30	1.00	PCE	50.00	31/01/2024		30
4	Accepted		N/A	000...	4006508209866	TESTARTIKEL 3 ...	PCE	50	1.00	PCE	40.00	31/01/2024		40
5	New	BO Back order	101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	20	1.00	PCE	50.00	01/01/2099		30

Position 4 is also partially confirmed, as only **40 pieces are available**. The remaining **10 pieces are rejected** because they are no longer available. For this, a position 6 is created with the values shown in the next illustration.

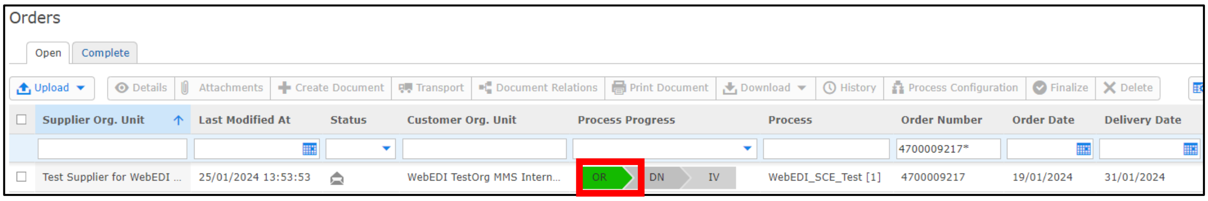


Positions

Open | New | Delete | Show only Errors

Pos.	Action *	Rsp. Cmt.	Ma...	Mat...	GTIN	Mat. Desc. Cust.	UoM	Qty. *	PU *	Pr...	Price *	Delivery Date *	Previous delivery date	Order Pos.
1	Accepted		N/A	000...	4006508212675	TESTARTIKEL 4 ...	PCE	50	1.00	PCE	80.00	31/01/2024		10
2	Changed - Final Response	C Change	N/A	000...	4006508209859	TESTARTIKEL 2 ...	PCE	50	1.00	PCE	45.00	09/02/2024	31/01/2024	20
3	Changed - Final Response	C Change	101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	30	1.00	PCE	50.00	31/01/2024		30
4	Changed - Final Response	C Change	N/A	000...	4006508209866	TESTARTIKEL 3 ...	PCE	40	1.00	PCE	40.00	31/01/2024		40
5	New	BO Back order	101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	20	1.00	PCE	50.00	01/01/2099		30
6	New	OOI Out of in...	N/A	000...	4006508209866	TESTARTIKEL 3 ...	PCE	10	1.00	PCE	40.00	31/01/2024		40

After the transmission of the order confirmation, it is displayed in light green colour, indicating that there are still open items.



Orders

Open | Complete

Upload | Details | Attachments | Create Document | Transport | Document Relations | Print Document | Download | History | Process Configuration | Finalize | Delete

Supplier Org. Unit	Last Modified At	Status	Customer Org. Unit	Process Progress	Process	Order Number	Order Date	Delivery Date
						4700009217*		
Test Supplier for WebEDI ...	25/01/2024 13:53:53		WebEDI TestOrg MMS Intern...	OR DN IV	WebEDI_SCE_Test [1]	4700009217	19/01/2024	31/01/2024

Using the **"Correction"** button, order confirmations can be updated as needed after they have been opened. However, only those positions for which no delivery note exists can be modified. Additional information on order confirmation correction can be found in the preceding chapter.

Positions

Open

Pos.	Action	Rsp. Cmt.	Ma...	Mat...	GTIN	Mat. Desc. Cust.	UoM	Qty.	PU	Pr...	Price	Delivery Date	Previous delivery date	Order Pos.	Proc
1	Accepted		N/A	000...	4006508212675	TESTARTIKEL 4 ...	PCE	50	1.00	PCE	80.00	31/01/2024		10	
2	Changed - Final Response	C Change	N/A	000...	4006508209859	TESTARTIKEL 2 ...	PCE	50	1.00	PCE	45.00	09/02/2024	31/01/2024	20	
3	Changed - Final Response	C Change	101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	30	1.00	PCE	50.00	31/01/2024		30	
4	Changed - Final Response	C Change	N/A	000...	4006508209866	TESTARTIKEL 3 ...	PCE	40	1.00	PCE	40.00	31/01/2024		40	
5	New	BO Back order	101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	20	1.00	PCE	50.00	01/01/2099		30	
6	New	OOI Out of in...	N/A	000...	4006508209866	TESTARTIKEL 3 ...	PCE	10	1.00	PCE	40.00	31/01/2024		40	

6 records (0 selected)

History | Document Relations | Download | Print Document | Create Document | Delete | Correction

The Correction button opens the order confirmation document. Here, the position 5 can now be changed if the remaining 5 pieces are available. Only the action and date need to be adjusted, and the document can be sent to complete it.

Positions

Open | New | Delete | Show only Errors

Pos.	Action *	Rsp. Cmt.	Ma...	Mat...	GTIN	Mat. Desc. Cust.	UoM	Qty. *	PU *	Pr...	Price *	Delivery Date *	Previous delivery date	Order Pos.
1	Accepted		N/A	000...	4006508212675	TESTARTIKEL 4 ...	PCE	50	1.00	PCE	80.00	31/01/2024		10
2	Changed - Final Response	C Change	N/A	000...	4006508209859	TESTARTIKEL 2 ...	PCE	50	1.00	PCE	45.00	09/02/2024	31/01/2024	20
3	Changed - Final Response	C Change	101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	30	1.00	PCE	50.00	31/01/2024		30
4	Changed - Final Response	C Change	N/A	000...	4006508209866	TESTARTIKEL 3 ...	PCE	40	1.00	PCE	40.00	31/01/2024		40
5	New	C Change	101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	20	1.00	PCE	50.00	09/02/2024		30
6	New	OOI Out of in...	N/A	000...	4006508209866	TESTARTIKEL 3 ...	PCE	10	1.00	PCE	40.00	31/01/2024		40

Delivery Note – Recording

*The following explanations pertain to the processing of delivery notes, which are extensively covered in the **"Shipment"** chapter.*

The goods will be delivered on two different dates. Therefore, two delivery notes need to be created. For the delivery on January 31, 2024, the **"Quantity*"** for positions 2 and 5 should be set to 0, and the action should be set to **"Changed – Partial Delivery,"** as these two positions are intended for another delivery note. Position 6 has been rejected and thus receives the action **"Rejected – No Delivery."** The items to be delivered, positions 1, 3, and 4, remain unchanged.

Delivery Notes

Draft | Open | Complete

Positions

Open | Show only Errors

Pos.	Action *	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	UoM	Order Qty.	Qty. *	RiK Qty.
1	Accepted	N/A	000000001000411222	4006508212675	TESTARTIKEL 4 FÜR Q 15	PCE	50	50	
2	Changed - Partial Deli...	N/A	000000001000411224	4006508209859	TESTARTIKEL 2 Q 15	PCE	50	0	
3	Accepted	1010-15	000000001000994446	4006508215799	TESTARTIKEL 1 Q 15	PCE	50	30	
4	Accepted	N/A	000000001000995184	4006508209866	TESTARTIKEL 3 FÜR Q 15	PCE	50	40	
5	Changed - Partial Deli...	1010-15	000000001000995184	4006508215799	TESTARTIKEL 1 Q 15	PCE		0	
6	Rejected - No Delivery	N/A	000000001000995184	4006508209866	TESTARTIKEL 3 FÜR Q 15	PCE		0	

Therefore, in the next step, only the labels for positions 1, 3, and 4 need to be recorded.

Delivery Note Details: Test Supplier for WebEDI DE / 4700009217DES1 / 4335347799154

1 Details | 2 Packages

Single Labels

Generate Label No. | Split | Reset Split

Pos.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	Packed Qty. *	Qty.	UoM	Start Label Number	Gross Weight	Pack. Type
1	N/A	000000001000411222	4006508212675	TESTARTIKEL 4 FÜR Q 15	50	50	PCE	43353470000070044	1.000	Carton
3	1010-15	000000001000994446	4006508215799	TESTARTIKEL 1 Q 15	30	30	PCE	43353470000070045	1.000	Carton
4	N/A	000000001000995184	4006508209866	TESTARTIKEL 3 FÜR Q 15	40	40	PCE	43353470000070046	1.000	Carton

When creating the delivery for February 9, 2024, positions 1 and 2 will remain accordingly.

Delivery Note Details: Test Supplier for WebEDI DE / 4700009217DES2 / 4335347799154

1 Details | 2 Packages

Single Labels

Generate Label No. | Split | Reset Split

Pos.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	Packed Qty. *	Qty.	UoM	Start Label Number	Gross Weight	Pack. Type
1	N/A	000000001000411224	4006508209859	TESTARTIKEL 2 Q 15	50	50	PCE	43353470000070047	1.000	Carton
2	1010-15	000000001000995184	4006508215799	TESTARTIKEL 1 Q 15	20	20	PCE	43353470000070048	1.000	Carton

3.3.2.3. Example back-order partial confirmation / delivery note

Occasionally, it is necessary to split an order, for example, if a part of the items is not immediately available.

The following example illustrates an order that consists of two positions.

Order Details: Test Supplier for WebEDI DE / 4700009168 / 4335347799154

Positions

Open

Pos.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	UoM	Qty.	Open Rsp. Qty.	RiK Qty.	PU	Price	Purchase Price ...	Proc. Progress
10	N/A	000000001000411222	4006508212675	TESTARTIKEL 4 FÜR Q 15	PCE	2	2		1.00	80.00		OR DN IV
20	N/A	000000001000411224	4006508209859	TESTARTIKEL 2 Q 15	PCE	2	2		1.00	45.00		OR DN IV

The first line may be delivered immediately (Action „Accepted“).

For the second item, only one of the two articles is available. Therefore, it needs to be split when creating the order confirmation **(button „+New“)**. The new position 3 receives the comment **„BO Back order“**, the delivery date “**01/01/2099,**” and the **“Previous delivery date”** from the predecessor document. This is the only way to create separate delivery notes and invoices for the items that are not available yet.

Order Response Details:

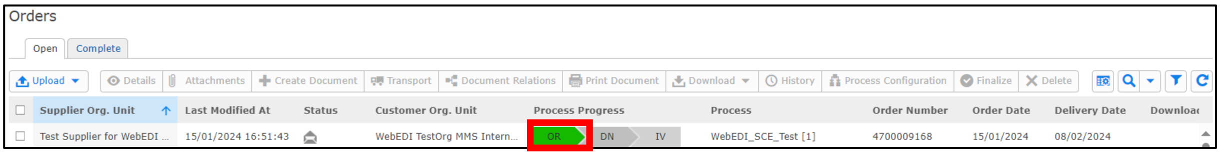
Positions

Open | + New | Delete | Show only Errors

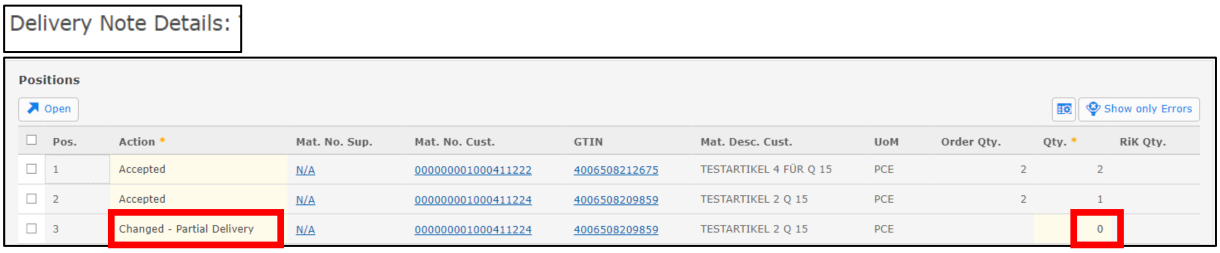
Pos.	Action *	Rsp. Cmt.	Ma...	Mat. No...	GTIN	Mat. ...	UoM	Qty. *	PU *	Pr...	Price *	Delivery Date *	Previous delivery date	Order Pos.
1	Accepted		N/A	0000000...	4006508212675	TESTA...	PCE	2	1.00	PCE	80.00	08/02/2024		10
2	Changed - Final Response	C Change	N/A	0000000...	4006508209859	TESTA...	PCE	1	1.00	PCE	45.00	08/02/2024		20
3	New	BO Back order	N/A	0000000...	4006508209859	TESTA...	PCE	1	1.00	PCE	45.00	01/01/2099	08/02/2024	20

It is crucial to note that the back-ordered item must be inserted as a **new position**; otherwise, rejections may occur on the buyer's side.

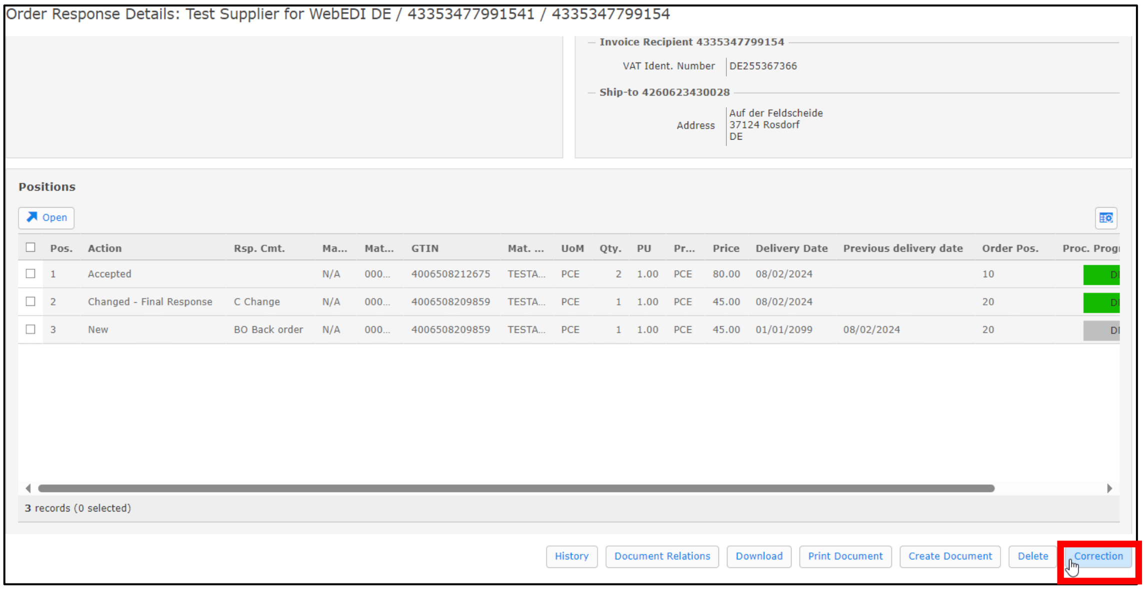
After the transmission of the order confirmation, it is displayed in light green in the process progress, indicating that there are still open items.



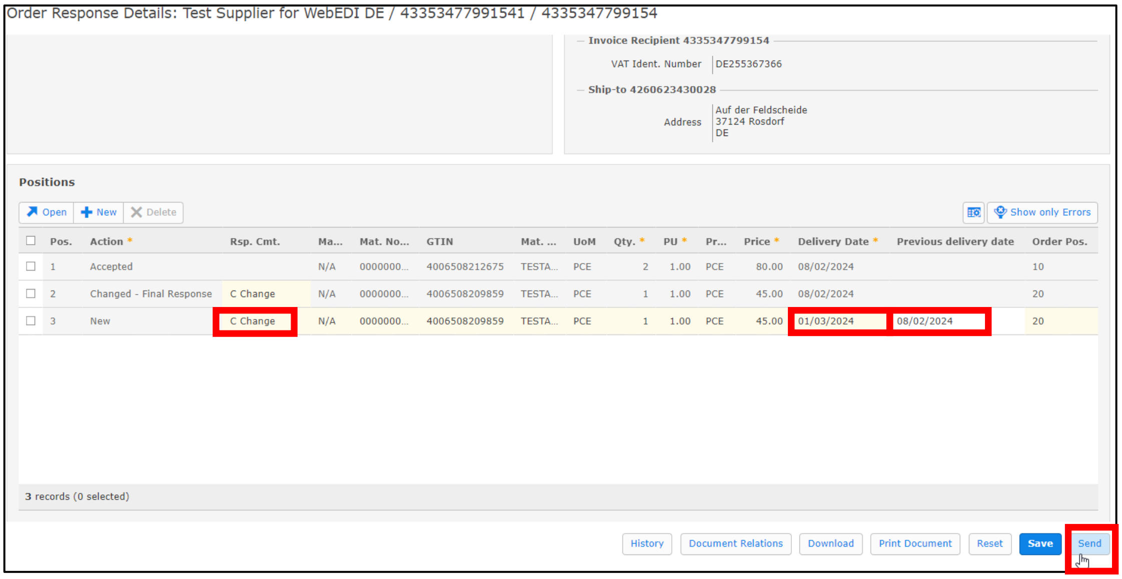
While creating the first **delivery note** the (back-order) line 3 must be set to Action **"Changed – Partial delivery"** and quantity **"0"**. This enables the user to create the delivery note for this line later on.



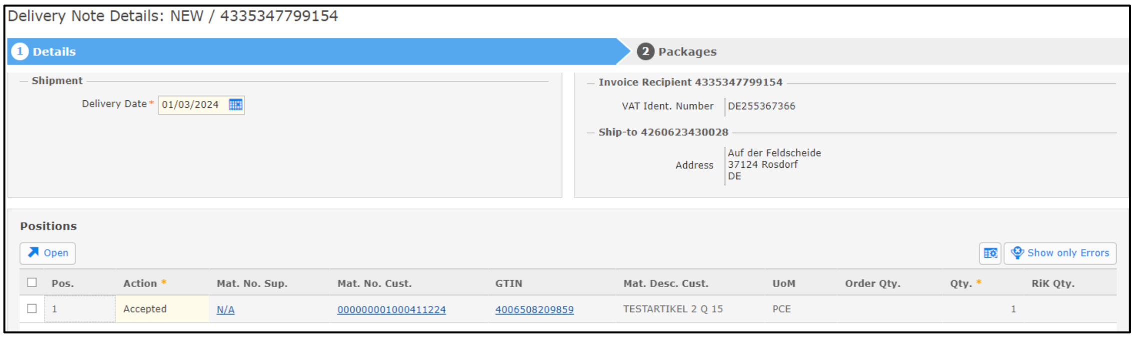
If the remaining item becomes available again, the order confirmation must be opened first and changed, using the **"Correction"** button before being sent. This enables the user to adjust and to resend the confirmation.



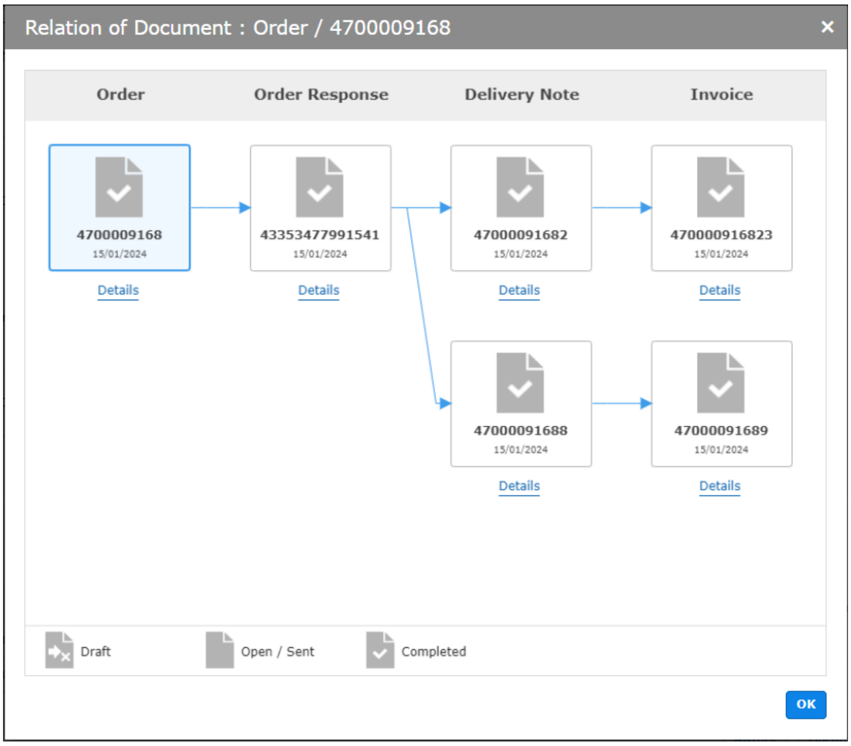
The position comment **„Rsp. Cmt."** must be changed to **„C Change"**. Furthermore, the new **"Delivery Date"** as well as the date from the preceding document **"Previous delivery date"** must be recorded.



After transmitting the order confirmation to the buyer, the delivery note can finally be recorded and sent.

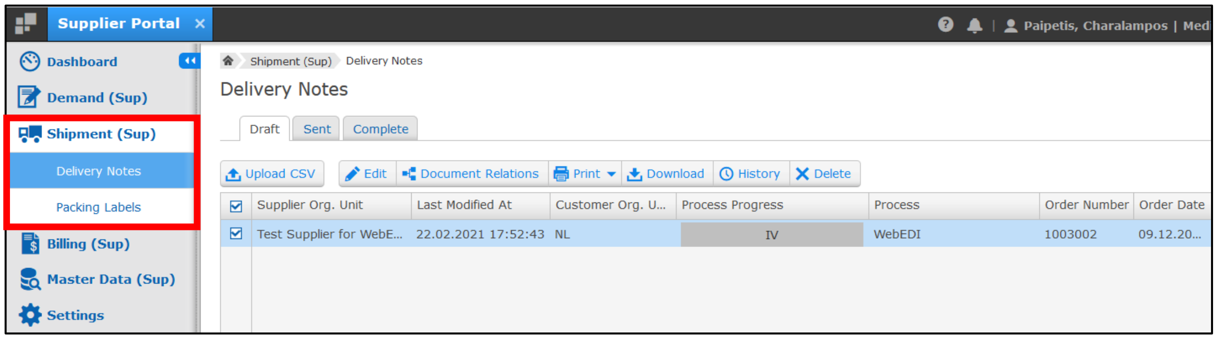


In the document relationships, the created documents can be visualized. In this example, two delivery notes and two invoices were generated from one order and one order response.



3.4. Shipment

The menu item **"Shipment"** is intended for creating delivery notes and packaging labels. Access to previously saved, sent, and completed delivery notes can be directly obtained through **"Shipment/Delivery Note."**



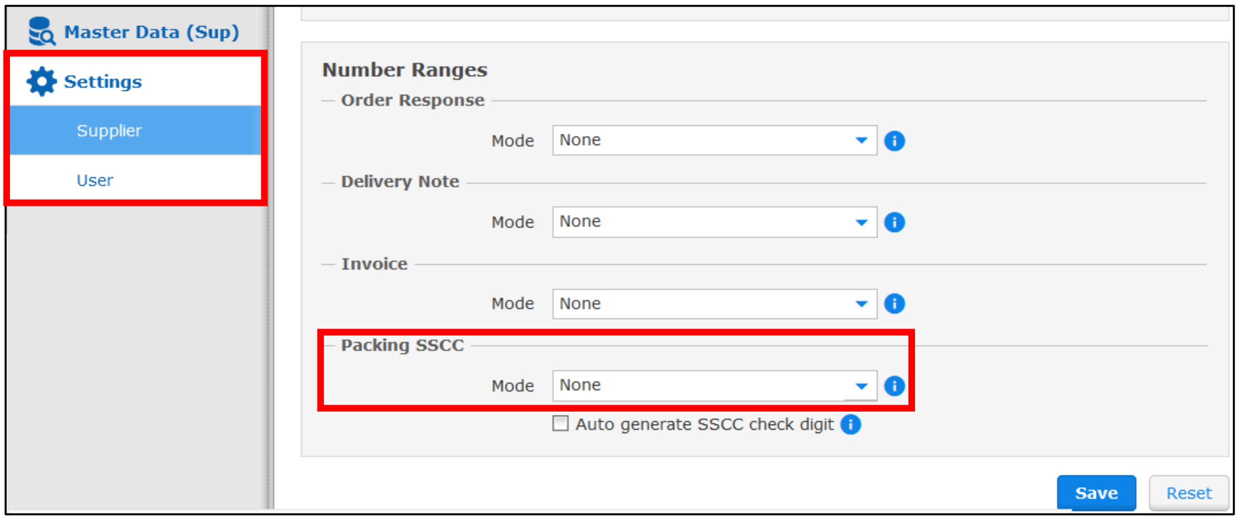
3.4.1. SSCC-18 (DE: NVE)

Before entering the first delivery note, it is absolutely essential to check and if necessary to adjust the SSCC-18 (Serial Shipping Container Code) settings. Suppliers have the choice to use their own SSCC-18 number or generate it through the portal. **Regardless, it must be ensured that the SSCC-18 is uniquely identifiable across countries and partners, otherwise, the entire document will be rejected.**

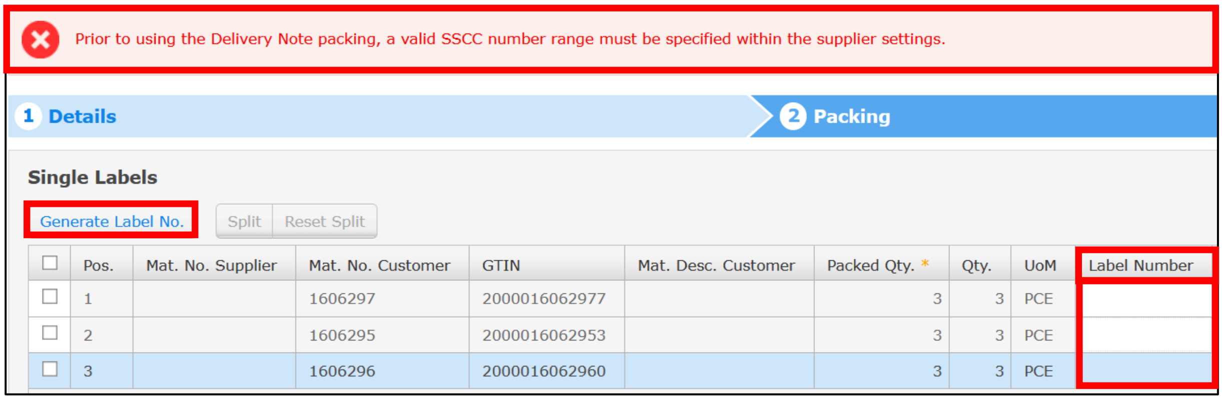
The following options are offered in detail:

3.4.1.1. Manual entry of own SSCC-18 including check digit

If own SSCC's are to be captured only, then the "**Packing SSCC Mode**" must be set to "**NONE**" in the Supplier settings under **„Settings/Supplier/Packing SSCC/Mode."**



In this case an error message appears while trying to create the id's by using the button **"Generate Label No."**.

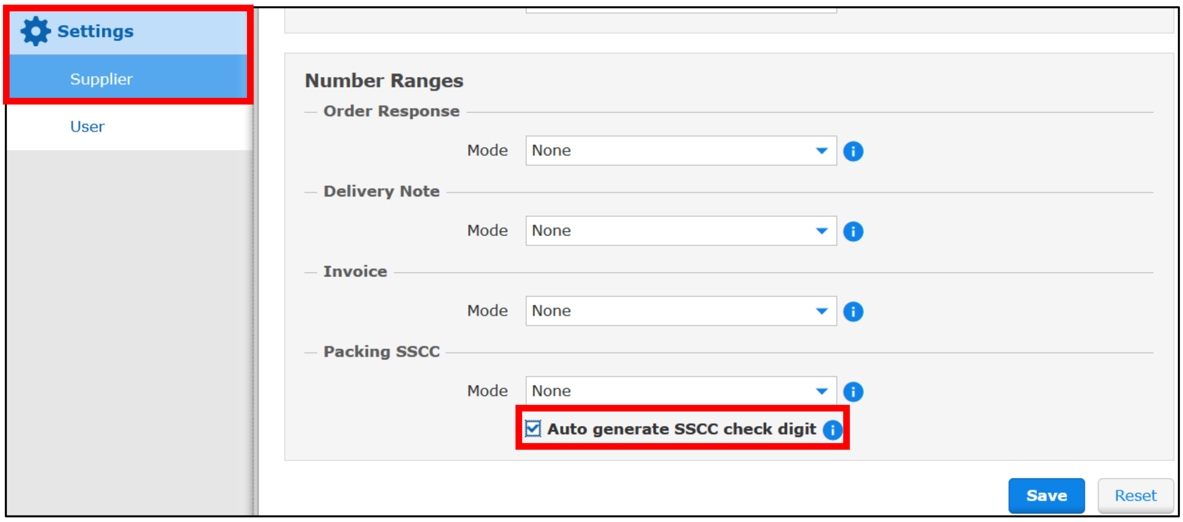


Furthermore, it is crucial to ensure that the own SSCC-18 is valid. Invalid SSCC-18 (e.g., incorrect check digit) can lead to the rejection of the entire delivery note.

3.4.1.2. Manual entry of own SSCC-18 / automatically generated check digit

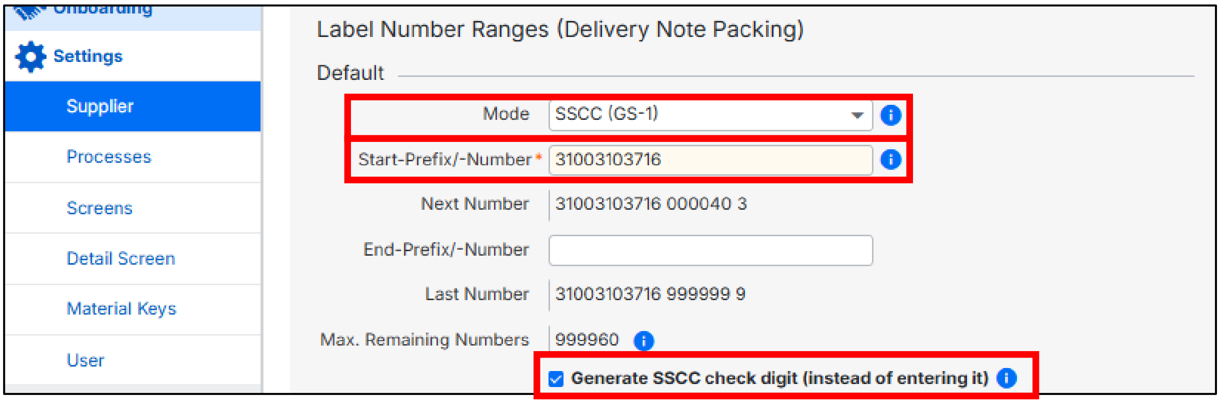
Additionally, there is the option to enter the own SSCC-18 up to the check digit. The check digit is automatically calculated by the portal. For this, the option "**Auto generate SSCC check digit**" must be enabled in the supplier settings **„Settings/Supplier/Packing SSCC/mode.“**

Hence, in the **"Label Number"** field of the packaging details, only the first 17 digits of an NVE need to be entered.



3.4.1.3. Automated creation of the SSCC-18 based on the official GLN

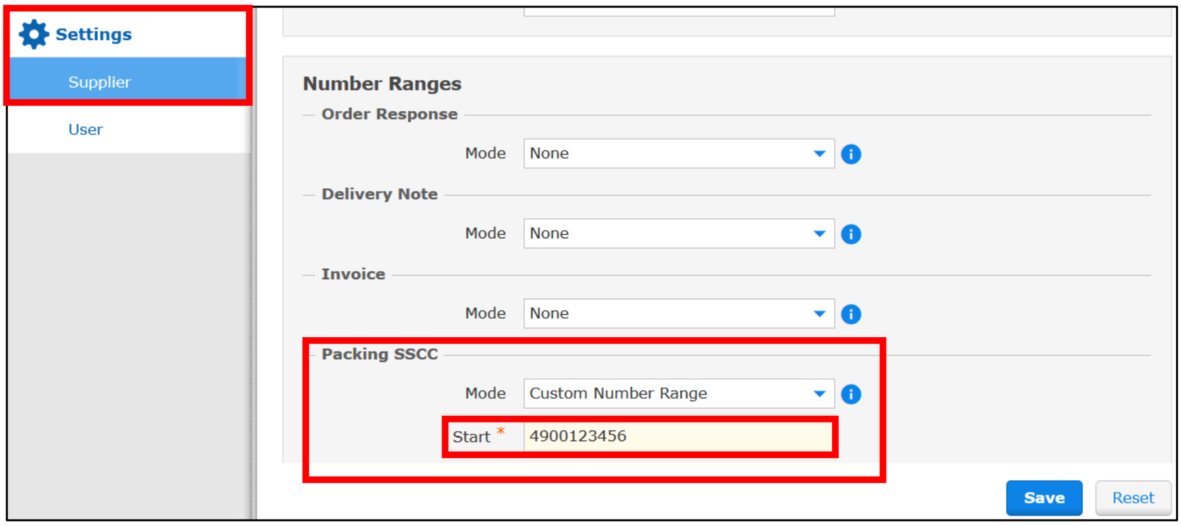
If the portal is to generate SSCC-18 numbers based on the own official GLN, including the check digit, the **"SSCC (GS-1)"** mode must be set in the supplier settings, and the main - GLN should be entered under **"Start-Prefix/-Number*."** Additionally, the option **"Generate SSCC check digit (instead of entering it)"** must be activated.



3.4.1.4. Automated creation of custom SSCC-18 from custom GLN

In some exceptional cases, such as deliveries from different countries, a single official supplier GLN cannot be used across borders. Therefore, in a makeshift manner, non-official, custom GLNs may be used.

If the required SSCC-18 numbers need to be automatically generated based on a non-official, custom number, the mode for **„Settings/Supplier/Packing SSCC/mode“** must be set to **“Custom Number Range.”** Additionally, the custom number should be entered in the subsequent field labeled **“Start*.”**



Since the SSCC-18 must be uniquely identifiable across countries and partners, it is mandatory to apply the following method in coordination with MediaMarktSaturn. Otherwise, documents may be rejected.

The “**Packing SSCC/Start**” number depicted in the preceding illustration must consist of the following two parts:

A. Country prefix followed by two zeros’ (e.g. 4900 for Germany, 3100 for Netherlands etc.)
B. MediaMarktSaturn internal supplier id according to the onboarding form entry

Examples:

3100123456: Supplier with Supplier id 123456 from Netherlands
3200123456: Supplier with Supplier id 123456 from Belgium
3500123456: Supplier with Supplier id 123456 from Luxenbourg
4900789012: Supplier with Supplier id 789012 from Germany

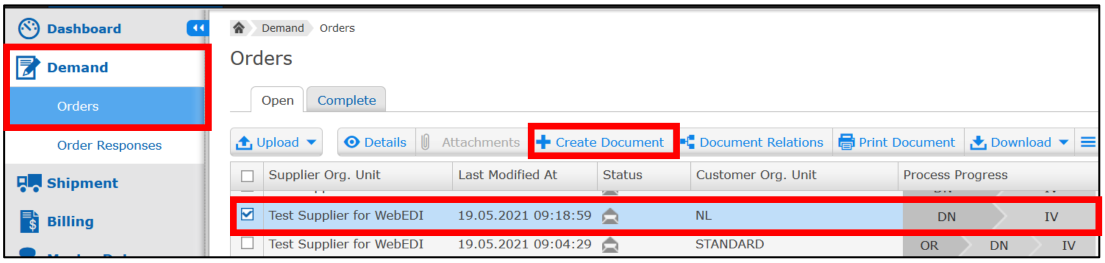
The first three examples concern the same supplier (supplierid 123456) who delivers in three different countries. The fourth example shows a German supplier with the MediaMarktSaturn internal id 789012.

The settings mentioned apply even if the mode is changed between the transmission of an order confirmation and the creation of a delivery note. The same also applies to labels created after changing the settings.

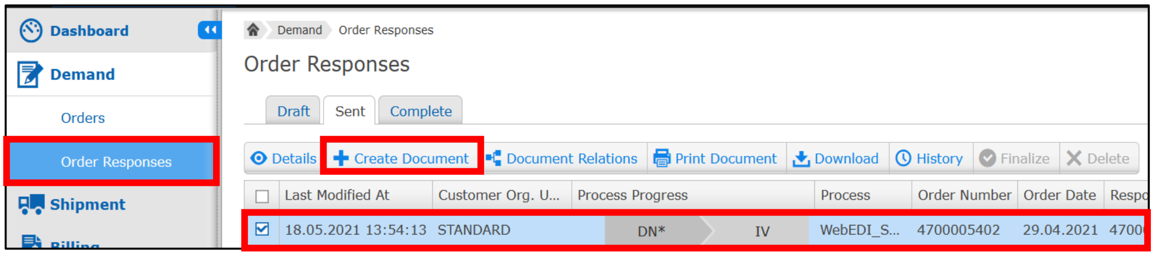
3.4.2. Delivery Note

Delivery notes are generated as follow-up documents from orders or order confirmations (central warehouse process) by means of the **“Create Document”** button from the:

a. “Demand/Orders” menu item or

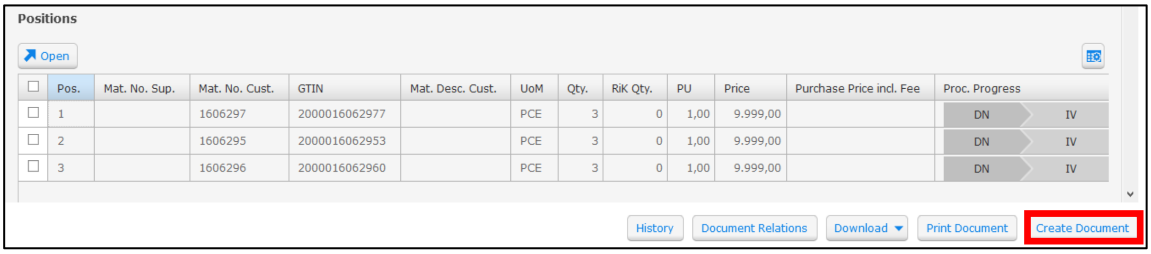


b. “Demand/Order Response” menu item or

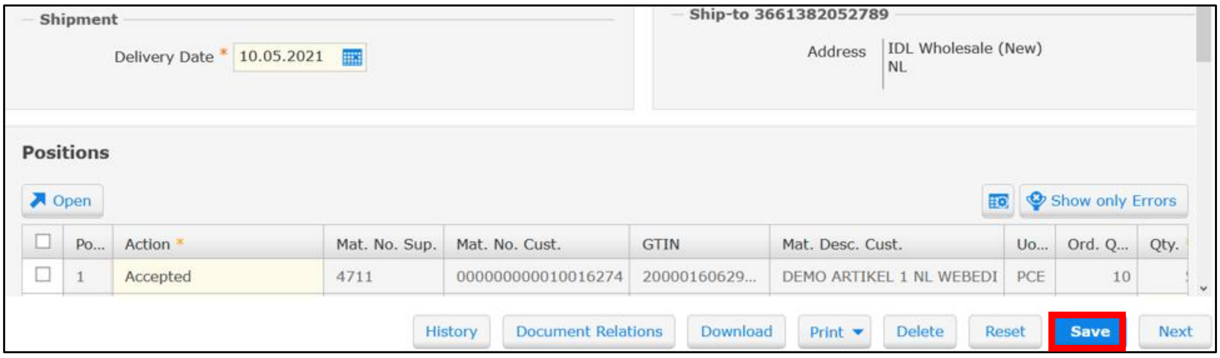


c. Document detail’s view

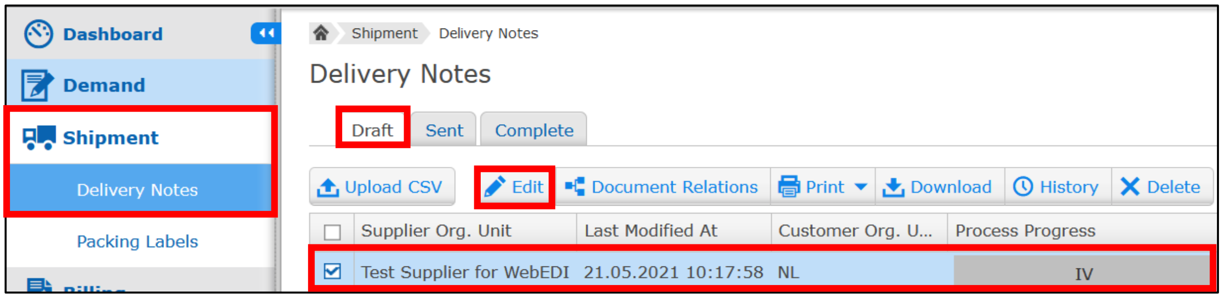
Once an order or order confirmation (available in selected processes) is opened, the new delivery note can be created using the “**Create Document**” button at the end of the document.



Note: Using the **“Save”** button, a document can be saved for later editing.

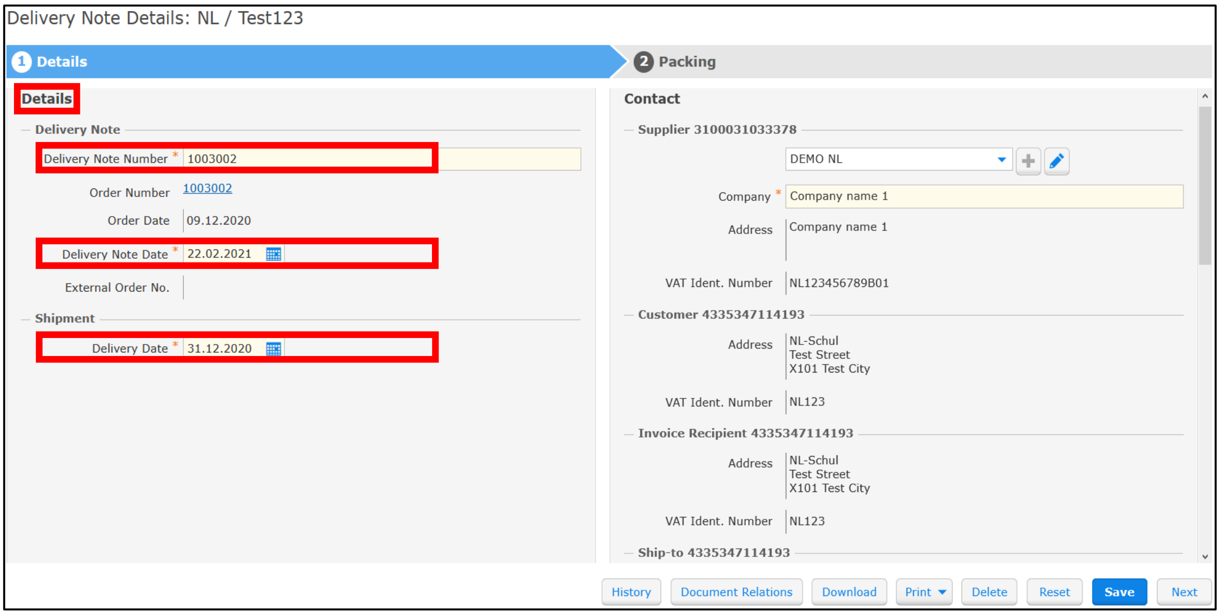


The saved delivery note can be retrieved for further editing under **„Shipment/Delivery Notes/Draft“.**



Delivery notes are mostly pre-filled from the underlying order or order response. The following described information can be supplemented or adjusted.

A. Header: Details

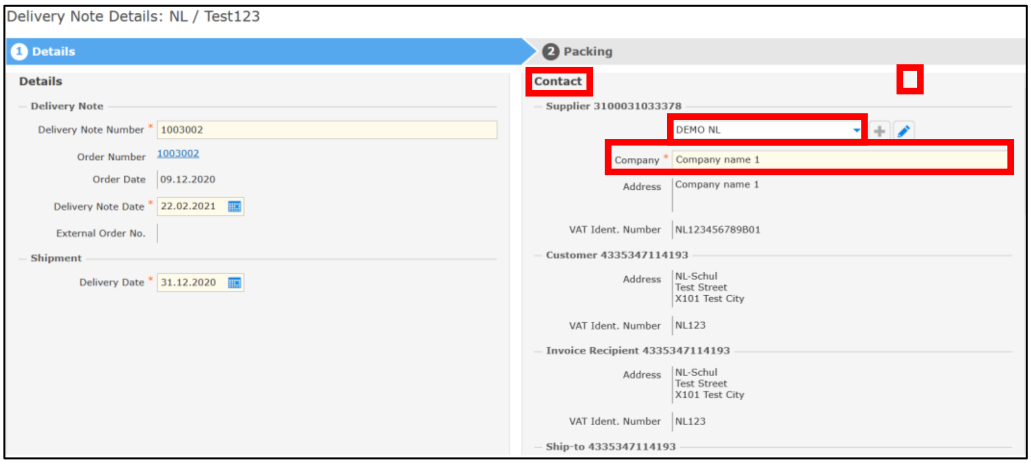


✓ **Details: Delivery note number**
This is not pre-filled because the supplier must enter their own number. Typically, this corresponds to the number on the paper delivery note.

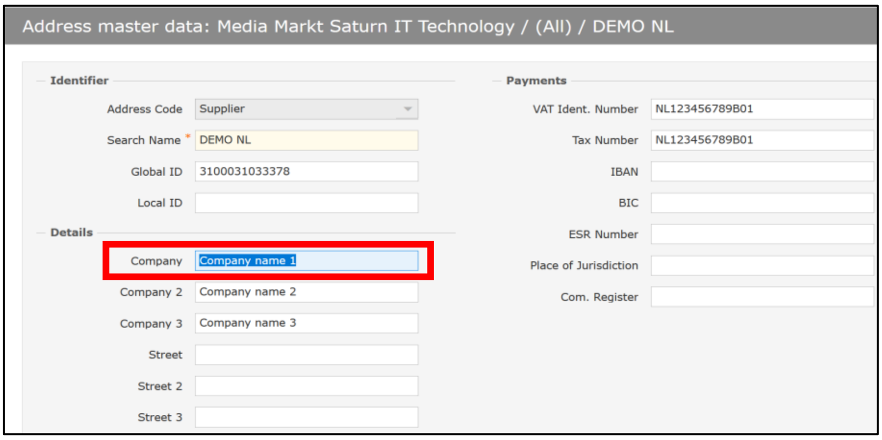
✓ **Details: Delivery note date**
Document date.

✓ **Details: Delivery date**
Expected delivery date.

B. Header: Contact



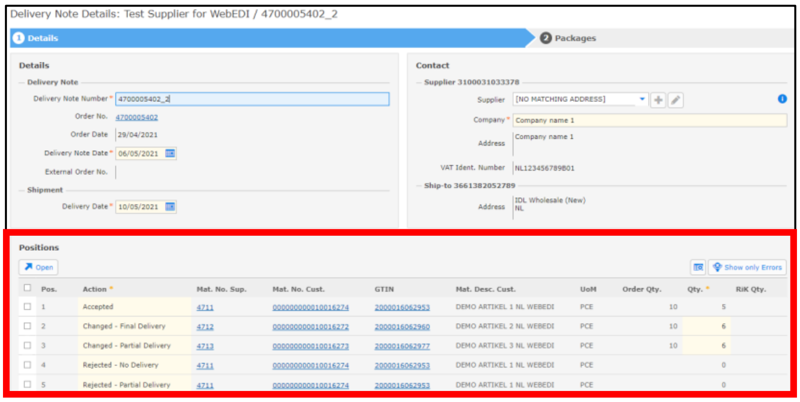
- ✓ **Contact: Address master data**
  The existing partner master data can be adopted through the dropdown menu shown above or entered via the **"Edit"** button. In the second case, a new window opens, in which potentially missing information can be added.



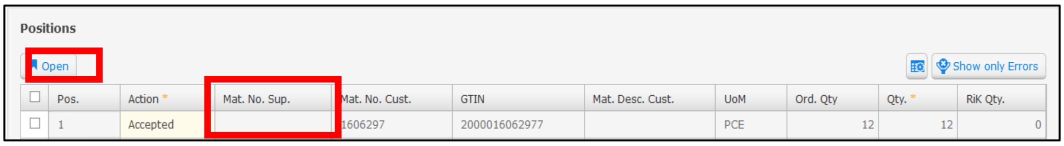
  The address master data is relevant, among other things, for packaging labels. If sender information is missing, it may result in incomplete labels.

- ✓ **Contact: Company**
  The company name will be taken from the window shown above.

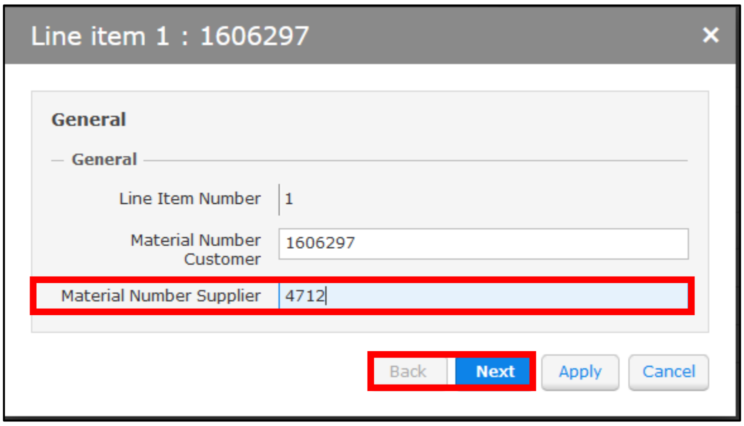
C. Positions (line items)



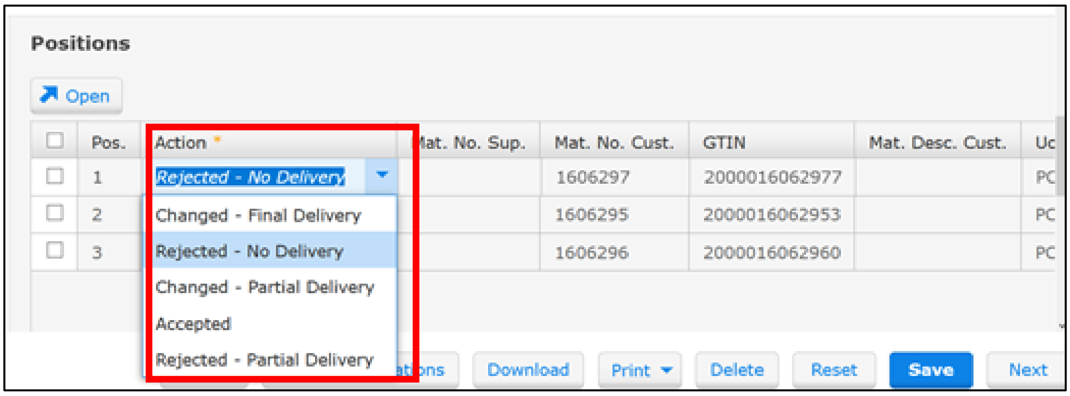
✓ **Positions: Mat.-Nr. Supplier**
By pressing the "**Open**" button, the supplier's article number can be changed respectively captured as required on line level.



A new window opens. The article id can be captured in the field **“Material Number Supplier”** for the respective line. By means of the buttons **“Back”** and **“Next”** it is possible to navigate between lines.

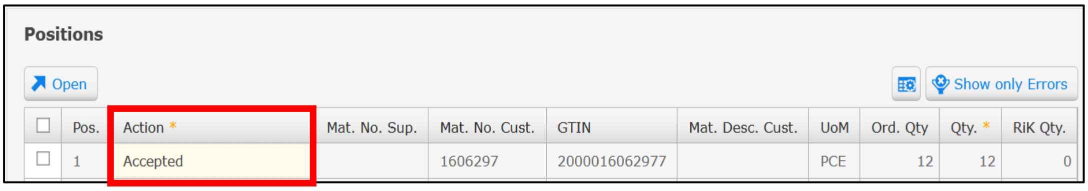


✓ **Positions: Action**
There are currently five action codes that can be used:



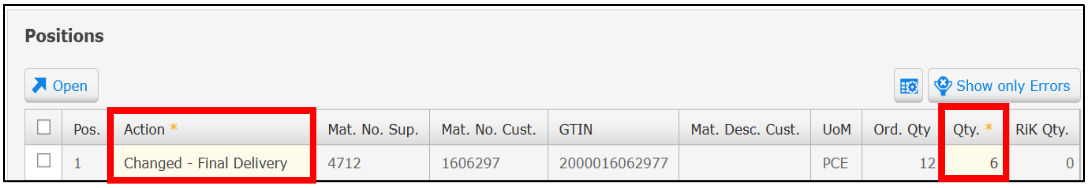
i. Line accepted as is

Action: Accepted



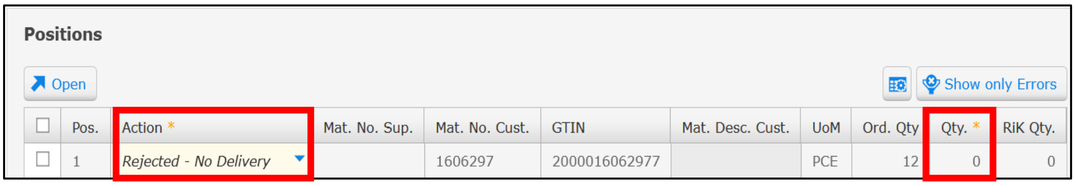
ii. Quantity change, no further delivery for the remaining quantities

Action: Changed – Final Delivery
QTY.* Example reduced from 12 to 6 pieces according availability

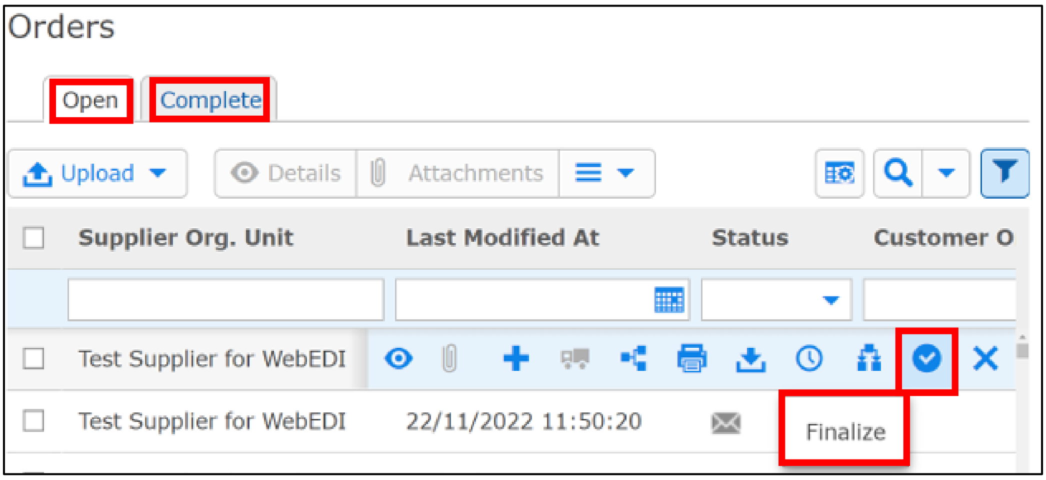


iii. Rejected, no delivery, quantity automatically set to zero

Action: Rejected – No Delivery
QTY.* Example reduced from 12 to 0 pieces according availability



Assuming there are only positions in the order left that cannot be delivered anymore, such as for end-of-life (EOL) items, the order can be finalized using the **„Finalize“** button. In this case, the document is moved from the **„Open“** tab to the **„Complete“** tab.



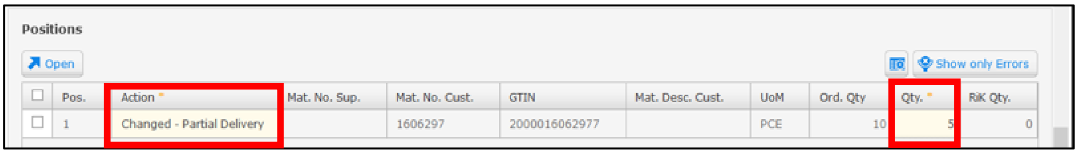
In this case, it must be noted that this functionality is possible either from an order confirmation (if available) or from a delivery note, depending on the processing stage and process. If the delivery note already exists as a draft, it must be deleted first – by a user with the appropriate rights – in the **“Draft”** tab. If administrator rights are required for this, the deletion can be requested from the responsible EDI NAT.

iv. Partial delivery / delivery split into several deliveries

This action is used for two or more deliveries of a single item, for example, when items are not immediately available. The outstanding quantities are announced with separate delivery notifications. The final delivery must be set to **“Accepted.”**

Action: Changed – Partial Delivery
QTY.* Example reduced from 10 to 5 pieces for the first delivery.

According to the following example, 10 units of an item were ordered. However, five pieces are available only. Therefore, the quantity was reduced to five.



For the remaining 4 units, a new delivery note can be created at a later time.

v. Partial delivery / cancellation of subsequent deliveries

Action: Rejected – Partial Delivery

This action is applicable to lines that are not going to be delivered within this delivery note but must remain open for future delivery (e.g., delivery date unknown).

By pressing the **"Next"** button a new window will be displayed. The gross weight, the package type as well as the SSCC-18 label numbers may then be captured.

Once all information has been entered in the delivery note view, packaging and weight information can be recorded using the **"Next"** button at the bottom right of the document.

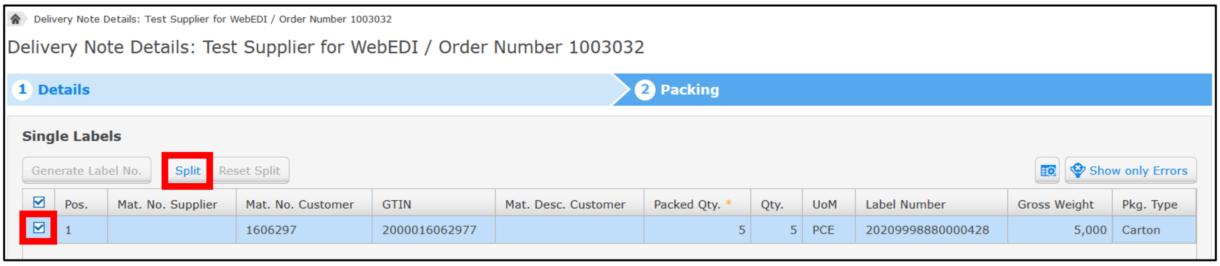
A new input window will open. The settings to be made are explained in more detail in the following chapter.

3.4.3. Package labelling

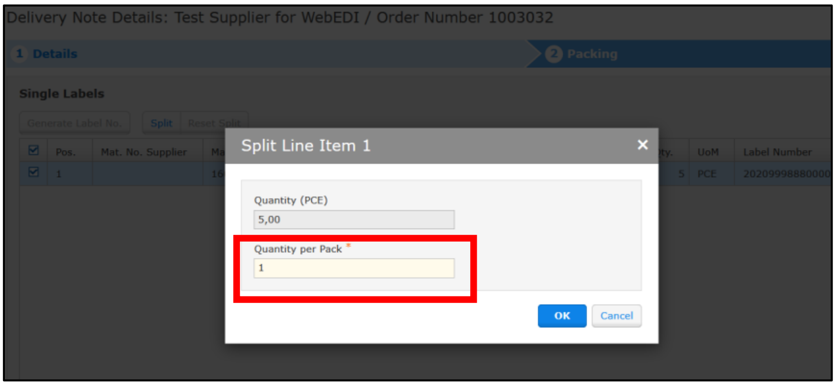
Using the "**Next**" button in the delivery note document view leads to the packaging view.

Here, the weight (in **kilogram**) and packaging type of each position can be individually recorded. Depending on the SSCC-18 settings (see chapter **"SSCC-18 (DE: NVE)"**), custom SSCC-18 can also be entered.

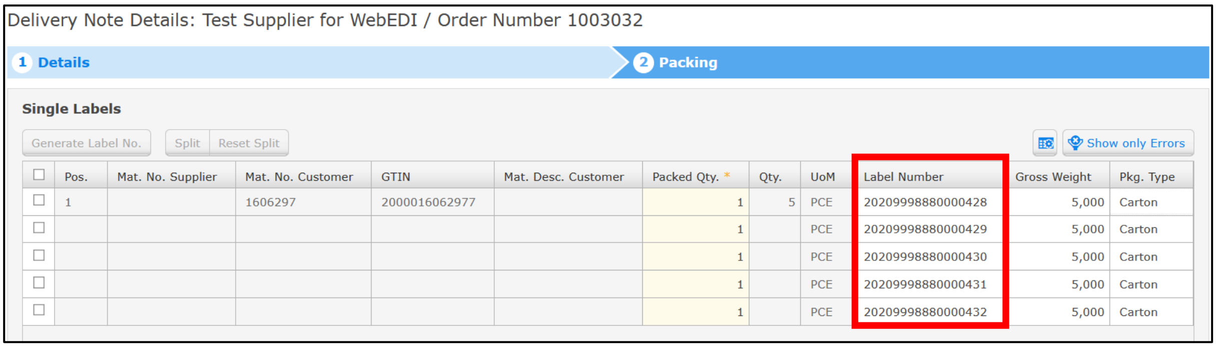
Sometimes, individual positions need to be packed in multiple parcels, each with its own SSCC-18. In these cases, the position needs to be split and the **"Split"** button can be used after activating the respective position.



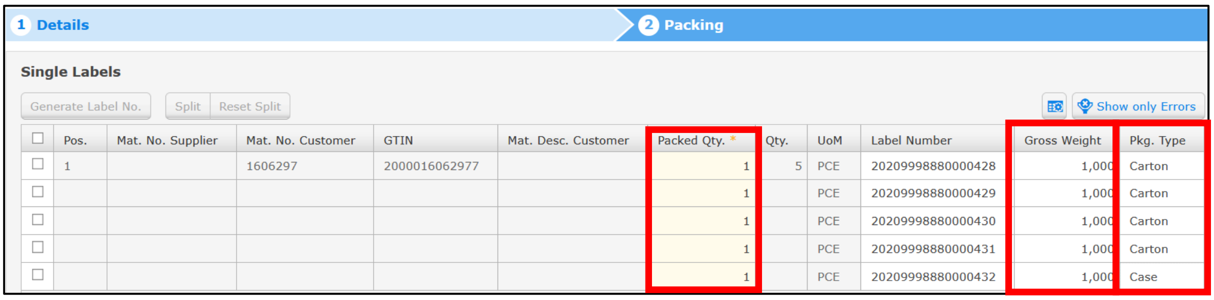
In the following example, each individual item of a position is packed in a separate parcel.



This results to 4 new lines each with own SSCC-18 id.

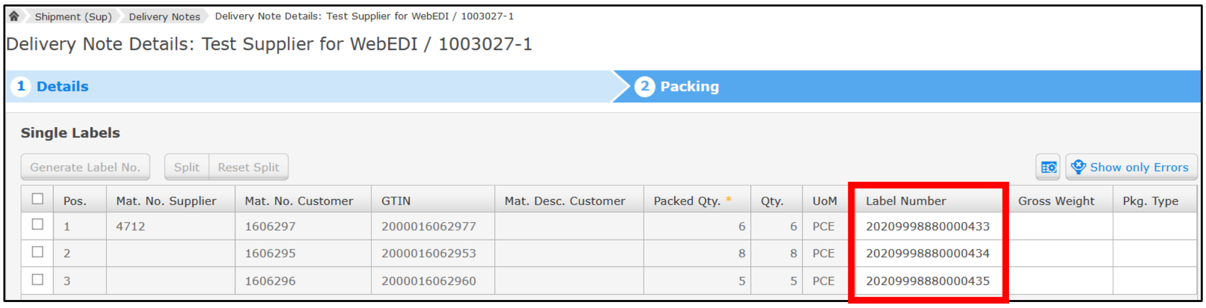


Depending on the SSCC-18 settings, SSCC-18 ids are either automatically assigned or must be entered manually, as shown in the example below. The gross weight and packaging type can be adjusted afterwards.



In contrast sometimes several lines need to be summarised in one handling unit. The following example shows three lines that need to be packed together in a single handling unit.

If items from different positions need to be packed together, the same SSCC-18 must be entered in the **“Label Number”** column. The following example shows three items that should be packed in the same handling unit.


Shipment (Sup) > Delivery Notes > Delivery Note Details: Test Supplier for WebEDI / 1003027-1

Delivery Note Details: Test Supplier for WebEDI / 1003027-1

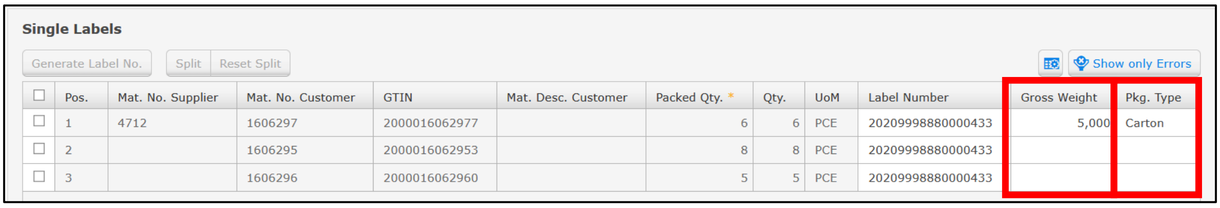
1 Details | 2 Packing

Single Labels

Generate Label No. | Split | Reset Split | Show only Errors

	Pos.	Mat. No. Supplier	Mat. No. Customer	GTIN	Mat. Desc. Customer	Packed Qty. *	Qty.	UoM	Label Number	Gross Weight	Pkg. Type
☐	1	4712	1606297	2000016062977		6	6	PCE	20209998880000433		
☐	2		1606295	2000016062953		8	8	PCE	20209998880000434		
☐	3		1606296	2000016062960		5	5	PCE	20209998880000435		

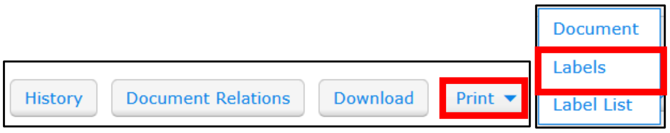
For this purpose, the first **"Label Number"** is copied into the subsequent positions. Additionally, the gross weight (in **kilogram**) and packaging type must be specified in the first position only. Otherwise the document could be rejected.


Single Labels

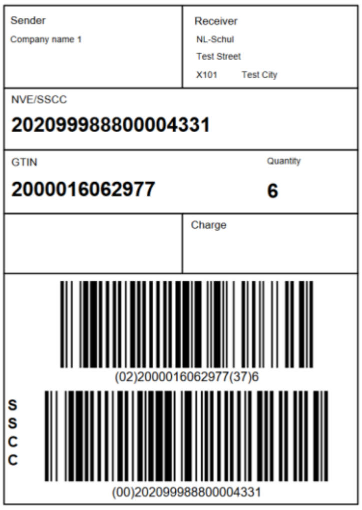
Generate Label No. | Split | Reset Split | Show only Errors

	Pos.	Mat. No. Supplier	Mat. No. Customer	GTIN	Mat. Desc. Customer	Packed Qty. *	Qty.	UoM	Label Number	Gross Weight	Pkg. Type
☐	1	4712	1606297	2000016062977		6	6	PCE	20209998880000433	5,000	Carton
☐	2		1606295	2000016062953		8	8	PCE	20209998880000433		
☐	3		1606296	2000016062960		5	5	PCE	20209998880000433		

Finally, labels can be printed as PDF using the "**Print**" button at the bottom of the window.

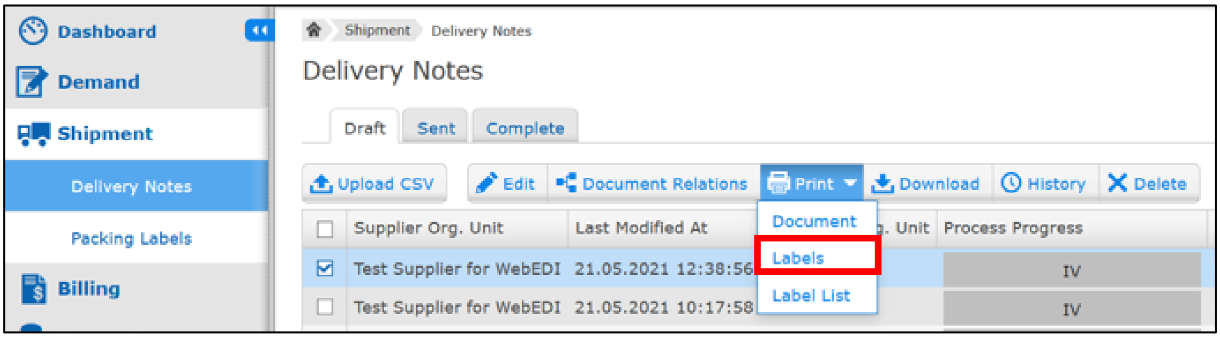


The following illustration shows an example of a label that can be attached or to be glued onto the respective handling unit.

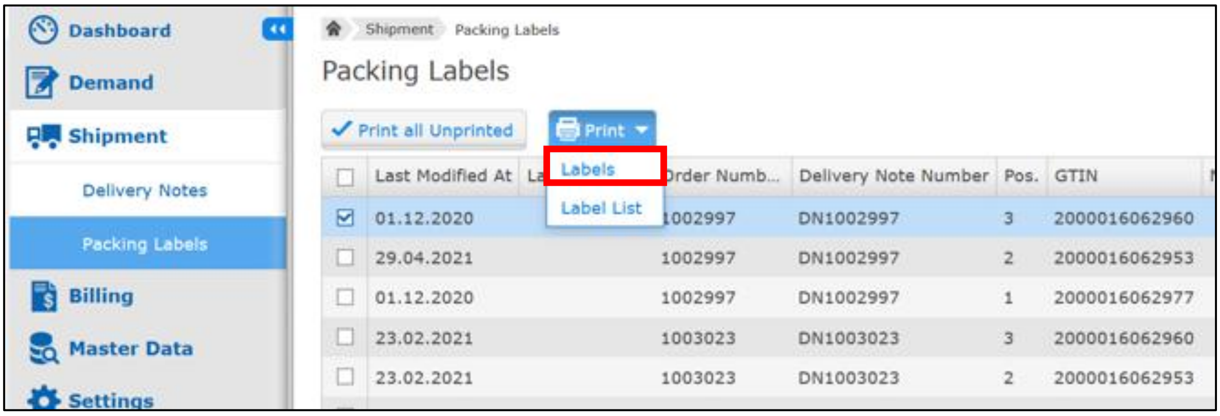


Labels can also be printed after transmitting the delivery note to the recipient. The following two options can be used, among others:

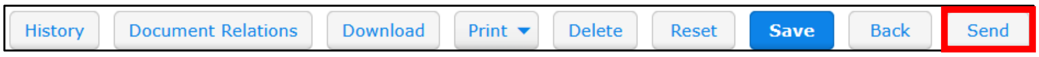
a. Through the menu item **„Shipment/Delivery Notes/Sent/Print"**



b. Through the menu item **„Shipment/Packing Labels/Print“**



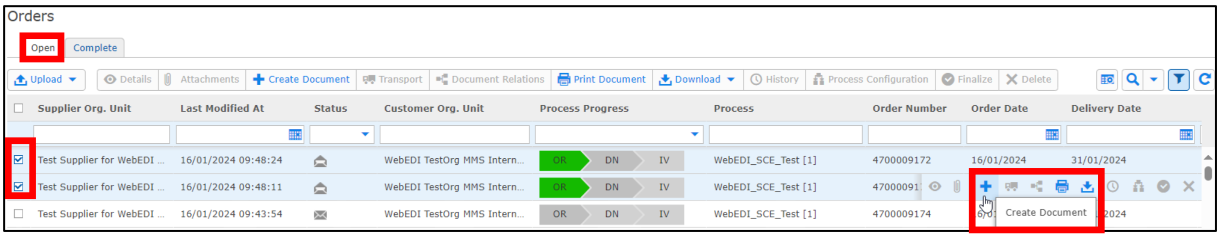
Once the packaging information is complete, the document can be transmitted to the buyer the "**Send**" button.

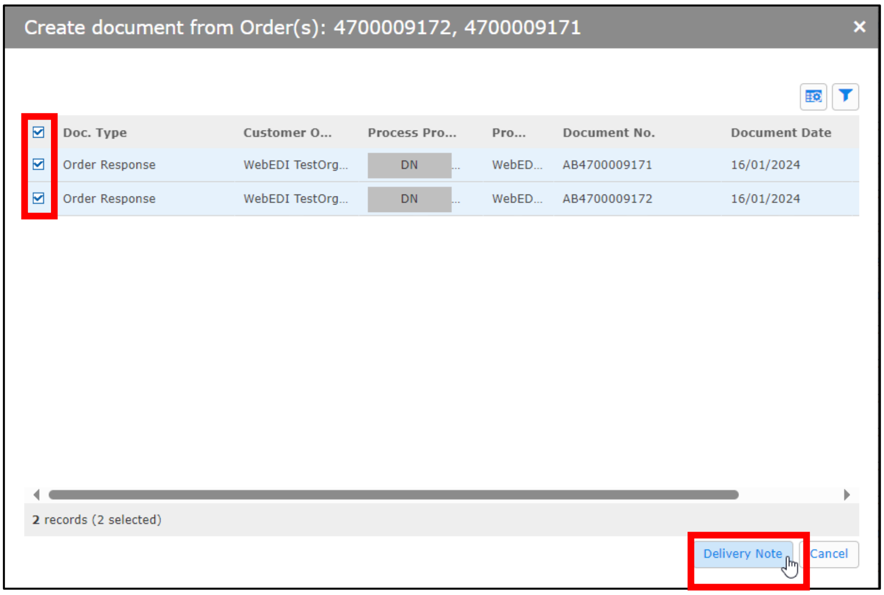


3.4.4. Collective Delivery Note (Order consolidation n:1)

Depending on the agreed-upon process, it is possible to combine multiple orders or order confirmations into a single delivery note. The EDI responsible for each country can provide information on which processes consolidation is applicable.

To create a collective delivery note from multiple orders or order confirmations, all relevant 'open' orders or order confirmations must first be marked. The **“Create Document”** button then consolidates the selected orders into a new delivery note.

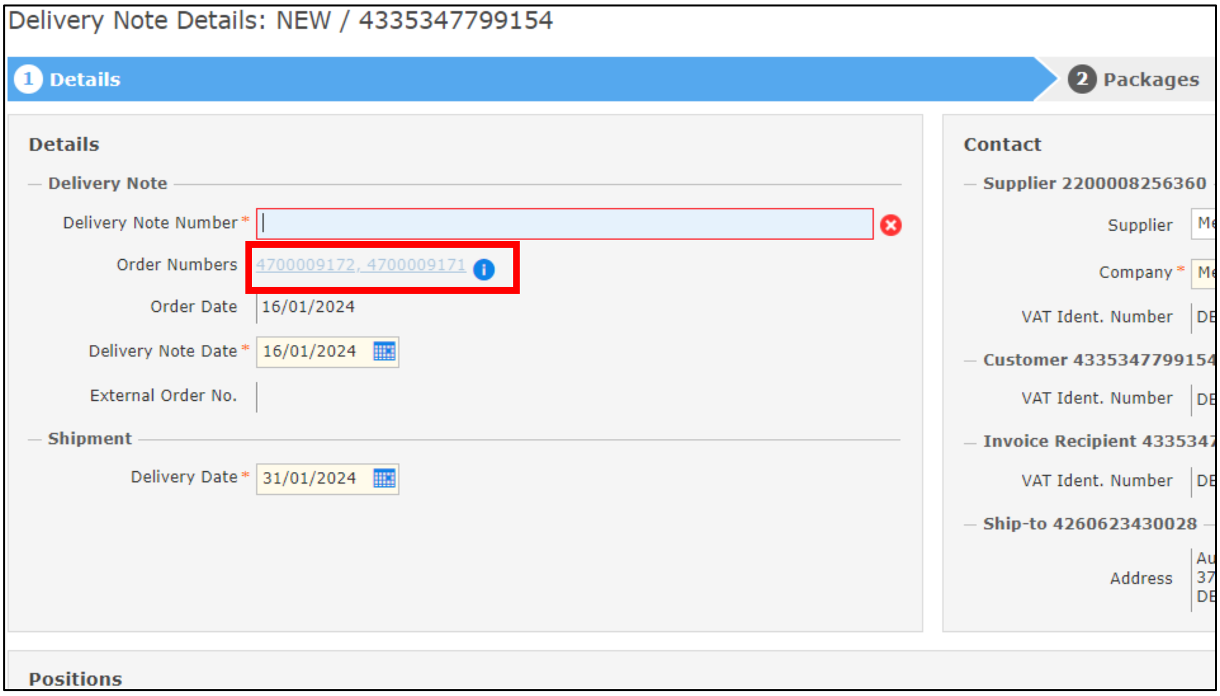




If the **"Create Document"** button is not activated, collective delivery notes are not possible based on this document type.

In case that the process includes order confirmations, the collective delivery note can only be created from them. If order confirmations are not applicable, the delivery note can be created directly from the desired orders if the process allows it.

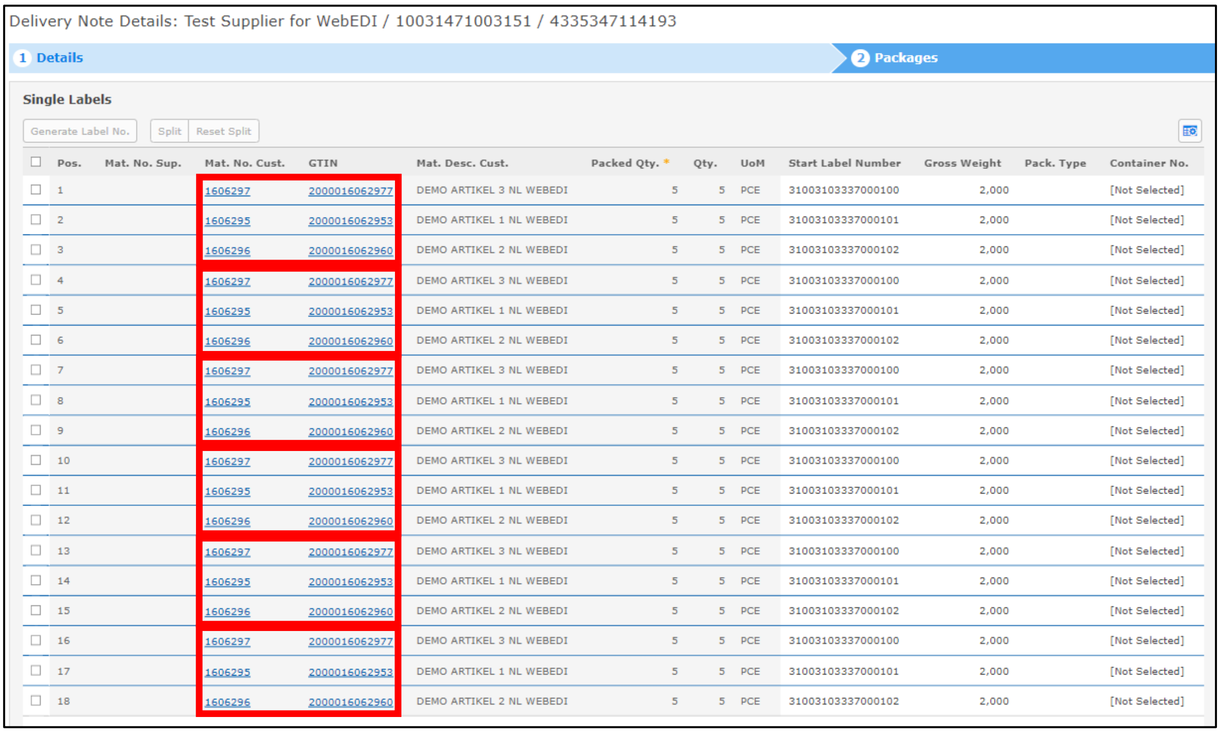
Once the collective delivery note is created, all referenced orders appear in the **"Order No."** field. The document can now be processed as usual.



At the position level, the articles from all selected orders appear without consolidation. This means that an article present in multiple orders will also be included multiple times - including the original information - in the delivery note.

The number of delivery note positions thus corresponds to the number of order positions across all orders. Only the position numbers change.

In the example below, there are 18 positions. Here, three articles are repeated, ordered in 6 different orders.


Delivery Note Details: Test Supplier for WebEDI / 10031471003151 / 4335347114193

1 Details | 2 Packages

Single Labels

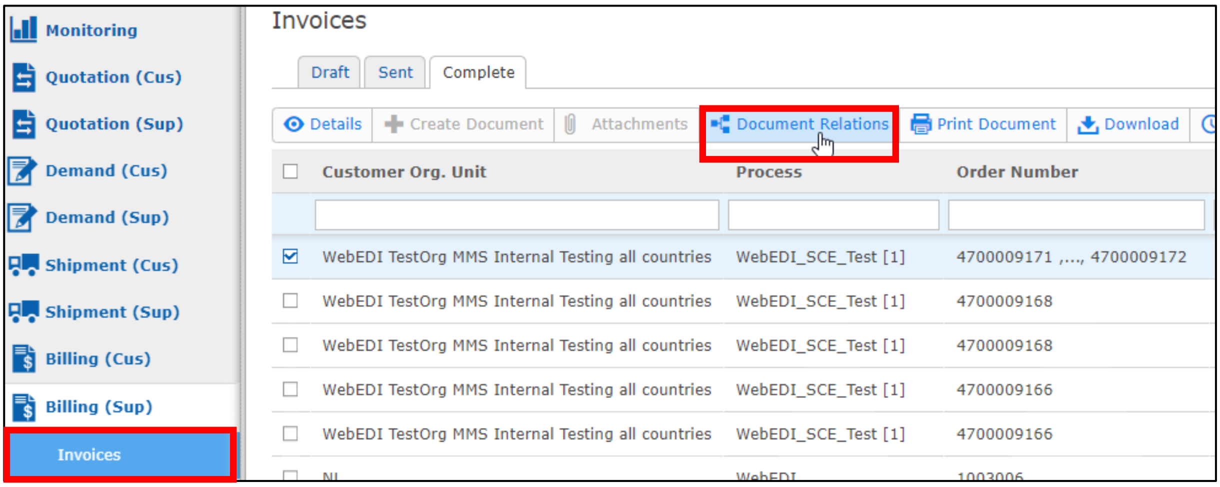
Generate Label No. | Split | Reset Split

Pos.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	Packed Qty. *	Qty.	UoM	Start Label Number	Gross Weight	Pack. Type	Container No.
1		1606297	2000016062977	DEMO ARTIKEL 3 NL WEBEDI	5	5	PCE	31003103337000100	2,000		[Not Selected]
2		1606295	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	5	5	PCE	31003103337000101	2,000		[Not Selected]
3		1606296	2000016062960	DEMO ARTIKEL 2 NL WEBEDI	5	5	PCE	31003103337000102	2,000		[Not Selected]
4		1606297	2000016062977	DEMO ARTIKEL 3 NL WEBEDI	5	5	PCE	31003103337000100	2,000		[Not Selected]
5		1606295	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	5	5	PCE	31003103337000101	2,000		[Not Selected]
6		1606296	2000016062960	DEMO ARTIKEL 2 NL WEBEDI	5	5	PCE	31003103337000102	2,000		[Not Selected]
7		1606297	2000016062977	DEMO ARTIKEL 3 NL WEBEDI	5	5	PCE	31003103337000100	2,000		[Not Selected]
8		1606295	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	5	5	PCE	31003103337000101	2,000		[Not Selected]
9		1606296	2000016062960	DEMO ARTIKEL 2 NL WEBEDI	5	5	PCE	31003103337000102	2,000		[Not Selected]
10		1606297	2000016062977	DEMO ARTIKEL 3 NL WEBEDI	5	5	PCE	31003103337000100	2,000		[Not Selected]
11		1606295	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	5	5	PCE	31003103337000101	2,000		[Not Selected]
12		1606296	2000016062960	DEMO ARTIKEL 2 NL WEBEDI	5	5	PCE	31003103337000102	2,000		[Not Selected]
13		1606297	2000016062977	DEMO ARTIKEL 3 NL WEBEDI	5	5	PCE	31003103337000100	2,000		[Not Selected]
14		1606295	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	5	5	PCE	31003103337000101	2,000		[Not Selected]
15		1606296	2000016062960	DEMO ARTIKEL 2 NL WEBEDI	5	5	PCE	31003103337000102	2,000		[Not Selected]
16		1606297	2000016062977	DEMO ARTIKEL 3 NL WEBEDI	5	5	PCE	31003103337000100	2,000		[Not Selected]
17		1606295	2000016062953	DEMO ARTIKEL 1 NL WEBEDI	5	5	PCE	31003103337000101	2,000		[Not Selected]
18		1606296	2000016062960	DEMO ARTIKEL 2 NL WEBEDI	5	5	PCE	31003103337000102	2,000		[Not Selected]

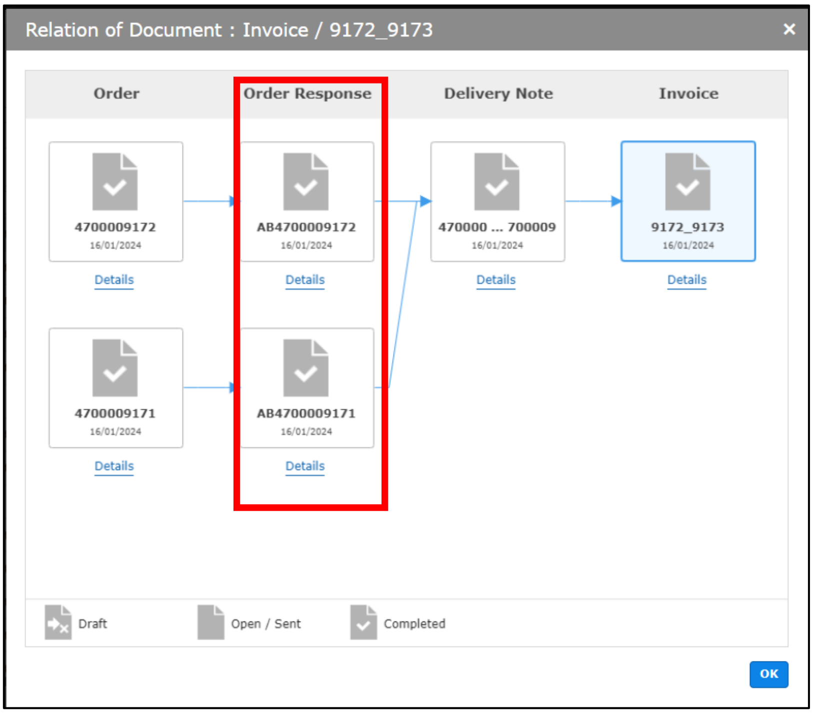
Once all desired articles and values are present, the delivery note can be processed and sent or completed as usual. Now, the process progress of the delivery note (DN) should be highlighted in dark green, indicating completion.

Finally, invoicing can be done based on the consolidated delivery note as usual.

For verification, document relations can also be displayed.



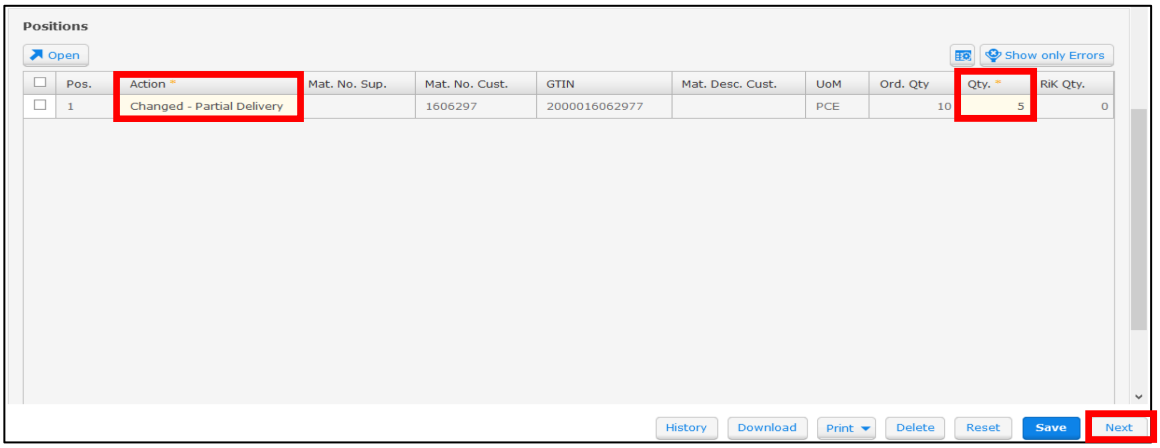
The **"Relation of Document"** – view shows among others all the orders that have been consolidated into a single delivery note respectively invoice.



3.4.5. Example partial delivery

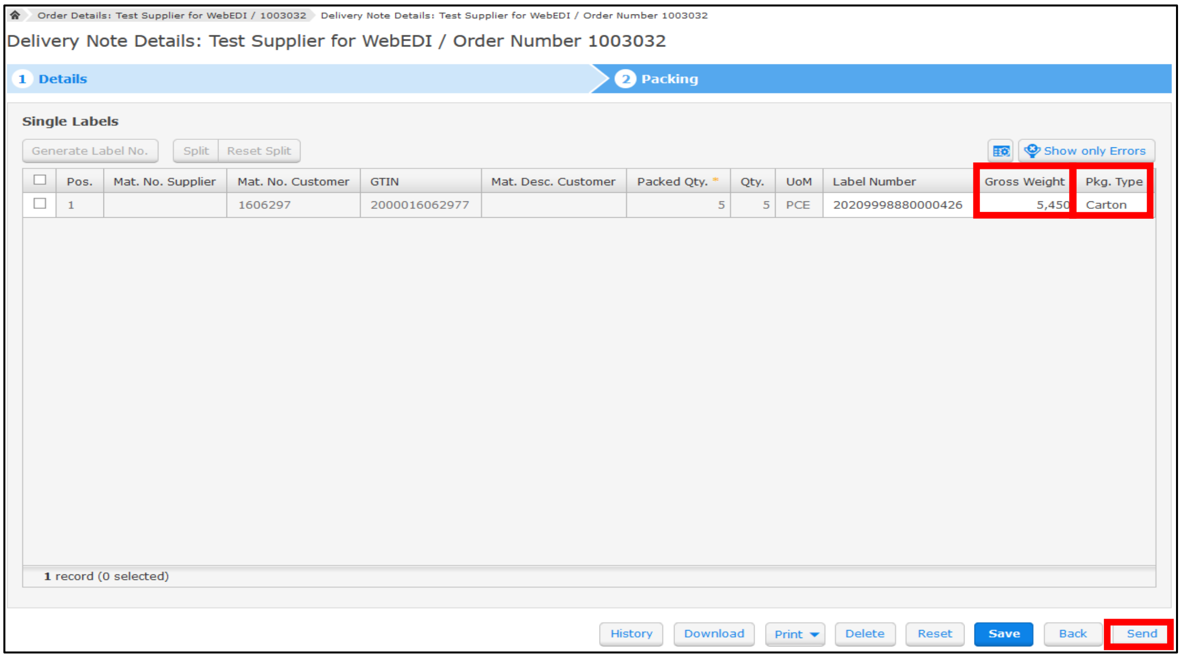
If necessary and by agreement, partial deliveries can also be recorded. If a position is to be completely delivered with another delivery note, the action must be set to **"Changed – Partial Delivery,"** and the delivery quantity must be set to **„0."**

In the following example, 10 units are expected to be delivered. However, five units are available only. Therefore, the quantity needs to be manually reduced to five pieces.



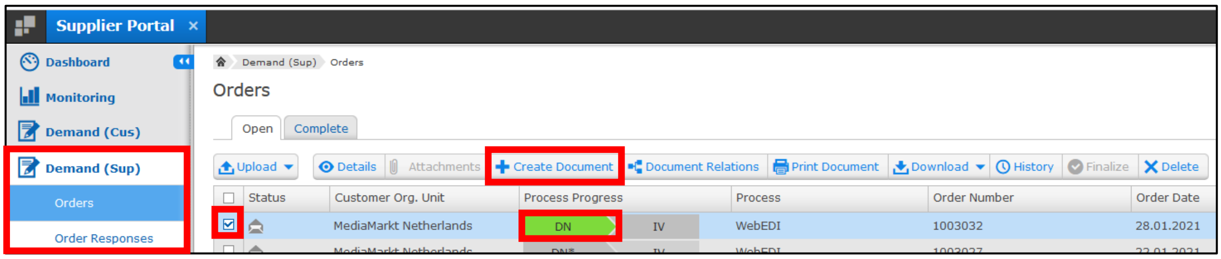
Using the "**Next**" button a new input window opens. Here, packaging and weight information (in **kilograms**) can be entered.

If the settings under **„Settings/Supplier/Packing SSCC/Mode"** have not been fully maintained, an error message may be displayed, as shown in the next image. More information about this can be found in the **"SSCC-18 (DE: NVE)"** chapter.

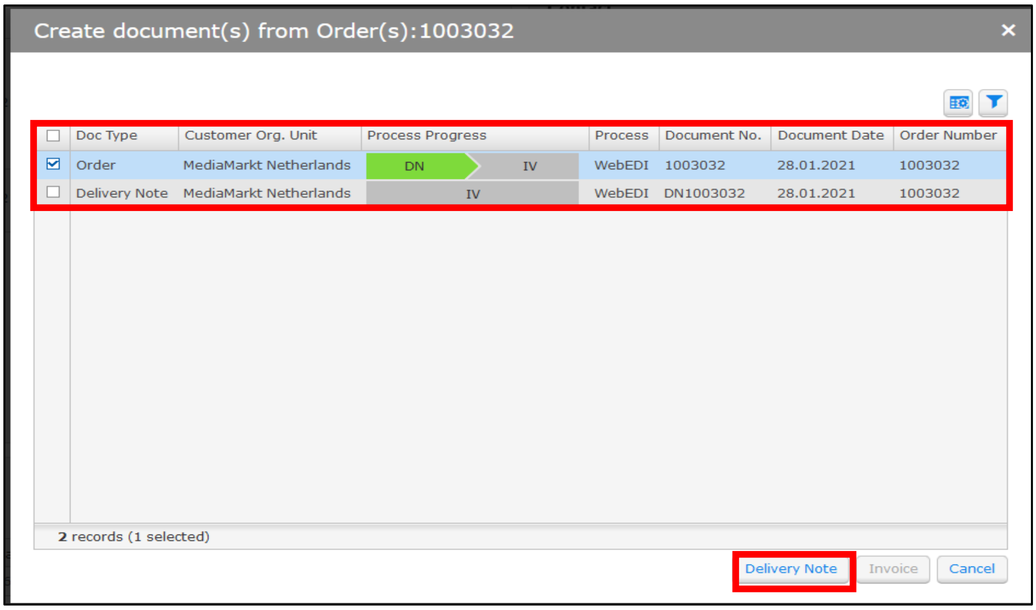


After entering all required information, the partial delivery can be transmitted to the buyer. This can be done with the "**Send**" button.

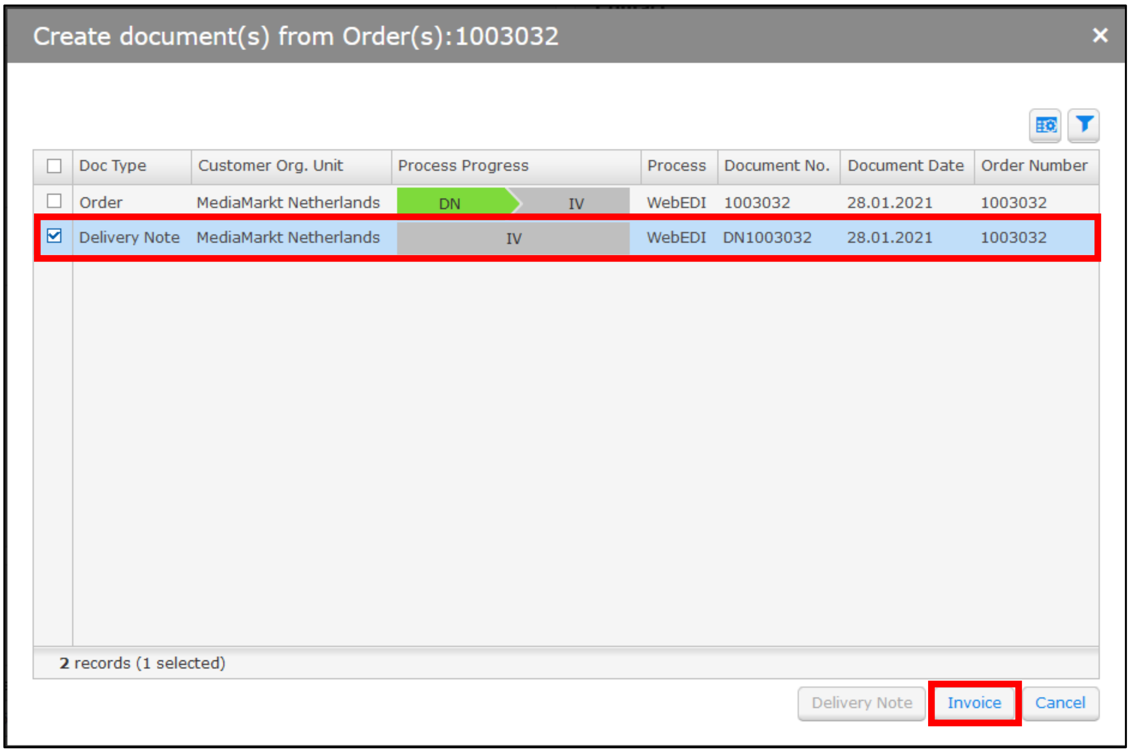
Further partial deliveries can be created from **"Demand"** menu item. The light green colour indicates that it is a partial delivery. With the **"Create Document"** button, the next partial delivery can be recorded after activating the desired record.



The opening window finally offers the options to either create a new delivery note for goods that are available again,



or to invoice for already notified goods.



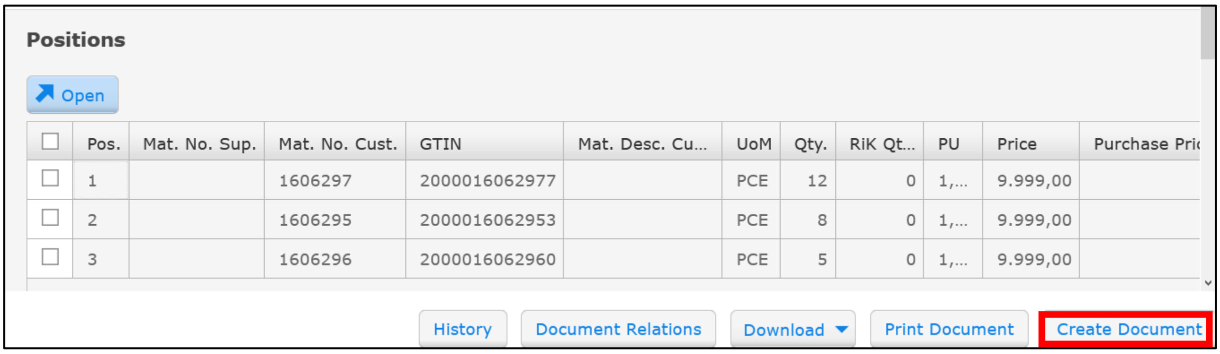
3.5. Billing

The **"Billing"** menu node is used for creating invoices. The following rules must be observed:

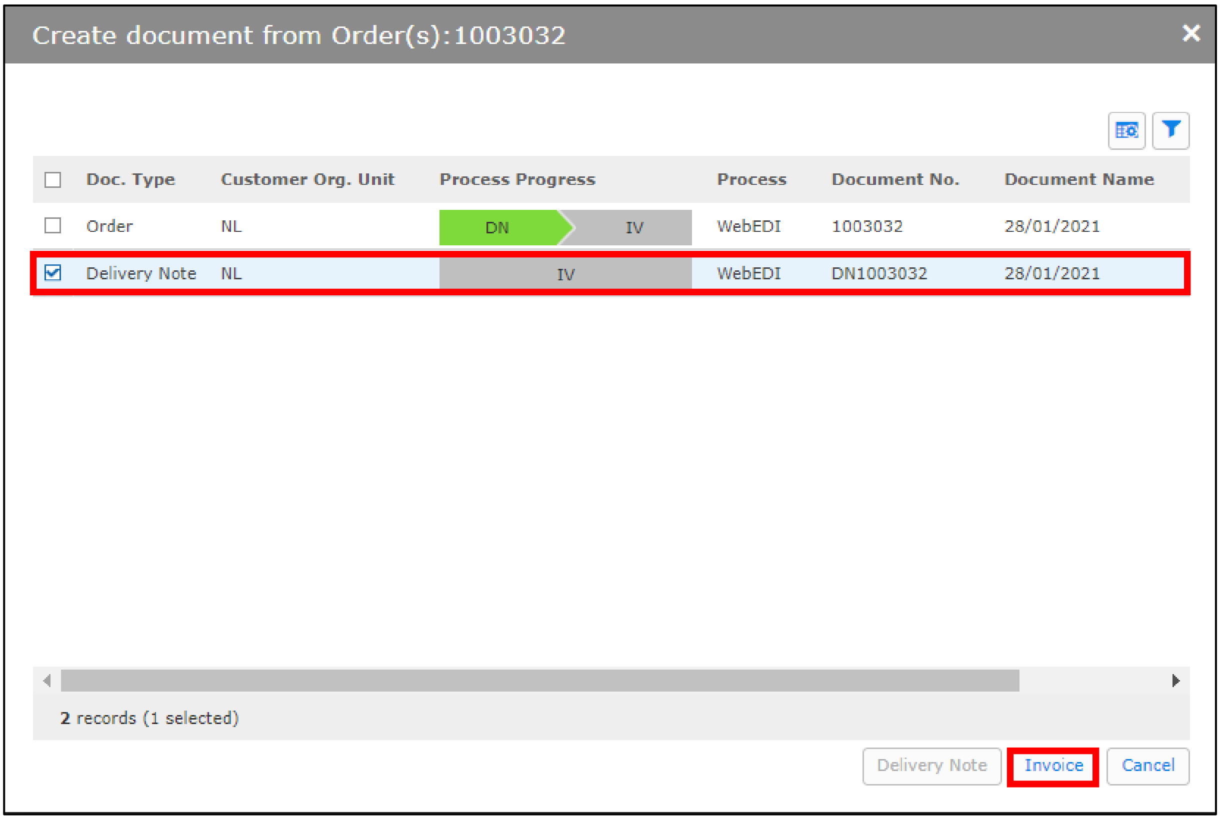
- An invoice relates to only one delivery note.
- The invoice date must not be in the future.
- For partial deliveries, only one invoice can be created per delivery note, referring to the dedicated partial delivery.

An invoice can only be generated from the following sources after the complete transmission of a delivery note:

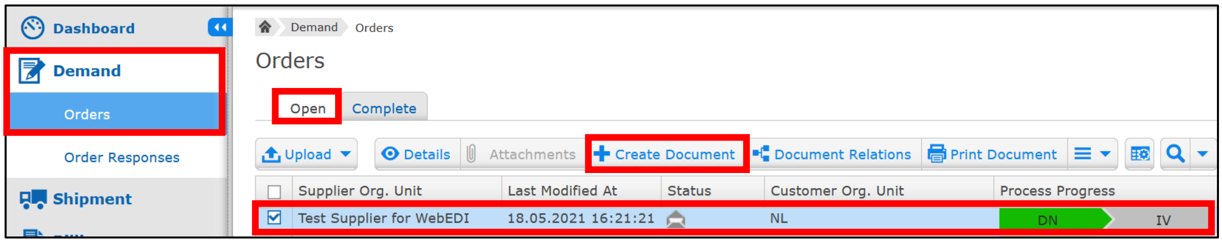
a. directly from the underlying delivery note document using the button **"Create Document"**



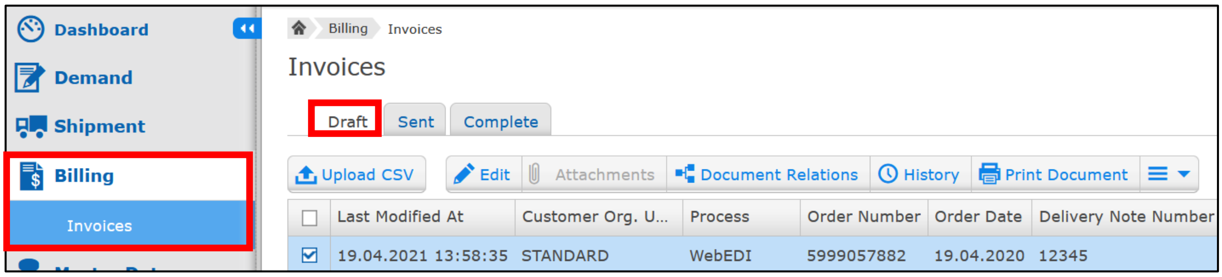
Especially in the case of partial deliveries, a list of delivery notes is provided from which the invoice should be created. After activating the respective partial delivery note, the invoice may be created for just this document.



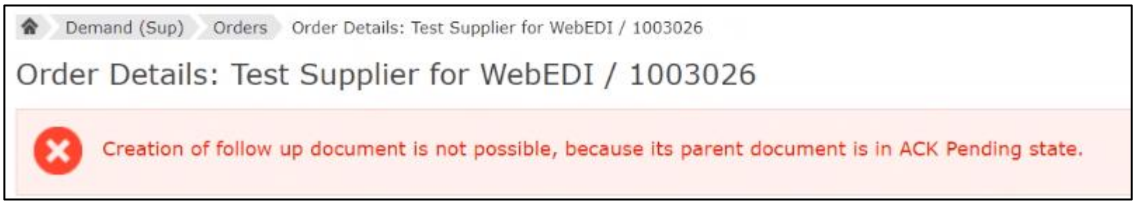
b. from the **"Open"** Orders tab by using the button **„Create Document"**



c. from the **"Billing/Invoices/Draft"** tab using the button **„Edit"** if a draft has been saved previously



If the following error occurs after sending a delivery note, it is just necessary to wait a few seconds for the real time confirmation of the internal MediaMarktSaturn systems. Follow-up documents may be created only after the reception of this confirmation.



3.5.1. Invoice

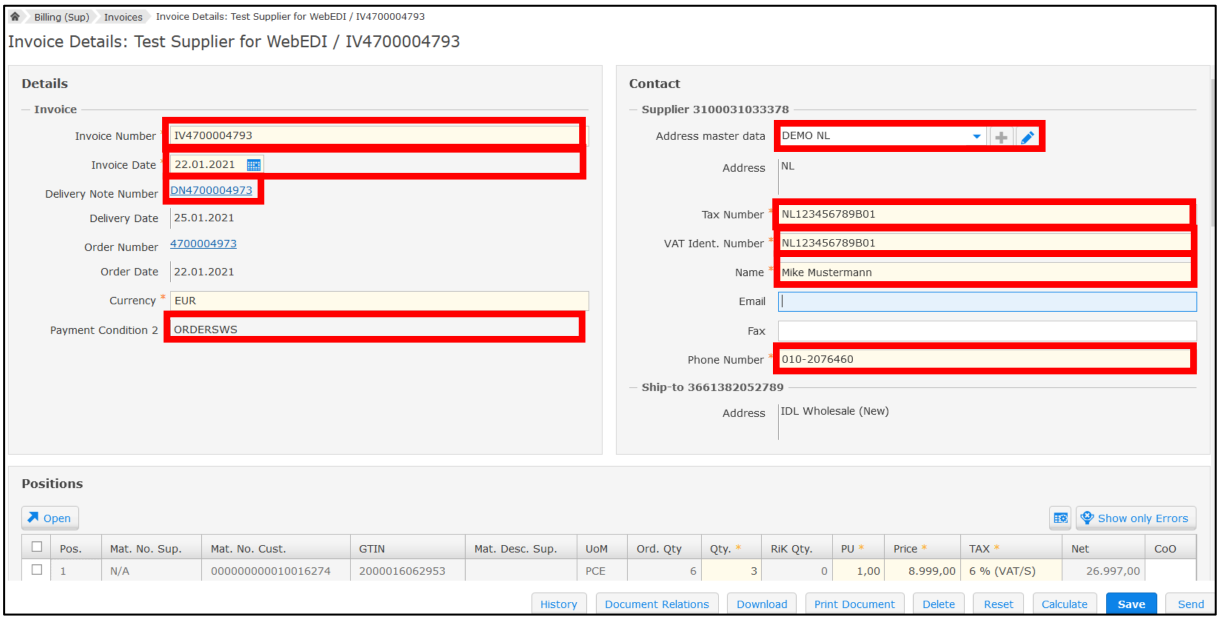
IMPORTANT:
When creating an invoice, it must be verified whether any products are subject to duties. If they are, the duties must be added to the product before issuing the invoice. In case of any doubts which duties apply, the EDI responsible for the respective country may be contacted.

Invoices can be created as follow-up documents of delivery notes. The following fields – among others - can be edited:

.

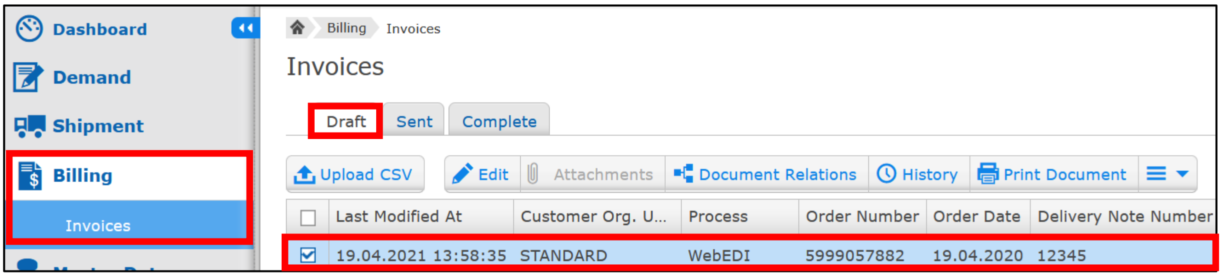
a. Invoice – header (Details and Contact)

The editable mandatory fields in the invoice header include **"Invoice Number," "Invoice Date," “Currency,” "Tax Number," "VAT ID," "Name,"** and **"Phone Number."** Most of the information is prefilled, and the invoice number and date must be manually entered.



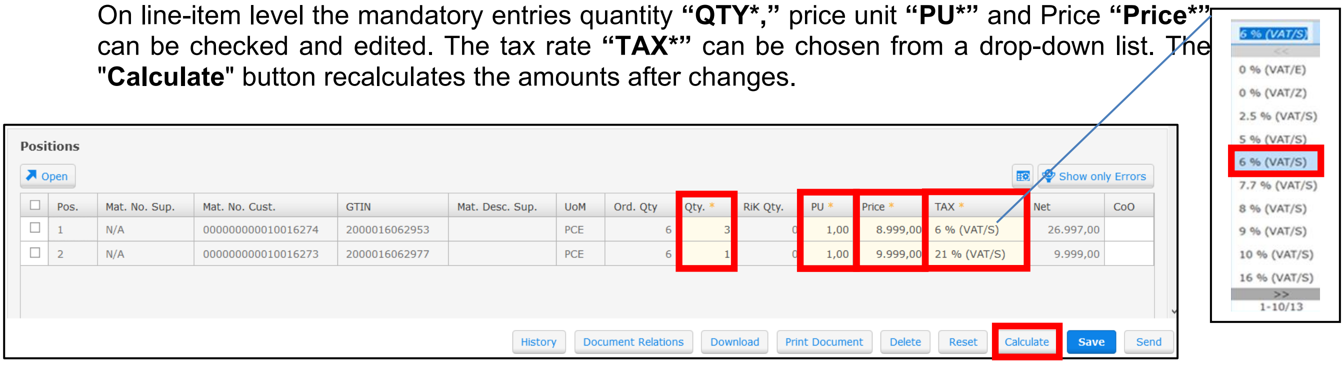
IMPORTANT: In case of a different "Tax Number" or "VAT ID," the responsible MMS EDI contact must be informed before sending. Due to various plausibility checks, unknown or different numbers can lead to rejections.

With the **"Save"** button, the current status is saved so that the filled fields are retained if the document is presented for later processing. The presentation can be done from the **“Billing/Invoices/Draft"** tab.



b. Invoice – line items (Positions)

On line-item level the mandatory entries quantity **"QTY*,"** price unit **"PU*"** and Price **"Price*"** can be checked and edited. The tax rate **"TAX*"** can be chosen from a drop-down list. The "**Calculate**" button recalculates the amounts after changes.

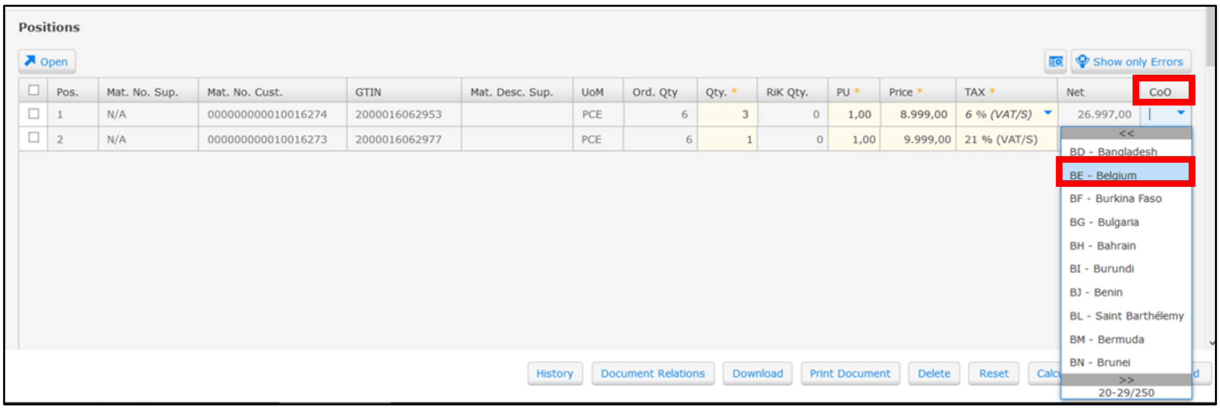


Two of the current tax rates are 0% in selected countries like Germany. They differ as follows:

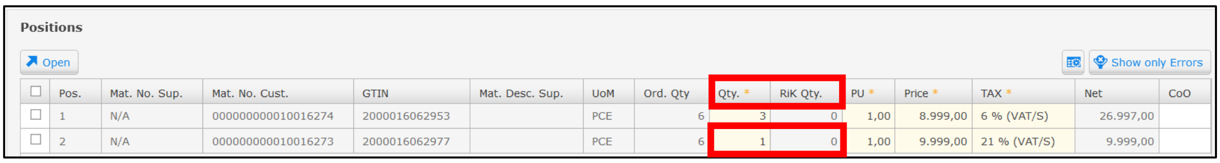
✓ 0% (VAT/E): **Exempt from tax / taxes are not applicable**
✓ 0% (VAT/Z): **Zero rated (taxable) goods / the goods are at a zero rate**

If necessary, further tax rates can be added in the future as required.

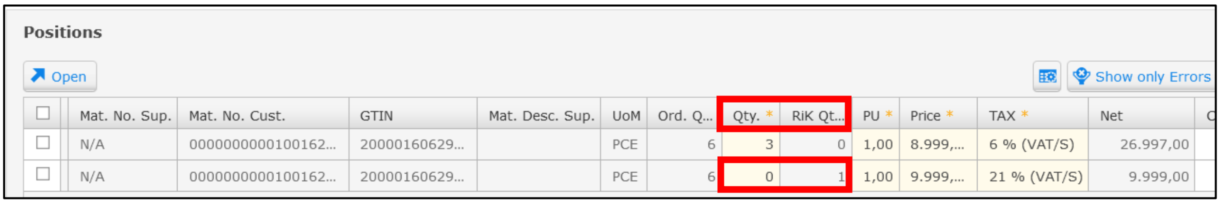
Optionally, and depending on the process, it is also possible to enter the country of origin of an item in the **"COO"** column by selecting a value from the drop-down list or entering the country code directly.



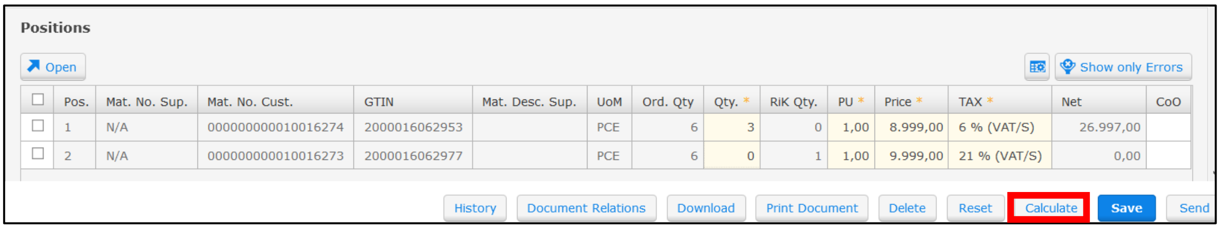
Potential Goods in kind **"RiK Qty"** quantities will already appear in the initial purchase order as individual line - item. Nevertheless, in particular cases and upon agreement, it is possible to specify goods in kind in invoices. For this the quantity value "**QTY***" needs to be reduced accordingly. In the following example the quantity of the second line was reduced by one piece.



This results to one good in kind in line 2.

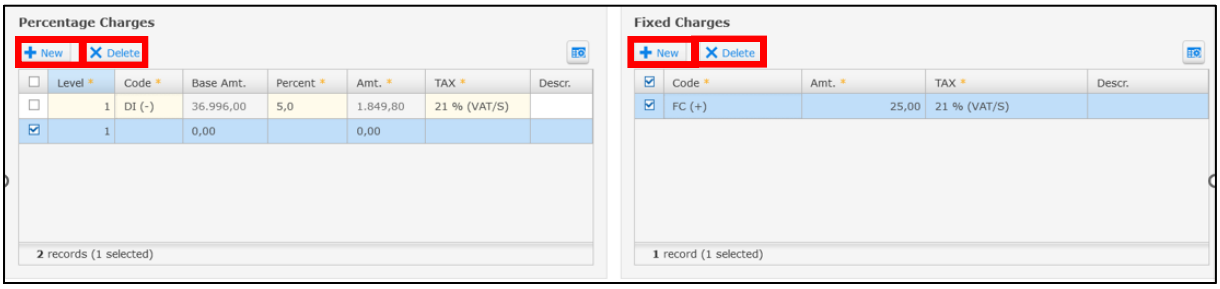


The "**Calculate**" button updates the amounts as required immediately.



Surcharges and discounts may apply to line-item and header level and may be captured as percentage as well as fixed amounts.

Invoice surcharges and discounts (entire invoice) can be recorded in the area following the **“Positions”** representation using the **"New"** button. Recorded discounts can be removed using the **"Delete"** button.



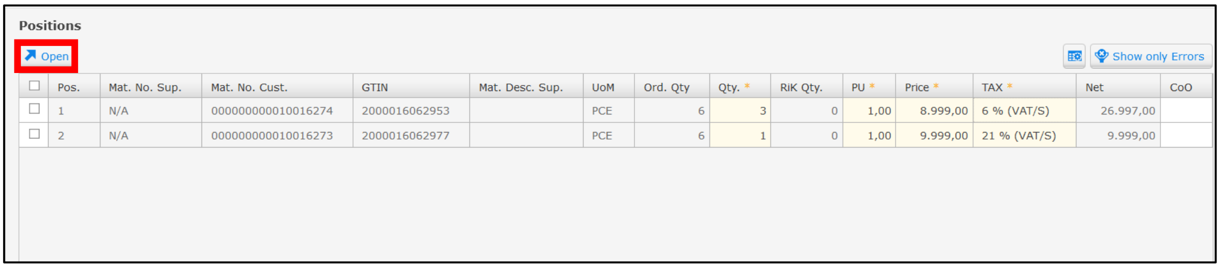
Based on current agreements and guidelines the following discounts and charges are available on header/document level:

Charge-/ allowance code	Code description header/document level
IN (+)	Insurance surcharge
HD (+)	Handling surcharge
FC (+)	Freight surcharge
DI (-)	Discount
PC (+)	Packaging surcharge

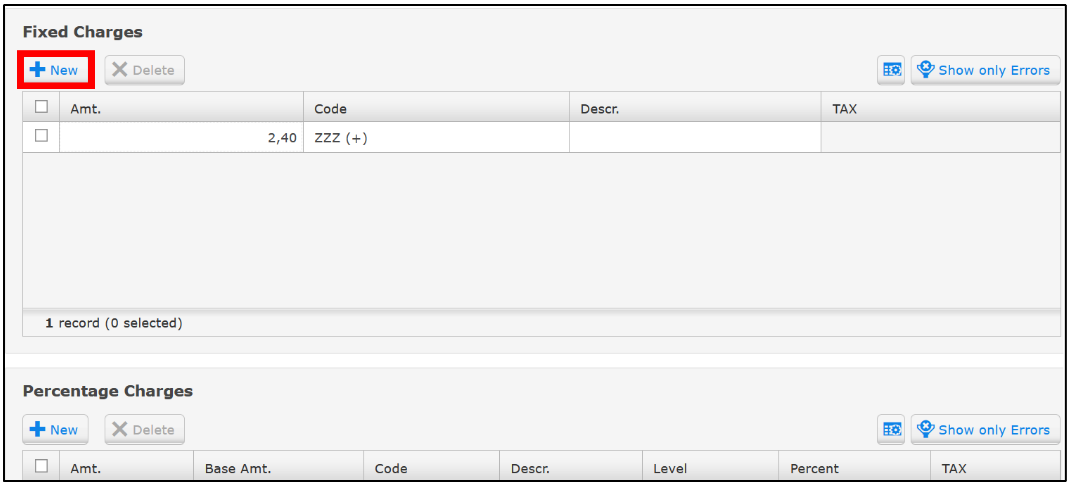
Further header/document level codes are intended for future use:

Charge-/ allowance code	Code description header/document level
QAA (+)	Quantity surcharge
AA (-)	Advertising allowance
QD (-)	Quantity discount
RAA (-)	(Chargeback) discount / Rebate
AAT (+)	Express delivery surcharge

Line-item surcharges and discounts may be captured in the "**Positions**" section by means of the "**Open**" button.



A new window appears. Surcharges and discounts may be added by using the **"New"** button.



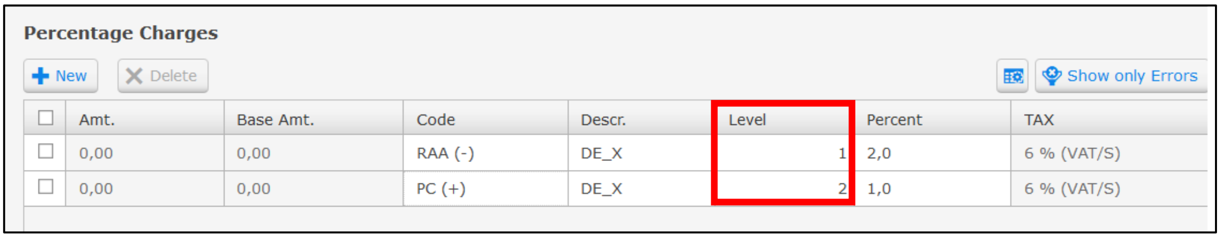
Based on current agreements and guidelines the following discounts and charges are available on line - item level:

Charge-/ allowance code	Code description line-item level
ZZZ (+)	Mutually defined charge

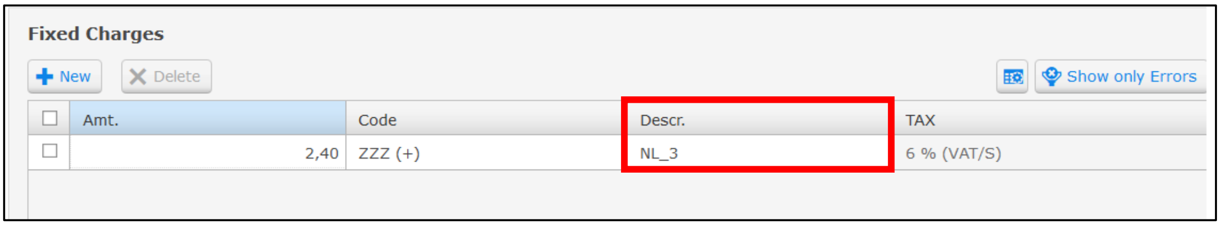
Further line-item level codes are intended for future use:

Charge-/ allowance code	Code description line-item level
QAA (+)	Quantity surcharge
AA (-)	Advertising discount
FC (+)	Freight charge
QD (-)	Quantity discount
RAA (-)	(Chargeback) discount / Rebate
PC (+)	Packaging surcharge
AAT (+)	Express delivery surcharge
(tbd)	(ACQ) Royalty surcharge (royalties)

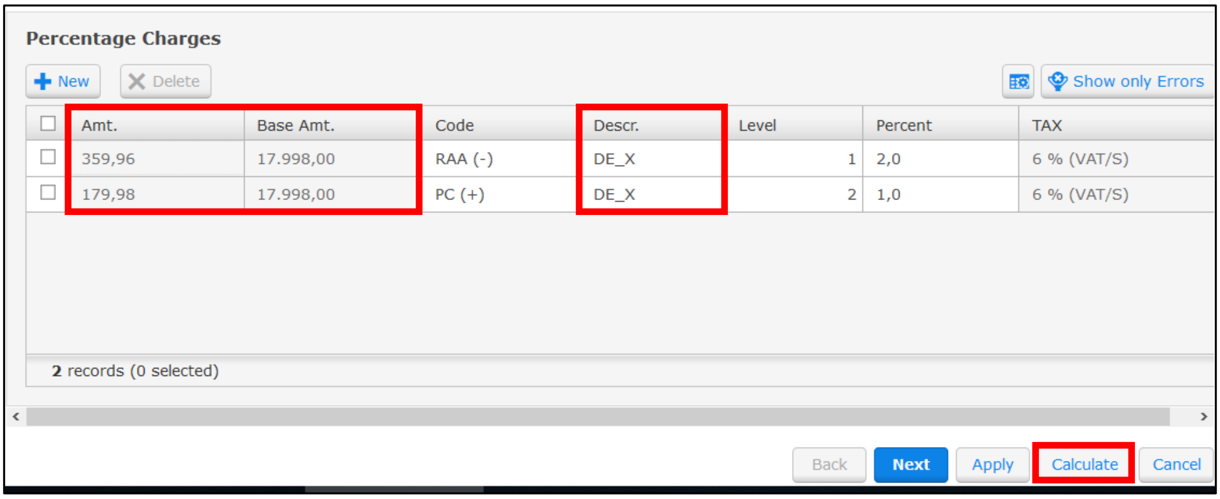
Discount levels can be selected in the "**Level**" column of the header as well as of the line-item "**Percentage Charges**." At least in this case it is crucial to enter the values according to the calculation sequence, otherwise the amounts will not be displayed correctly.



In certain cases, standardized or mutually agreed-upon discount texts or codes must be transferred. These are mostly specified by the MediaMarktSaturn national EDI responsible and must be recorded in the **"Descr."** column. The following example shows a position surcharge from the Netherlands.



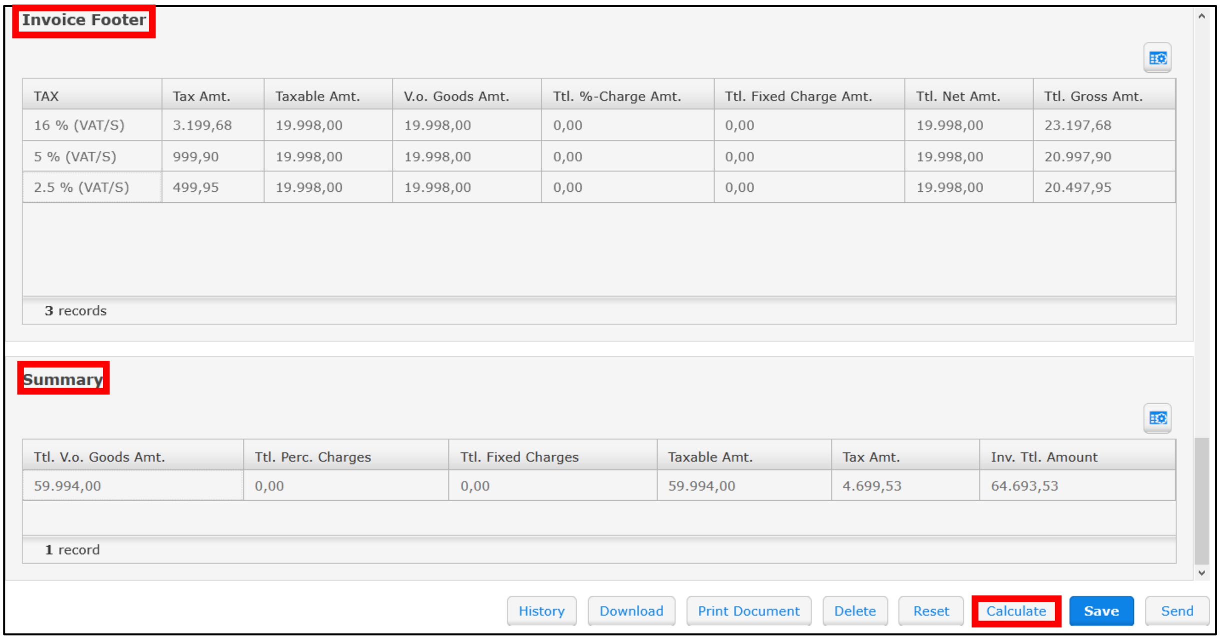
The "**Calculate**" button recalculates amounts after the changes are made.



Captured discounts can be removed again after activating the respective data record by using the "**Delete**" button.

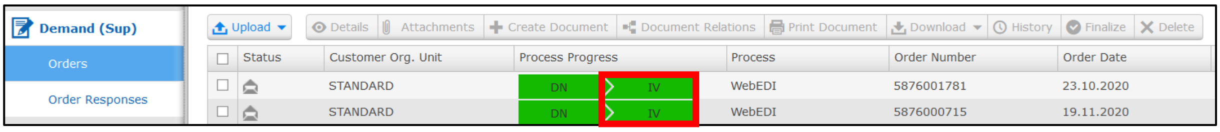
c. Invoice Footer and summary

The final invoice amounts can be found in the document areas **"Invoice Footer"** and **"Summary"** at the bottom of the document display. It is important to always recalculate the sums, especially when changes have been made.



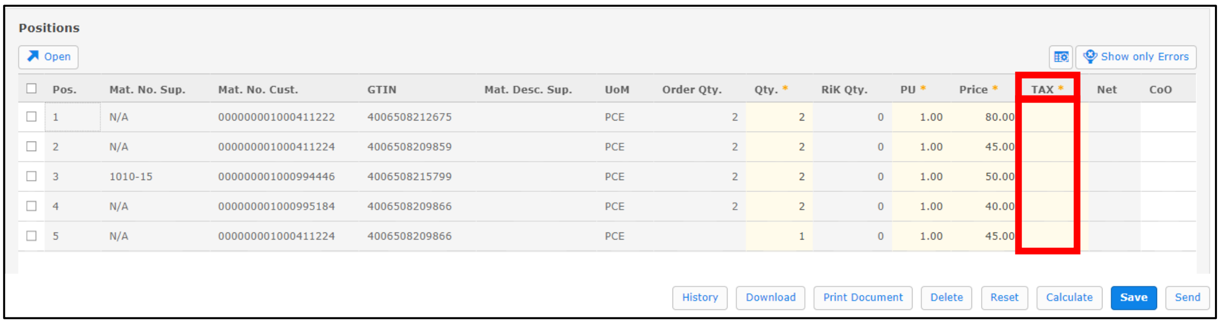
Finally, by clicking the "Send" button, the invoice is transmitted to the buyer.

The **"Process Progress"** marks the forwarded invoice in dark green. Hence this order process is completed.



3.5.1.1. Line tax bulk update

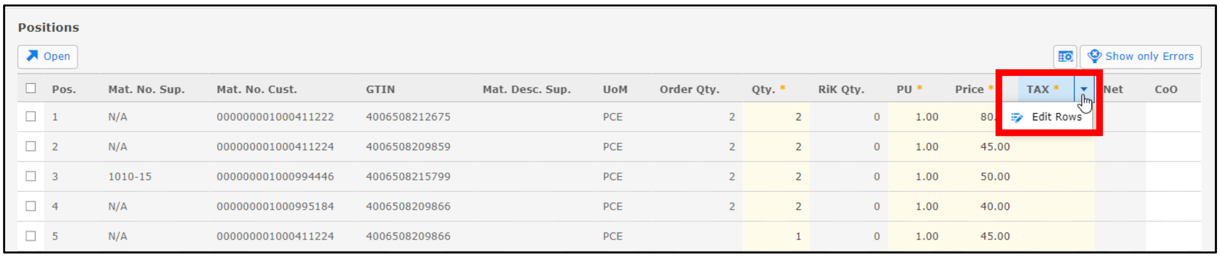
If the tax rate is not present at the line item level, it must be manually entered for each individual line item. To minimize effort, it is possible to apply the tax rate simultaneously to all line items. Afterward, individual tax rates can be manually adjusted.



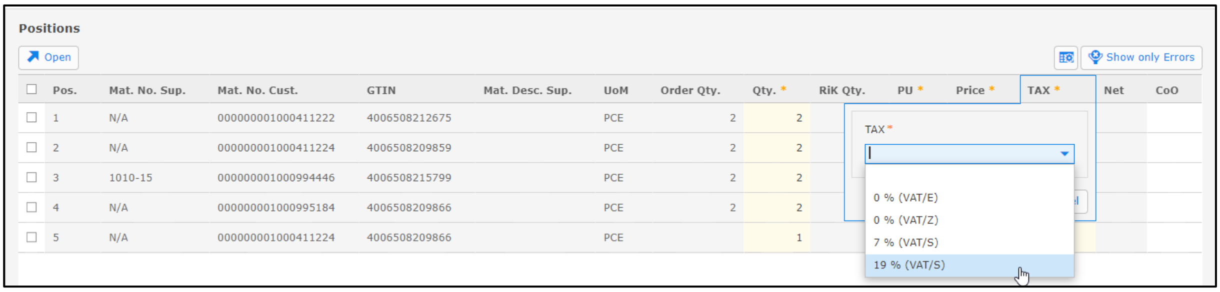
For this there is a drop-down menu on the right of the **„Tax"** - column header.

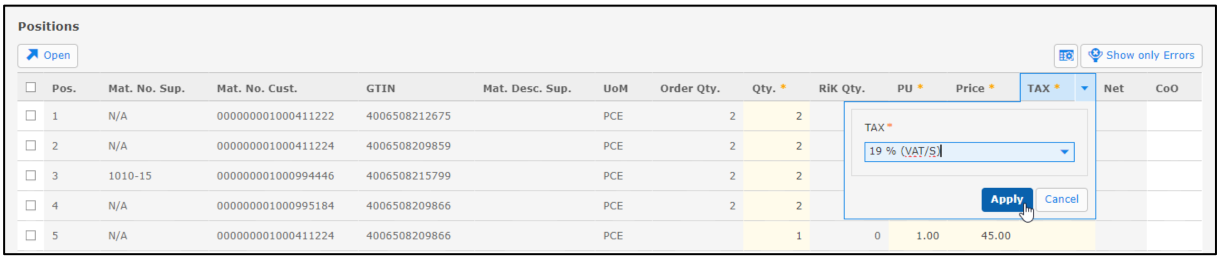
Note:
If the dropdown menu is not immediately visible (depending on the column width), it might appear above the next column

When expanded, "Edit Rows" can be selected.

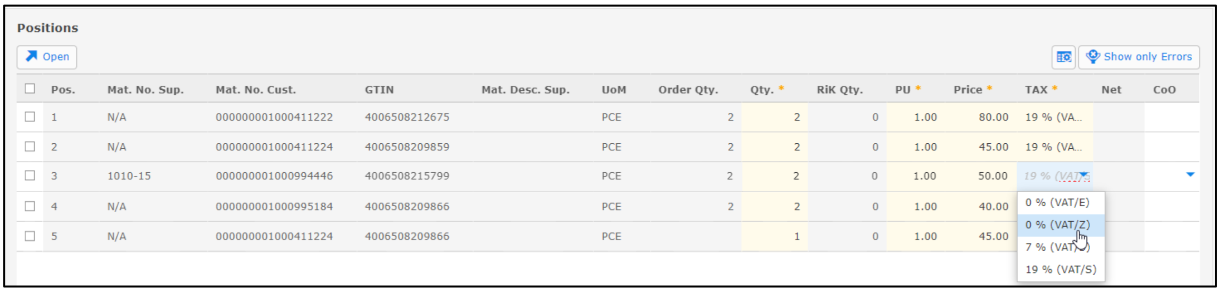


After doing so, the individual tax rate may be chosen and applied.





The assigned rates may be changed afterwards as required.



3.5.2. E-Invoicing initiative adjustments

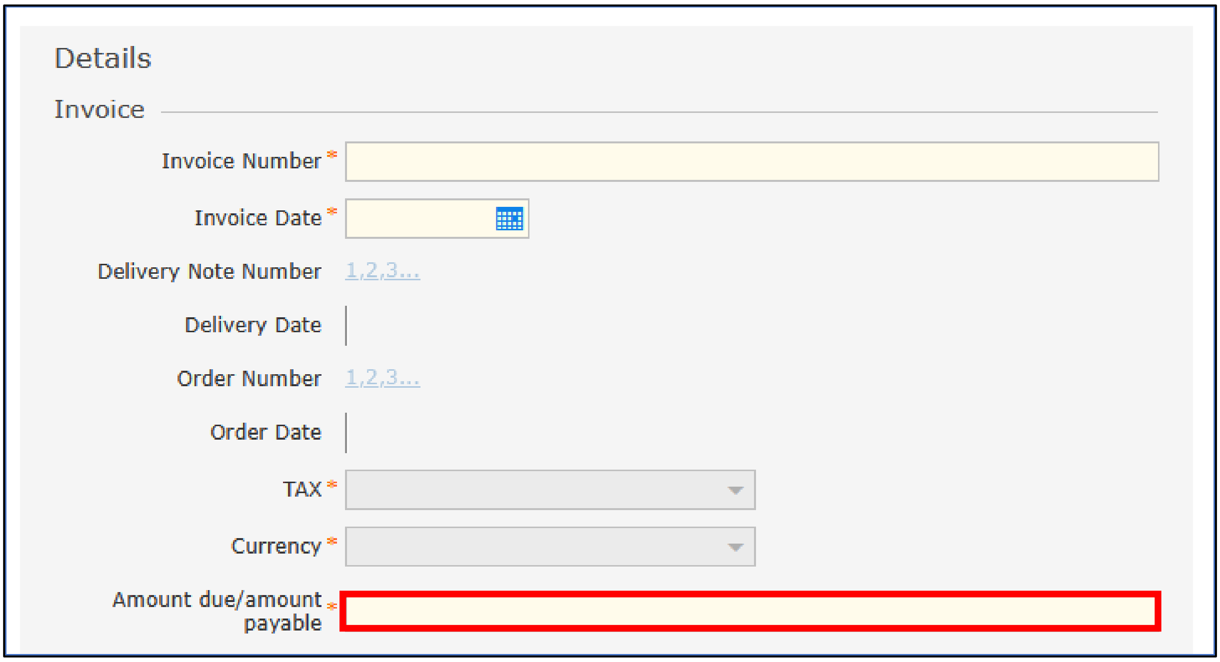
Due to the European e-invoicing initiative, new requirements and guidelines must be reflected in the WebEdi applications where necessary.

This chapter outlines the adjustments implemented for each participating country separately.

3.5.2.1. Belgium

From January 1st, 2026, all invoices between business partners (B2B) must be transmitted electronically.

In addition, the outstanding balance of the invoice must be provided. This amount must be entered in the **“Amount due/amount payable”** field on header level.



For Belgian suppliers, the outstanding balance will already be available as an optional field in December 2025.

By December 31st, 2025, at the latest, this will be converted into a mandatory field. Invoices that do not include the outstanding balance will no longer be accepted once activated.

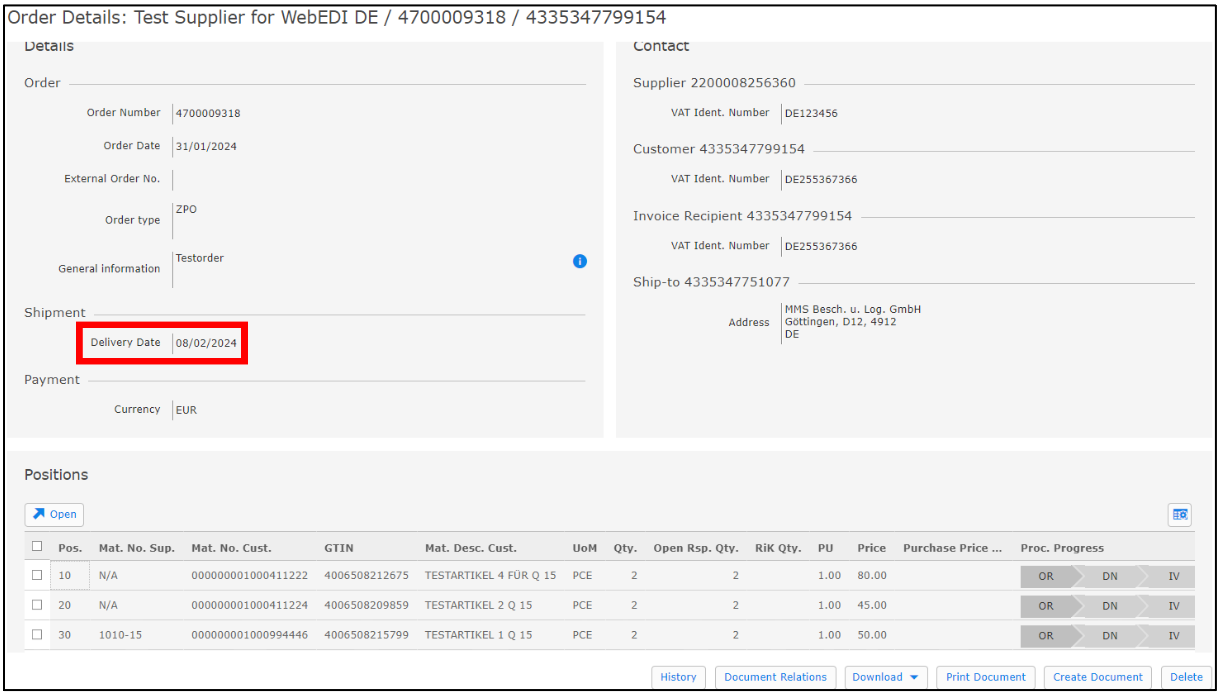
4. Practical scenarios

In this chapter, practical test scenarios with screenshots are provided to support the suppliers.

4.1. Happy Day Case (standard process without deviations)

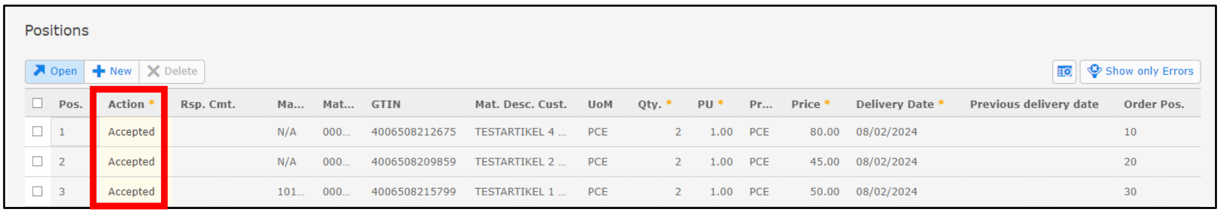
This scenario depicts a standard ordering/delivery process without deviations.

Order: The supplier receives an order with multiple line-items, all having the same delivery date.



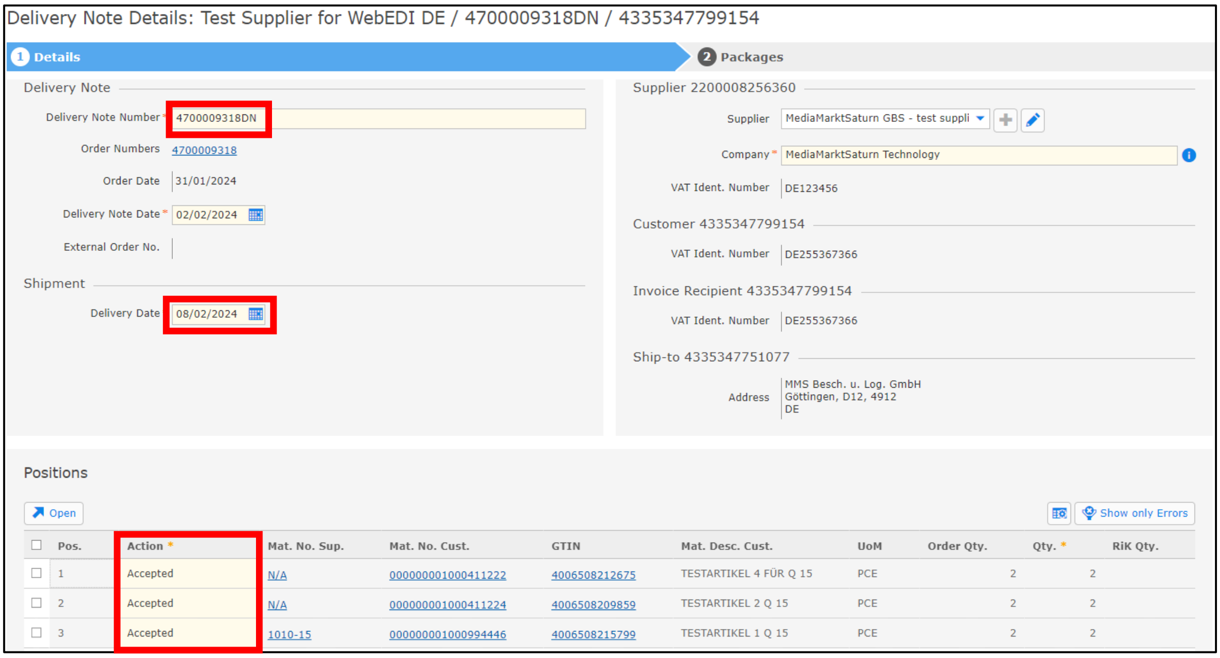
Order Response: The line-items are confirmed as follows.

Action: "Accepted"

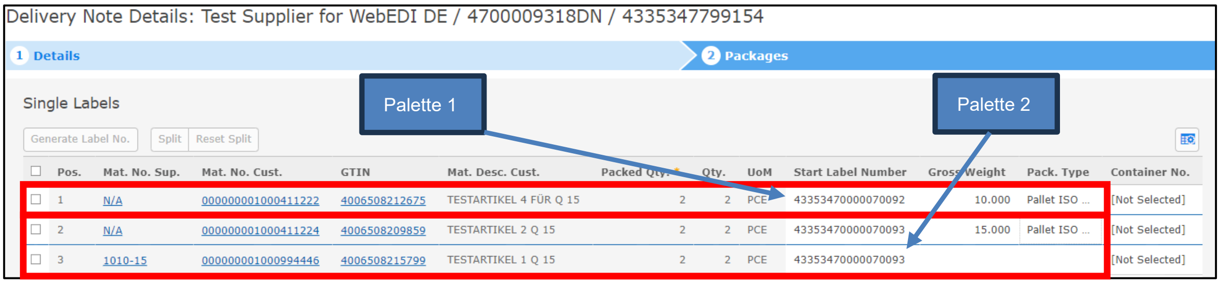


Delivery Note: All items are shipped with one delivery note on the desired delivery date.

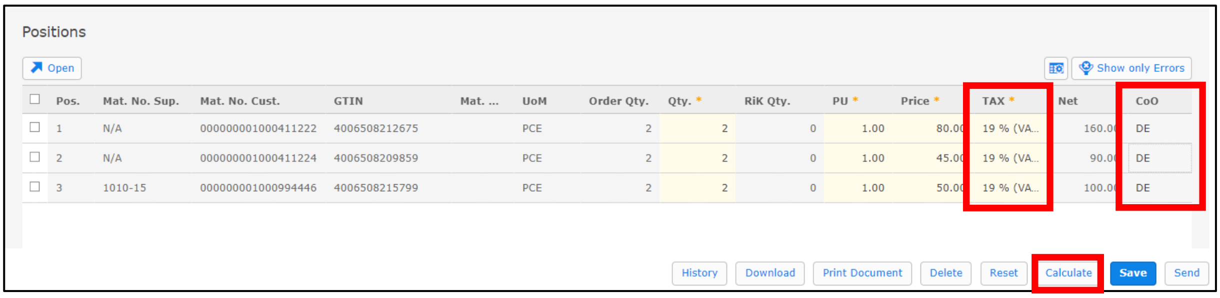
Action: "Accepted"



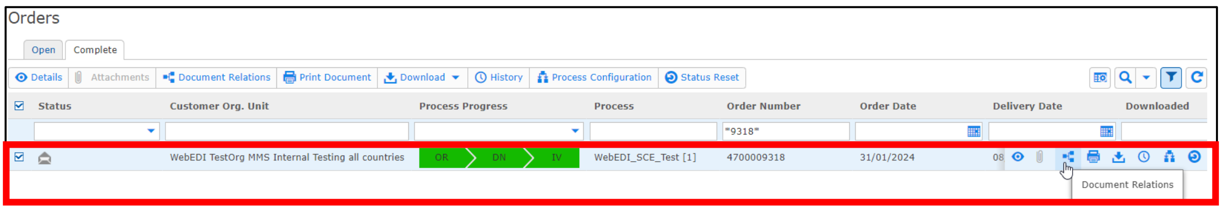
The goods are distributed across two pallets:
Palette 1: Item 10 in single variety
Palette 2: Items 20 + 30 as a mixed pallet
Each pallet must have its own label number (SSCC-18).

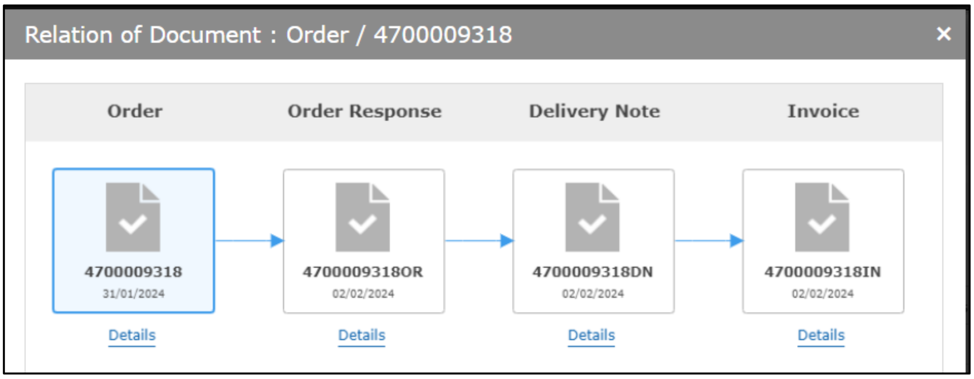


<u>Invoice:</u> All items billed with one invoice.
If necessary, the country of origin will be specified in the **"CoO"** column.



The **"Document Relations"** view, illustrates the 1:1 relation of the documents.



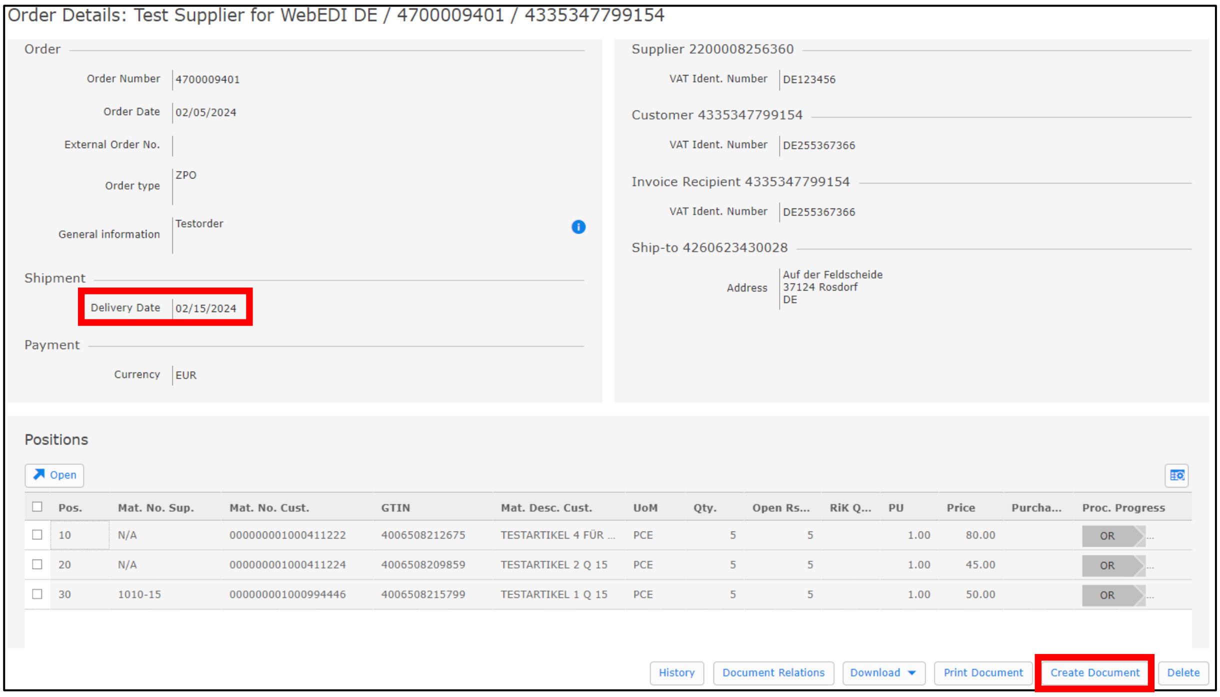


4.2. Quantity Type Code Qualifier Case (confirmation variants)

This scenario illustrates different order confirmation variants and how they can be configured. Specifically, it addresses the following variations:

- Goods will be delivered at an **unknown date** (order backlog)
- The backlog will be resolved with a **new order response** and a **new delivery date**.
- Goods will be **cancelled**

Order: The supplier receives an order with multiple line-items, all having the same delivery date.



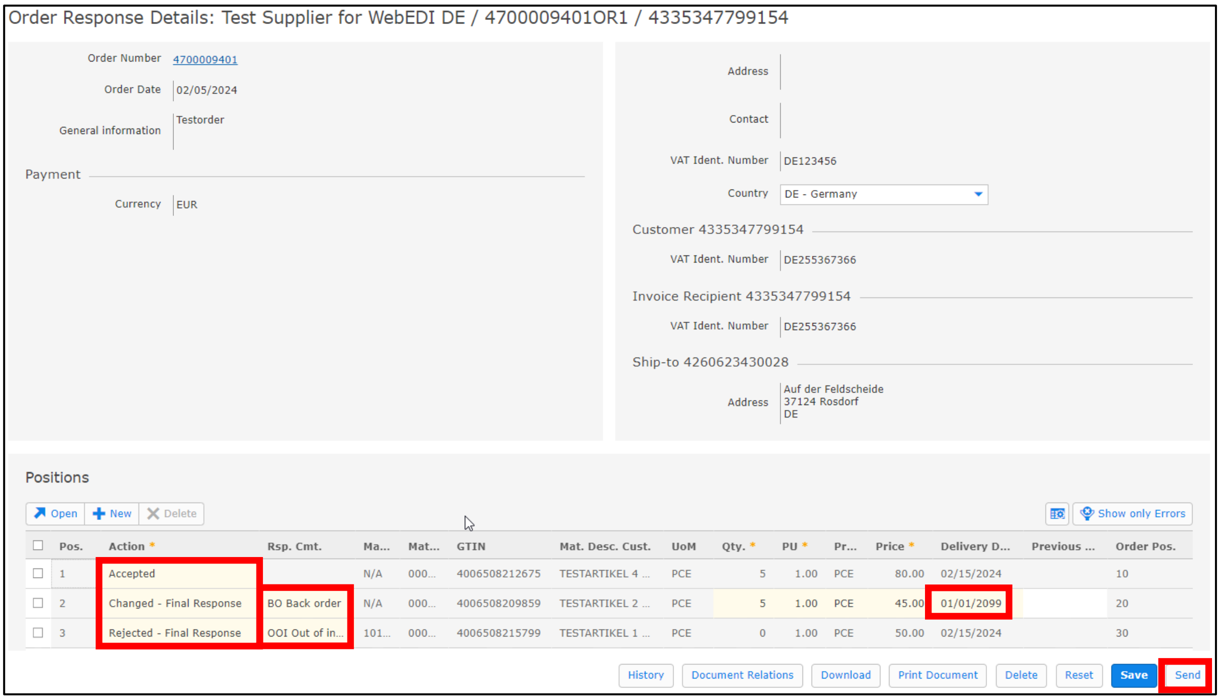
Order Response: The first line will be confirmed as is. For the second line there is not sufficient stock available and is confirmed as back order. The third line is being completely cancelled (out of stock/goods not available anymore).

Position 1: Accepted as is.
Action: “Accepted“

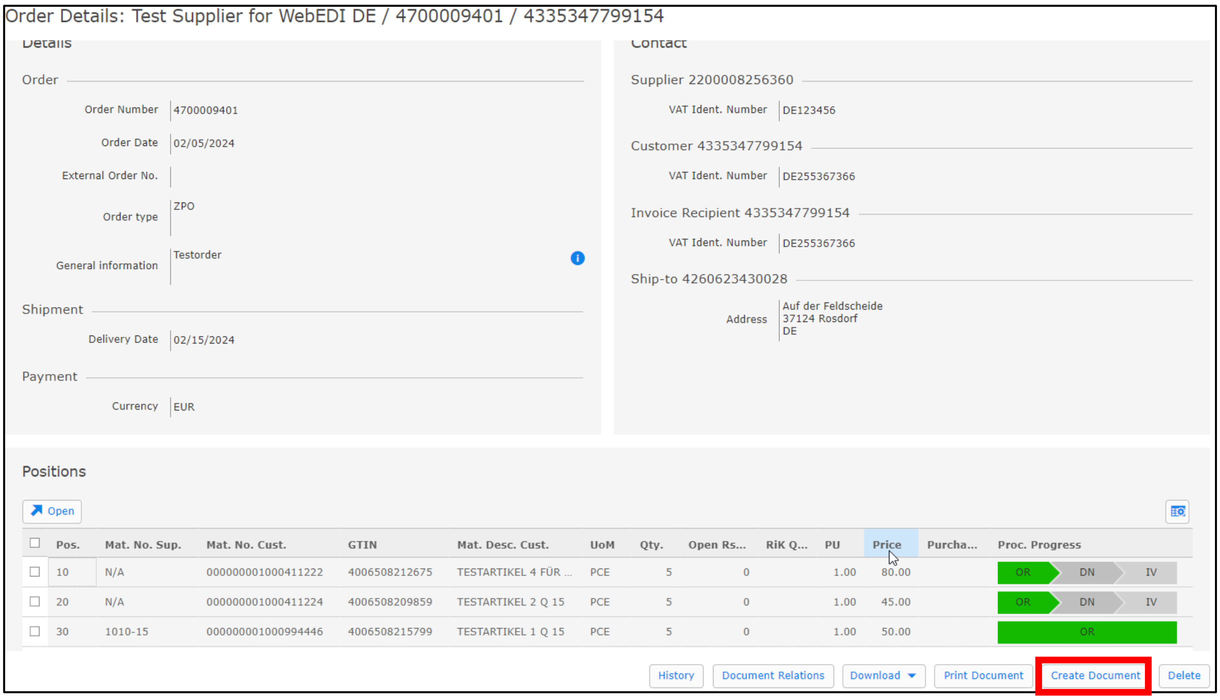
Position 2: Accepted, Delivery date unknown (back order).
Action: “Changed – Final Response“
Rsp.Cmt.: "BO Back order“

Delivery Date: "01/01/2099“ (manual entry default value)

Position 3: Completely cancelled.
Action: "Rejected – Final Response“
Rsp.Cmt.: "OOI Out of inventory”
Quantity*: Automatically set to **“0”**



<u>Delivery Note 1:</u> All required follow-up documents can be created from the underlying Order using the **“Create Document”** button.

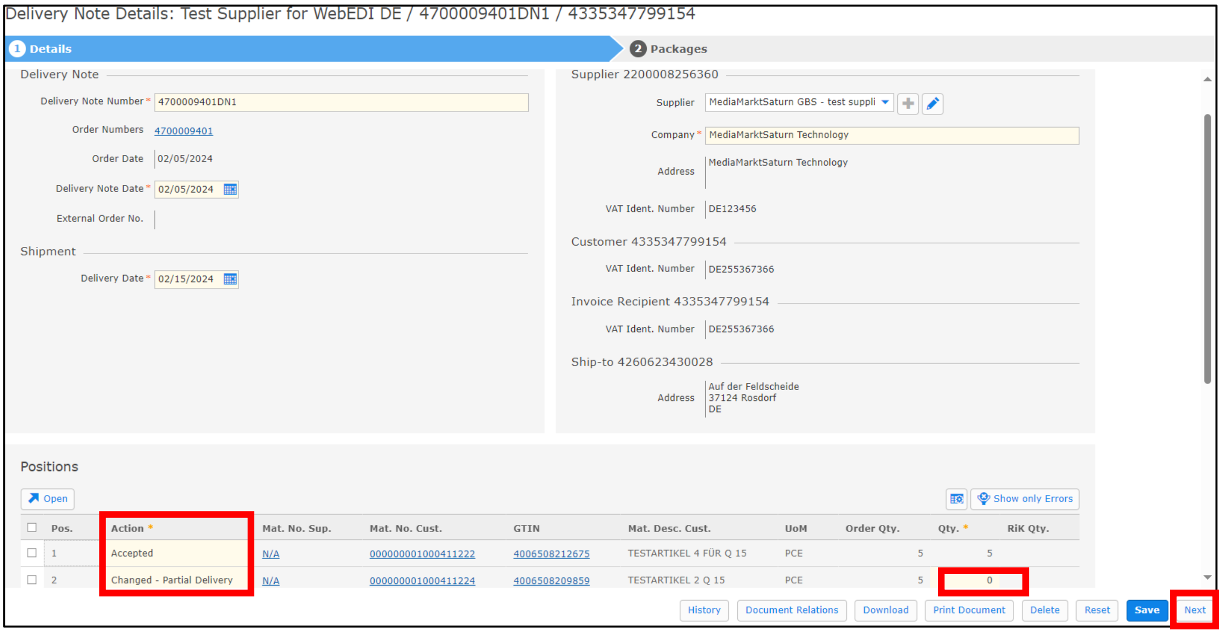


The available goods from line-item 1 will be delivered immediately with one delivery note on the desired delivery date (accepted as is). Position 2 will be set to back order since the required quantity is not yet available. Position 3 will not exist in this document since it was already cancelled in the order response.

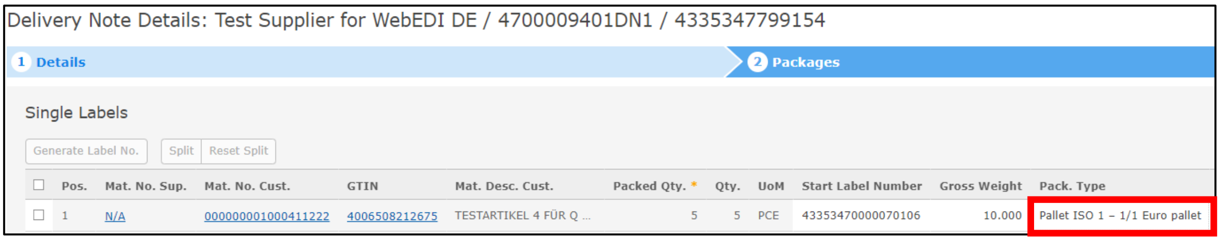
Position 1: Will be delivered on the desired delivery date.
Action: "Accepted"

Position 2: No delivery (back order).
Action: "Changed – Partial Delivery"
Quantity: Manually set to „0"

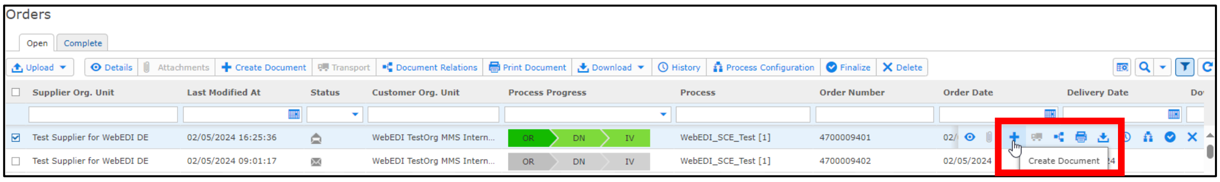
Position 3: N/A. Already cancelled.

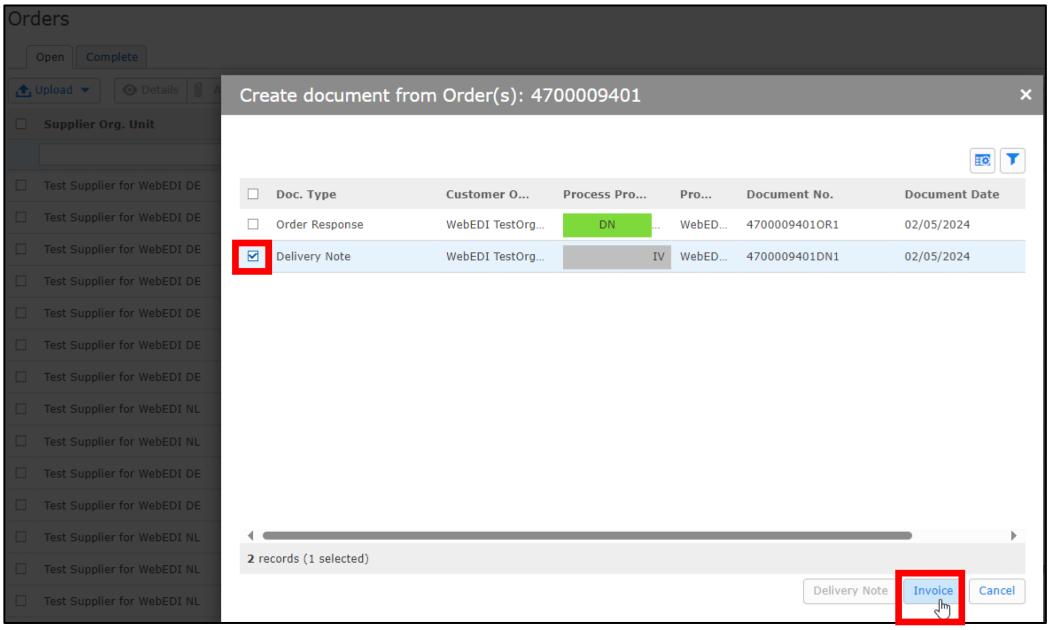


The goods will be shipped on a single pallet.

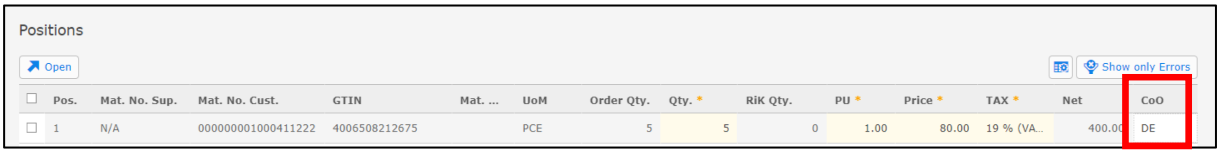


<u>Invoice 1:</u> The goods from the first order-position are now invoiced.

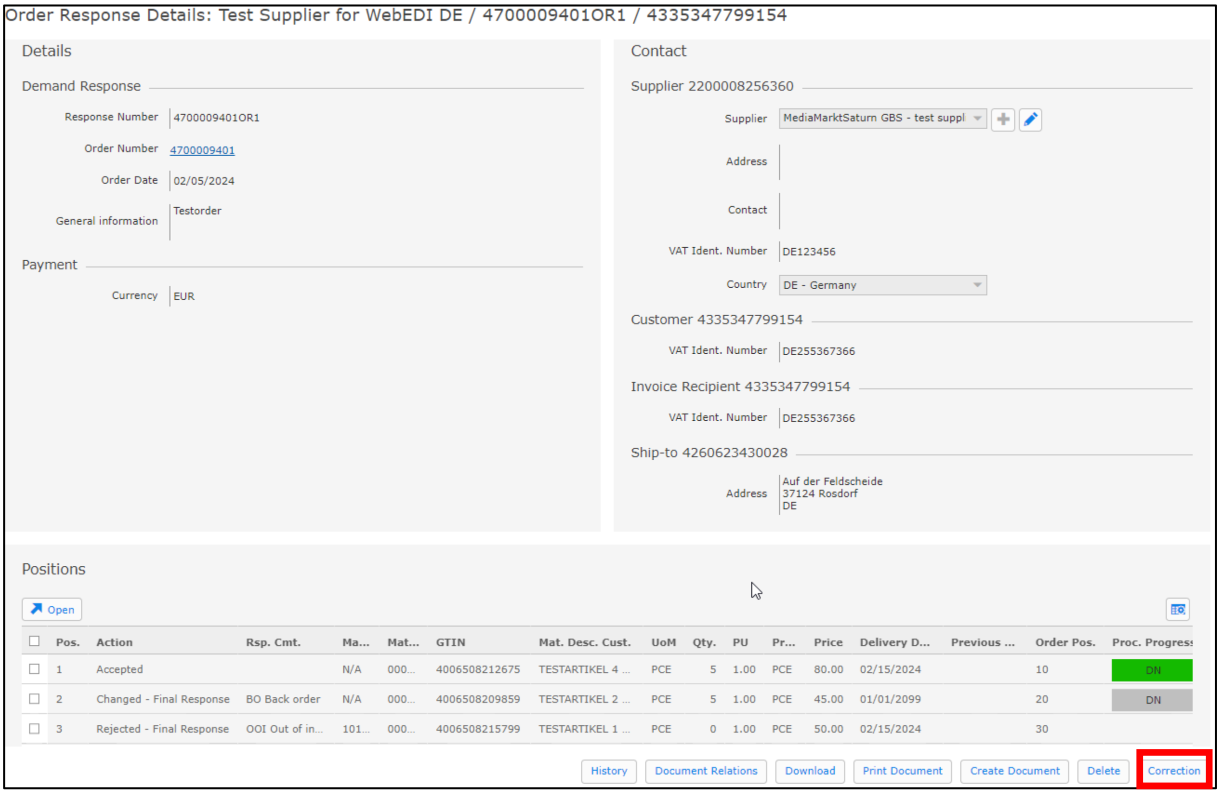




If necessary, the country of origin must be specified in the **"CoO"** column.

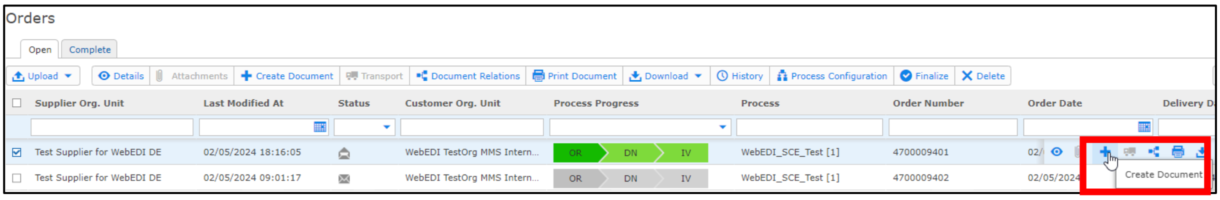


Order Response 2: Order Position 2 will be confirmed for a new (known) later delivery date (previously on backorder) as soon as the goods are available again. To do this, the Order Response must be reopened and adjusted using the **"Correction"** button as follows.

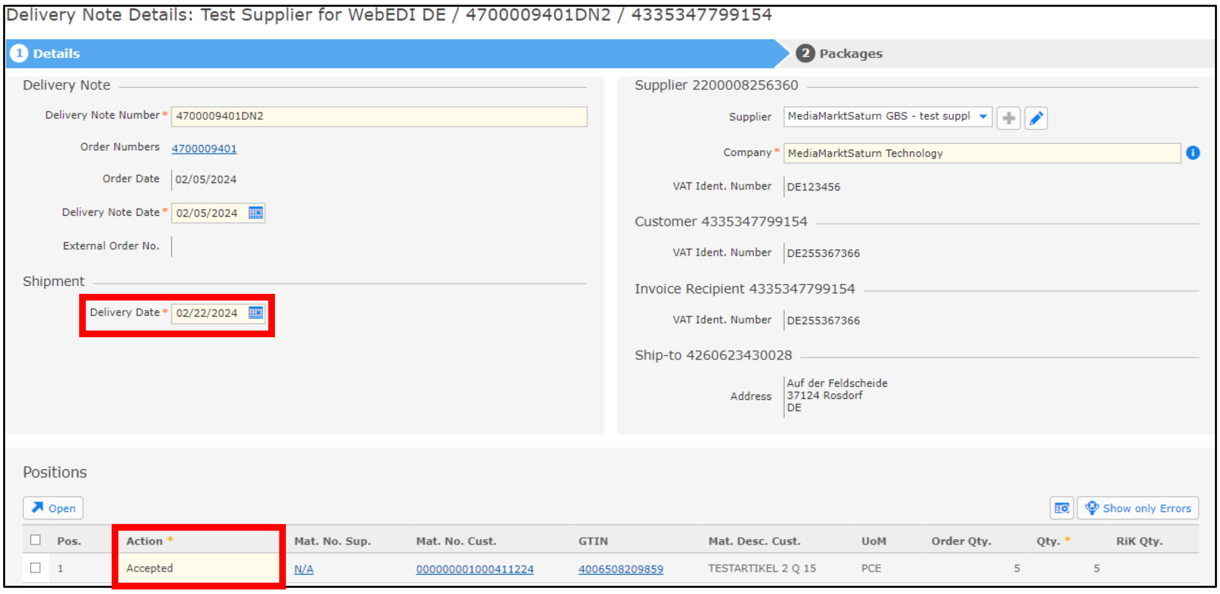


Position 2: Confirmed, delivery date changed.
Action: "Changed - Final Response"
Rsp.Cmt. "C" (Change)
Delivery Date: New, later delivery date
Previous delivery date: Optional if backlog will be resolved

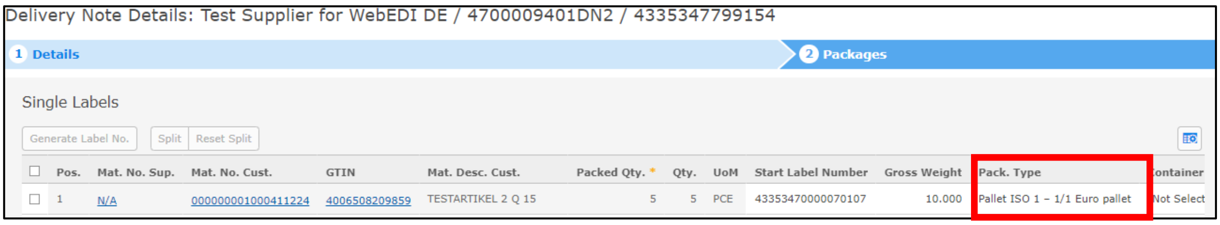
Delivery Note 2: After confirming the backorder with a new delivery date, the designated delivery note can be generated.



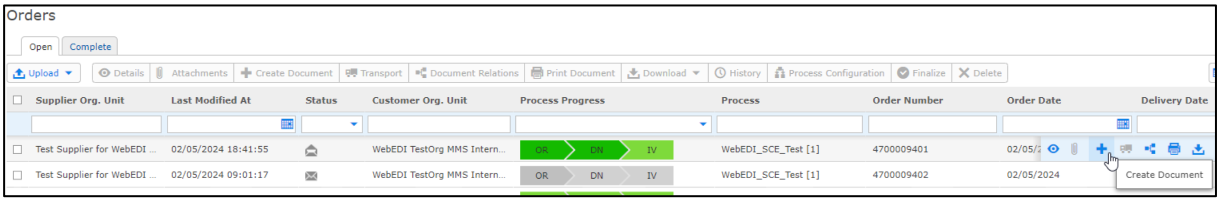
Position 1: Will be delivered on the new delivery date.
Action: "Accepted"



The goods will be shipped on a single pallet.

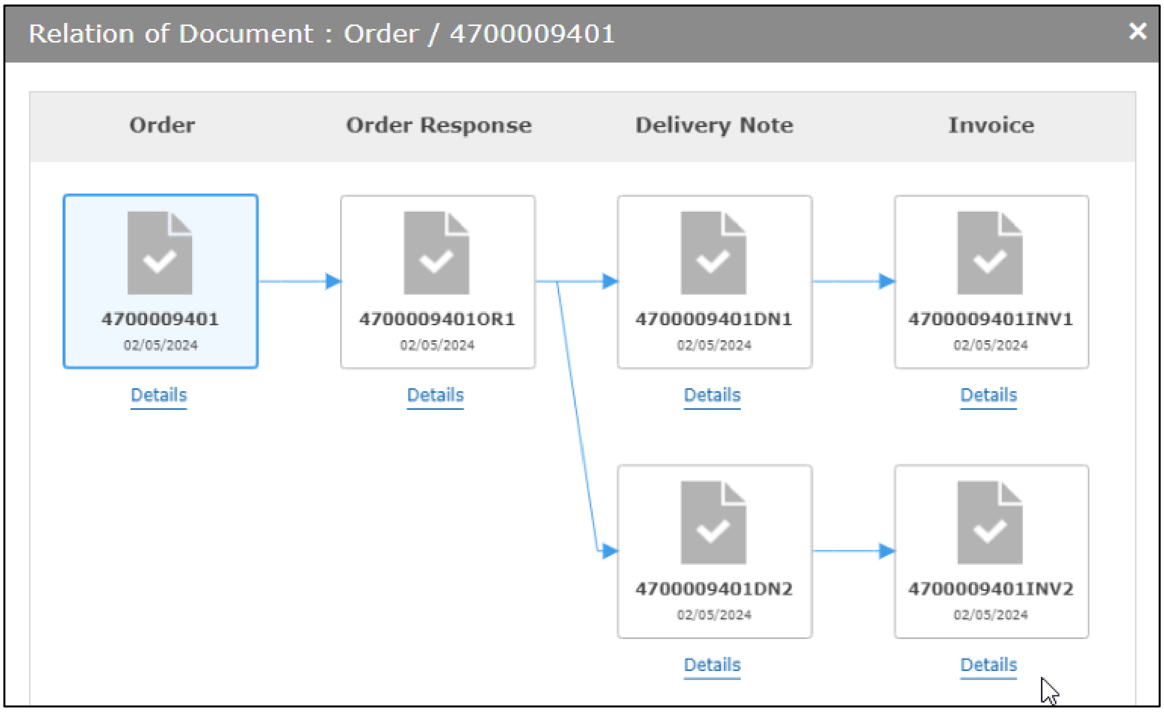


Invoice 2: The remaining goods are now invoiced.



If necessary, the country of origin must be specified in the **"CoO"** column.

The **"Document Relations"** view, illustrates the relation of the documents.



4.3. Promotion / different trucks (delivery split)

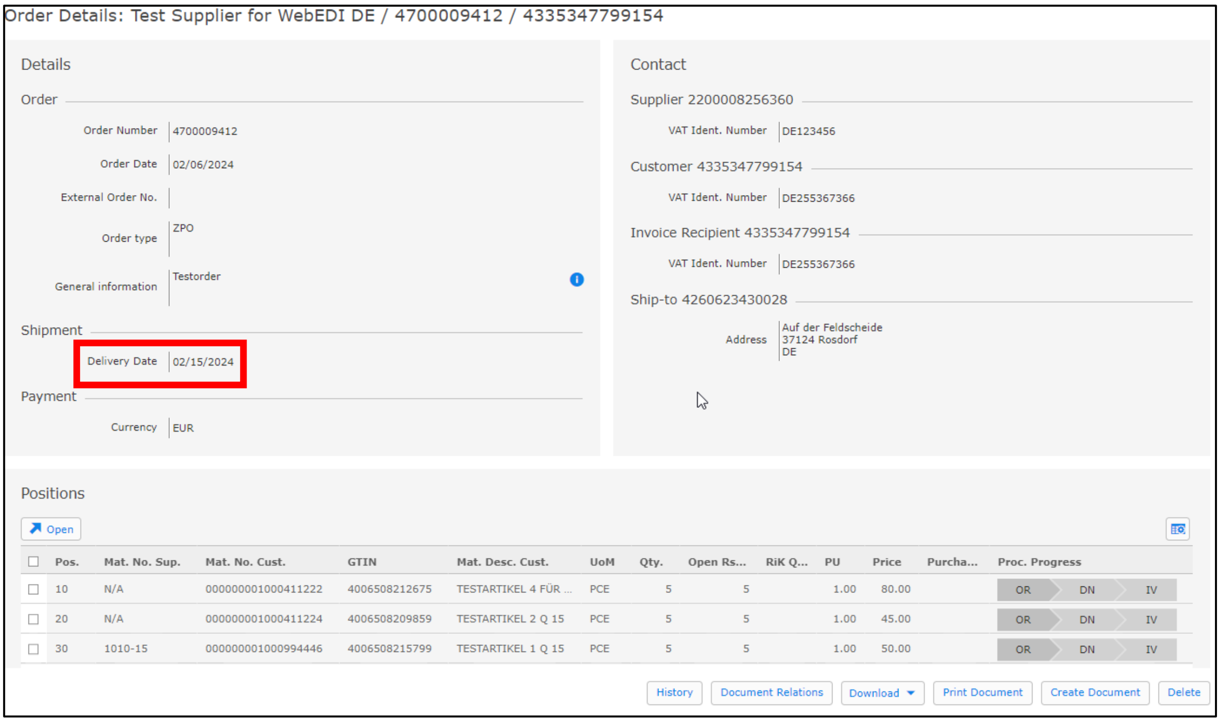
Promotions involve ordering items for promotional campaigns. The goal is to receive a larger quantity of specific items on a particular day, potentially exceeding a truckload. In such cases, a Delivery Note must be created for each truck.

Promotions are time-limited and require high-priority processing. They demand extremely quick handling and delivery to ensure the goods reach the markets on time.

This scenario is mandatory when delivering to the NDC (MMS “National Distribution Center”)!

If the delivery exceeds a truckload, it needs to be distributed across multiple trucks (split). In the following example, the goods are distributed across 3 trucks and delivered on two days. Therefore, for one order, there should be one order confirmation, 3 delivery notes, and 3 invoices.

Order: The supplier receives one order with several items, all having the same delivery date.



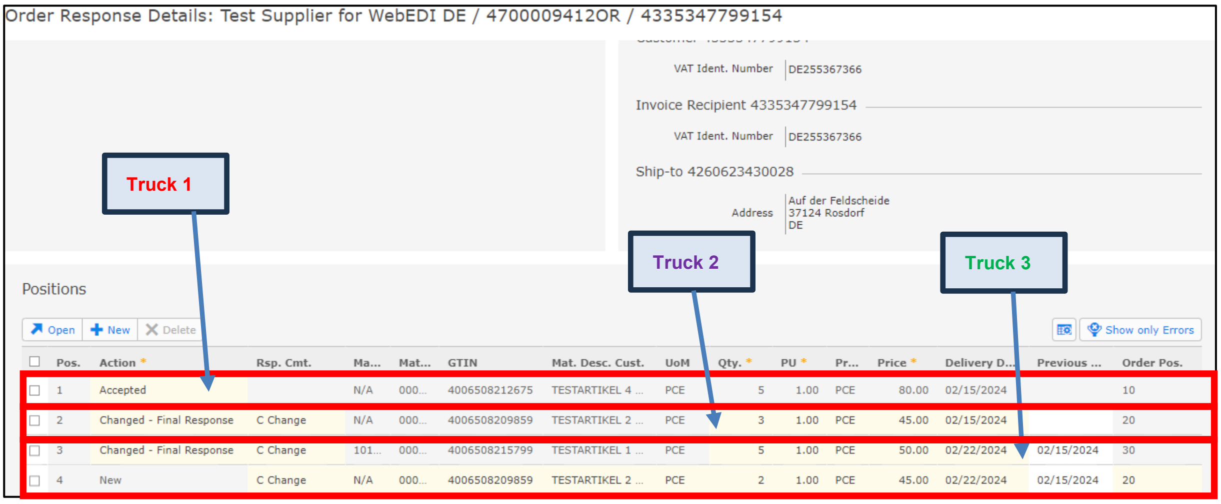
<u>Order Response:</u> The supplier distributes the goods across three trucks over two days.

Position 1: Accepted as is delivered with **Truck 1.**
Action: "Accepted“

Position 2: Partial delivery of 3 pieces at the requested delivery date with **Truck 2.**
Action: "Changed – Final Response“
Rsp.Cmt. "C“ (Change)
Qty.: Partial quantity delivered later on with Truck 2

Position 3: Accepted as is **(Truck 3)**
Action: "Accepted“
Rsp.Cmt. "C“ (Change)
Delivery Date: New (later) delivery date with truck 3
Previous delivery date: Manual entry (optional)

Position New: Partial delivery of 2 pieces, remaining quantity from position 2 (split), at the requested date with **Truck 3.**
Action: "New“ (manually insert/fill in new line)
Rsp.Cmt.: "C“ (Change)
Qty.: Remaining quantity from order - position 2
Delivery Date: New (later) delivery date with truck 3
Previous delivery date: Manual entry (optional)
Order Pos.: **"20“** (reference to split Position 2)



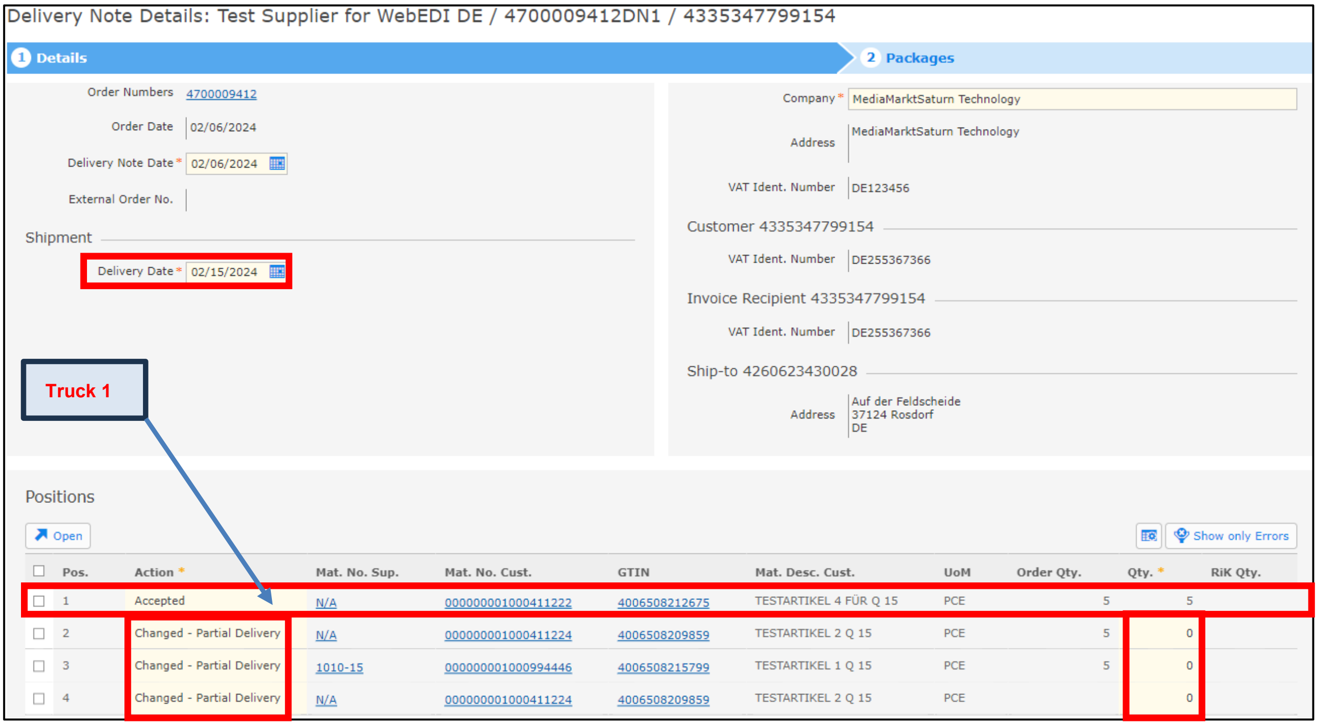
Delivery Note 1: Position 1 will be delivered with truck 1. Positions 2, 3, and 4 (**"New"**) will receive a quantity of **"0"** to ensure they are not included in the labels.

Position 1: Will be delivered on the requested date with **Truck 1.**
Action: "Accepted"

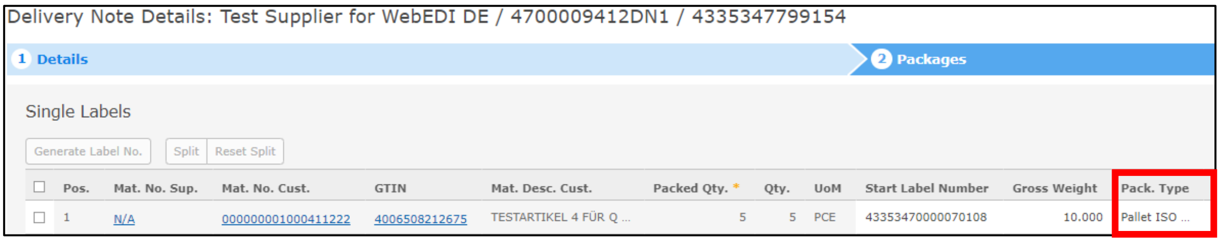
Position 2: Will not yet be delivered.
Action: "Changed – Partial Delivery"
Qty: "0"

Position 3: Will not yet be delivered.
Action: "Changed – Partial Delivery"
Qty: "0"

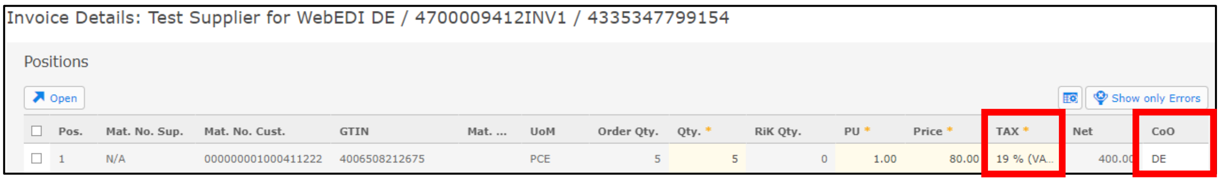
Position 4: Will not yet be delivered.
Action: "Changed – Partial Delivery"
Qty: "0"



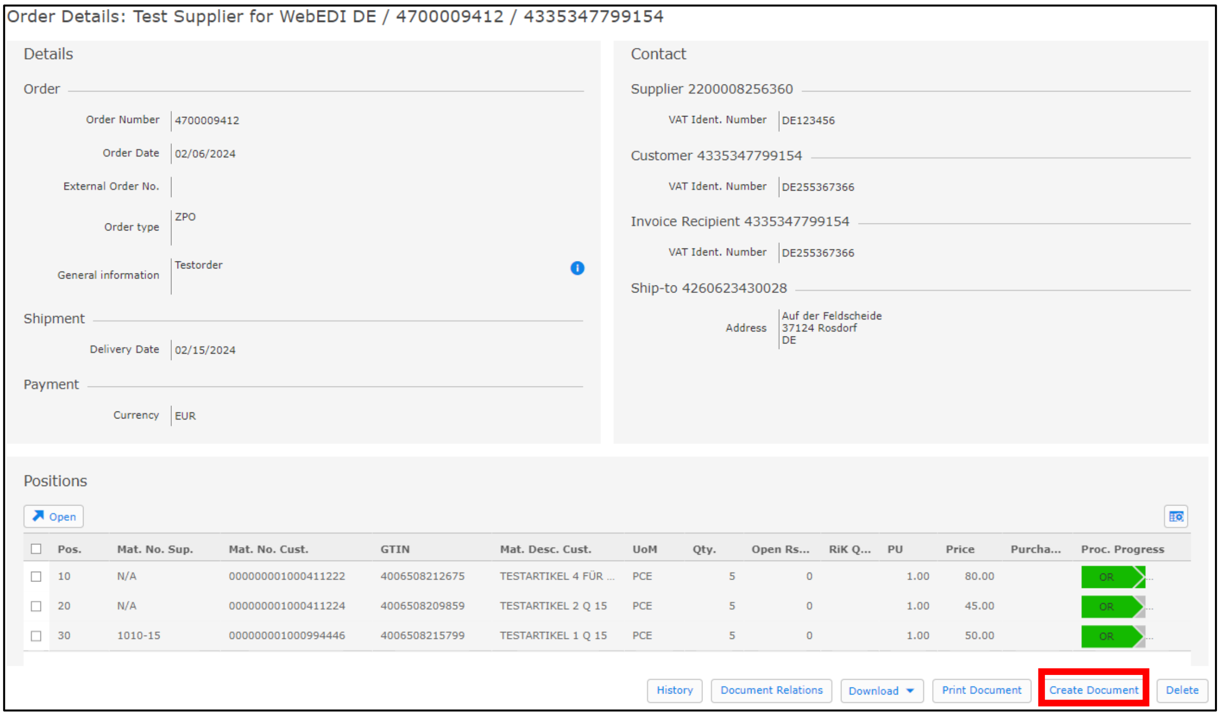
The goods are transported on a pallet.



<u>Invoice 1:</u> After forwarding the first delivery note, Position 1 can be billed.



<u>Delivery Note 2</u>: The second delivery note can be created directly from the underlying order, using the **"Create Document"** button, among other options.

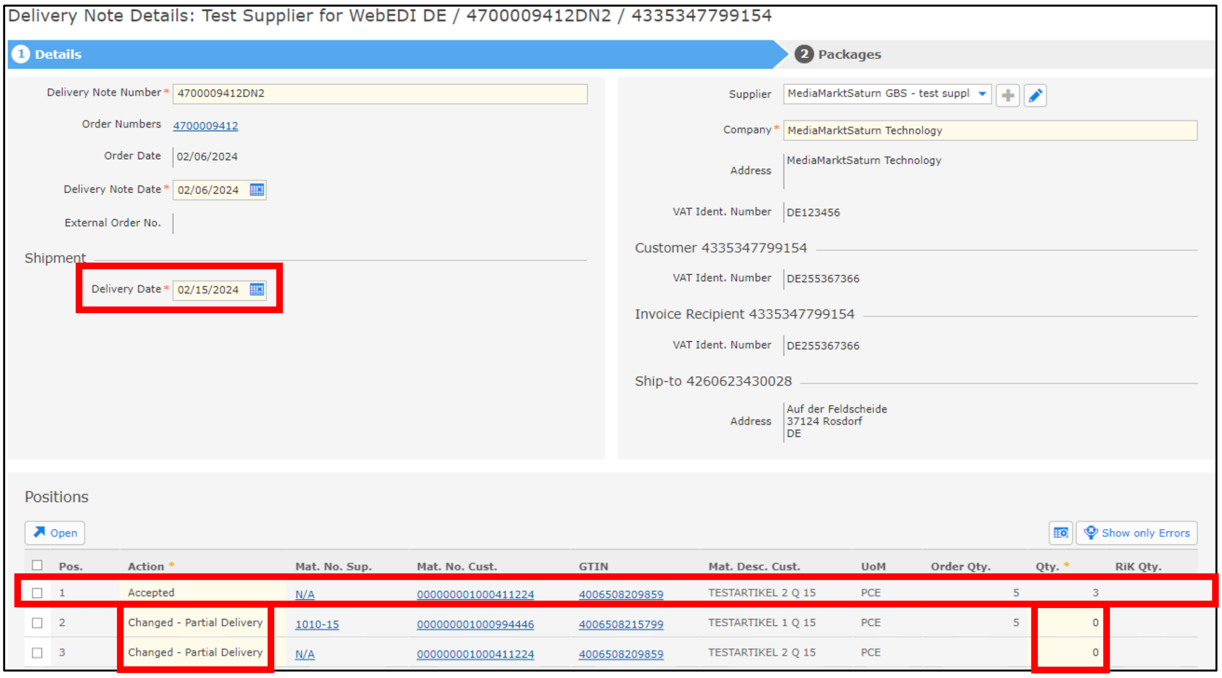


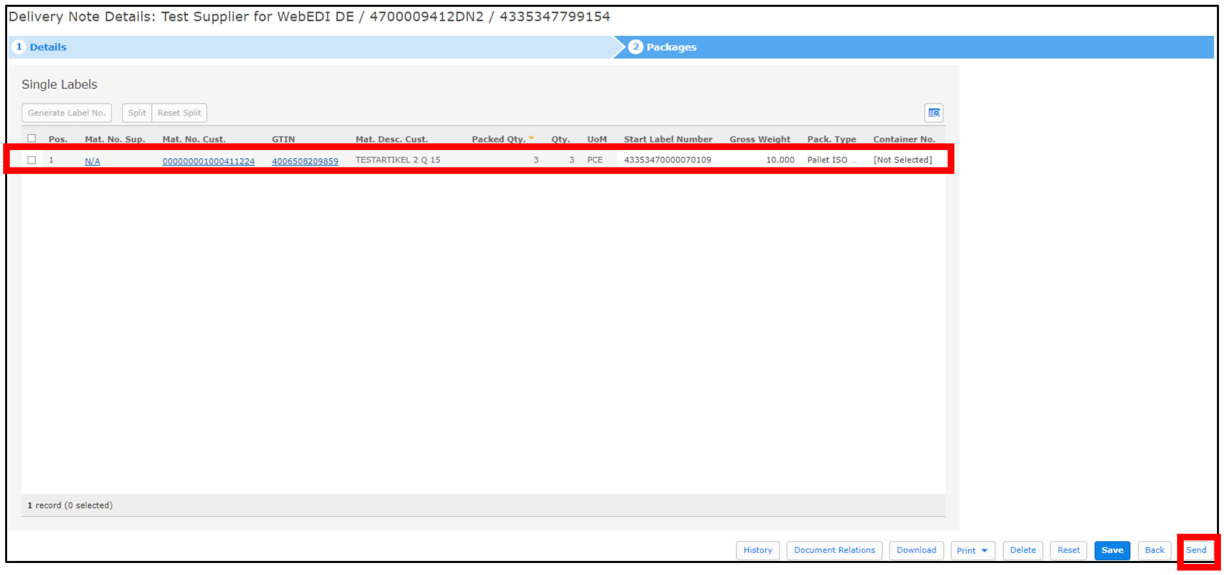
In this process, the already delivered and invoiced order position 1 is no longer displayed since it is completed. The delivery note position 1 (order position 2) is being delivered. Delivery Note positions 2 and 3 (order positions 3 and 4, delivery with **LKW 3**) receive a quantity of **"0"** to ensure they are not listed on the labels.

Position 1: (Order position 2) is being delivered.
Action: "Accepted"
Qty: Delivery of the partial quantity on the changed (later) delivery date with **Truck 2**.

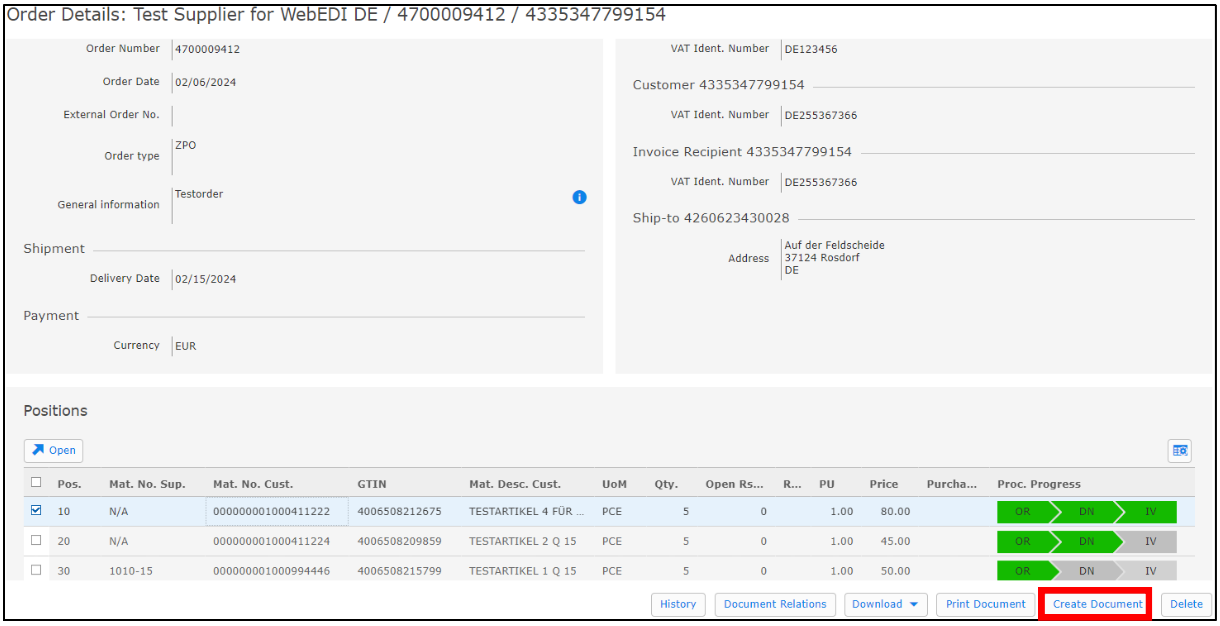
Position 2: (Order position 3, **Truck 3**) will not be delivered yet.
Action: "Changed – Partial Delivery"
Qty: "0"

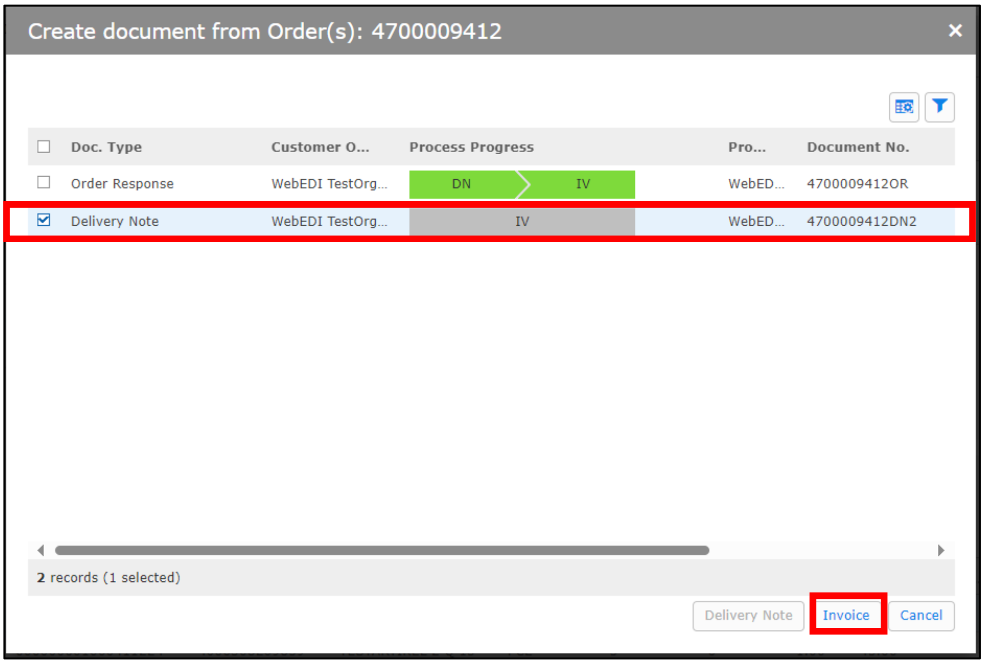
Position 3:	(order position 4, **Truck 3**) will not be delivered yet.
Action:	“Changed – Partial Delivery“
Qty:	“0“

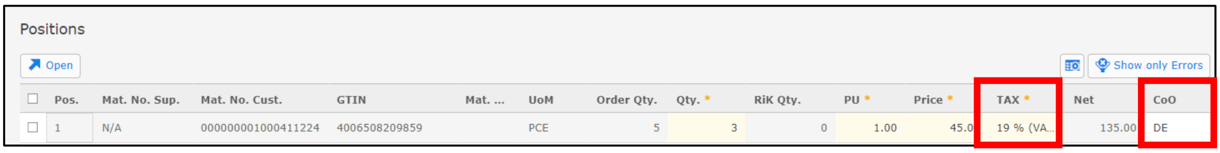




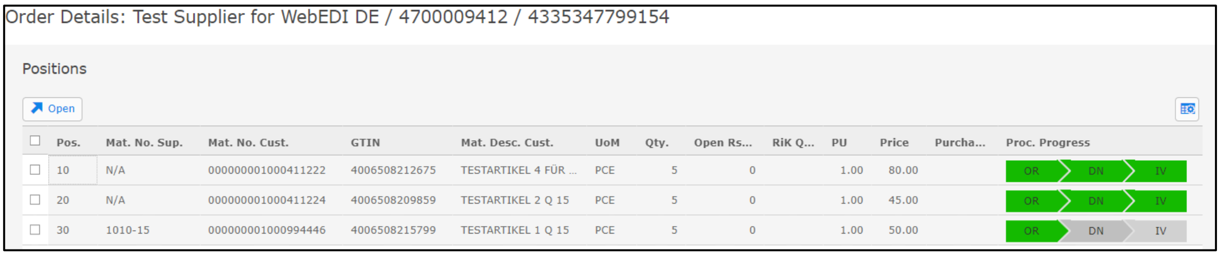
<u>Invoice 2:</u>	The delivery note position 1 will be invoiced with the partial quantity from **Truck 2.** Invoice 2 can be created directly from the underlying order using the **"Create Document"** button, among other options.







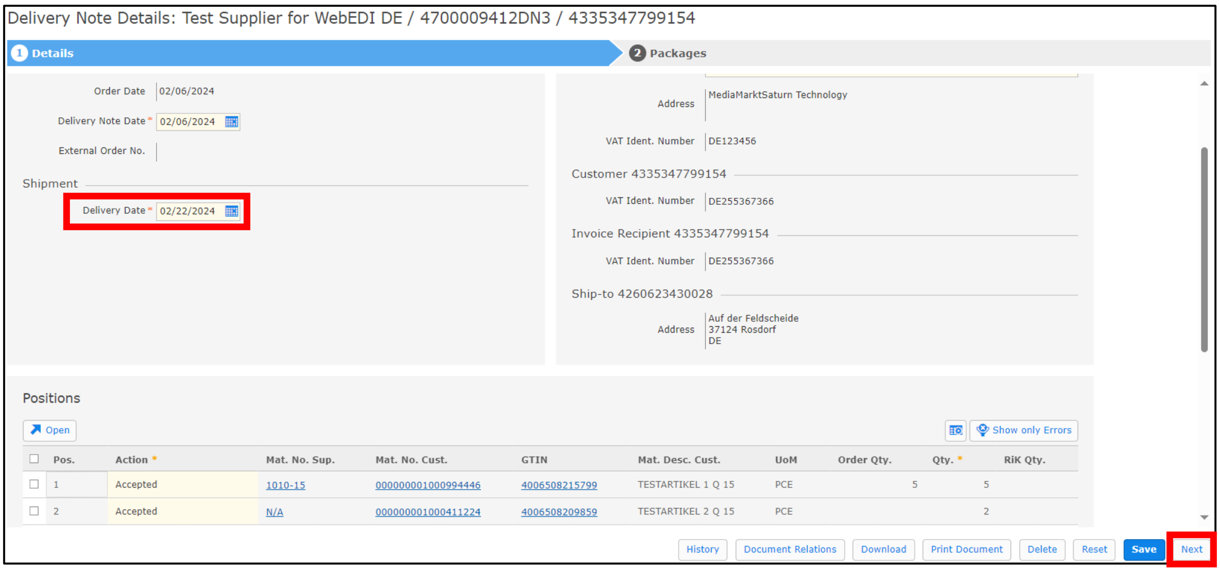
Delivery Note 3: The order positions 3 and 4 will be finally delivered with **Truck 3**. The final delivery note can be created directly from the underlying order, using the **"Create Document"** button, among other options.

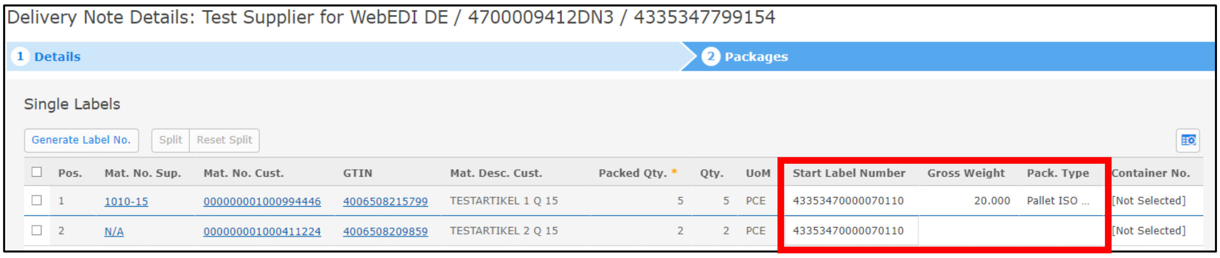


Now, the remaining two positions, which have not been delivered yet, will appear on the delivery note.

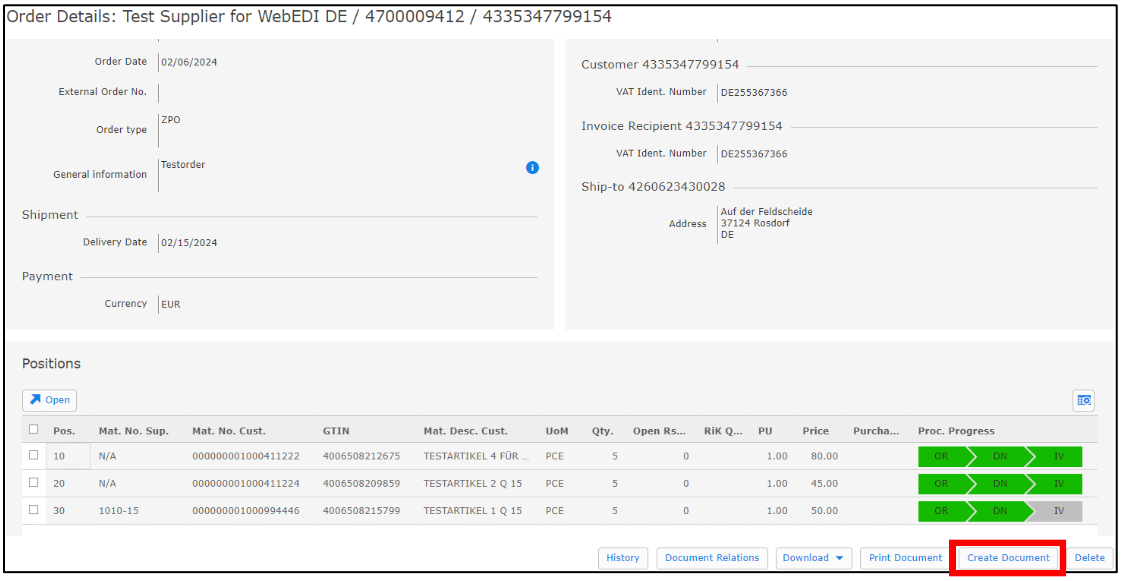
Position 1: (Order position 3) Confirmed for a later date with **Truck 3.**
Action: “Accepted“

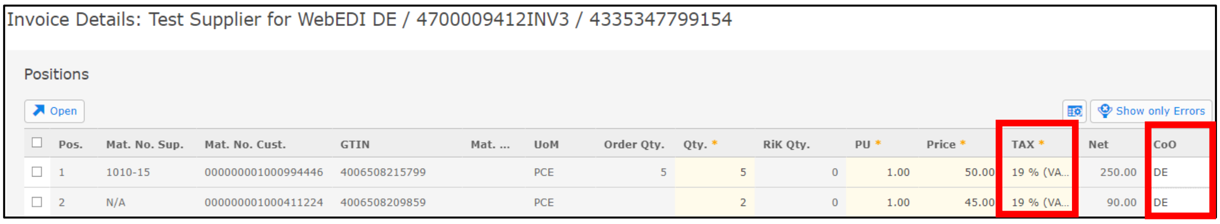
Position 2: (Order position 4) partial delivery of 2 pieces, remaining quantity from order position 2 (split), new date with **Truck 3.**
Action: “Accepted“



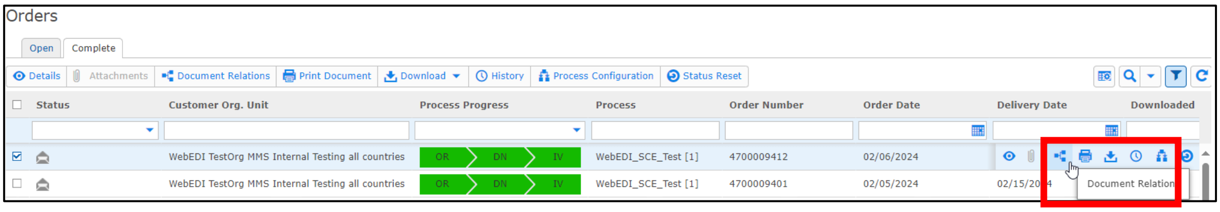


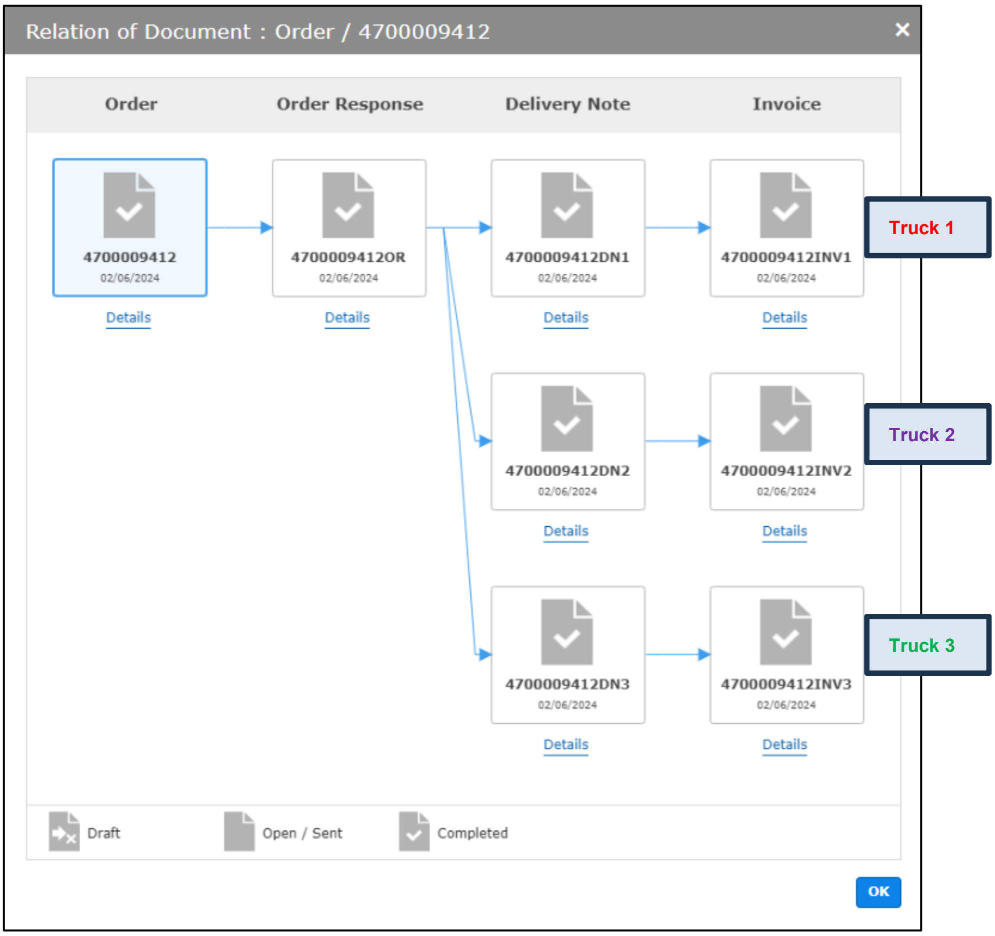
Invoice 3: The order positions 3 and 4 will now be invoiced.





In the document relationships, the following is now displayed:





4.4. Multiple Orders Case (collective delivery note)

With the "Multiple Orders" scenario, small deliveries can be consolidated. This is particularly advantageous for residual quantities, saving pallets and space.

This scenario is mandatory when delivering to the NDC (MMS National Distribution Center)!

<u>Order:</u> The supplier receives multiple orders with several items, all having the same delivery date.

Order 1:

Order Details: Test Supplier for WebEDI DE / 4700009216 / 4335347799154

Shipment

Delivery Date 01/31/2024

Payment

Currency EUR

Address Auf der Feldscheide
37124 Rosdorf
DE

Positions

Open

Pos.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	UoM	Qty.	Open Rsp. Qty.	RiK Qty.	PU	Price
10	N/A	000000001000411222	4006508212675	TESTARTIKEL 4 FÜR Q 15	PCE	50	0		1.00	80.00
20	N/A	000000001000411224	4006508209859	TESTARTIKEL 2 Q 15	PCE	50	0		1.00	45.00
30	1010-15	000000001000994446	4006508215799	TESTARTIKEL 1 Q 15	PCE	50	0		1.00	50.00
40	N/A	000000001000995184	4006508209866	TESTARTIKEL 3 FÜR Q 15	PCE	50	0		1.00	40.00

Order 2:

Order Details: Test Supplier for WebEDI DE / 4700009173 / 4335347799154

Shipment

Delivery Date 01/31/2024

Payment

Currency EUR

Address Auf der Feldscheide
37124 Rosdorf
DE

Positions

Open

Pos.	Mat. No. Sup.	Mat. No. Cust.	GTIN	Mat. Desc. Cust.	UoM	Qty.	Open Rsp. Qty.	RiK Qty.	PU	Price
10	N/A	000000001000411224	4006508209859	TESTARTIKEL 2 Q 15	PCE	2	0		1.00	45.00
20	1010-15	000000001000994446	4006508215799	TESTARTIKEL 1 Q 15	PCE	2	0		1.00	50.00

Order Response 1: All items are confirmed with an order confirmation for the desired delivery date.

Action: "Accepted"

Positions

Open

Pos.	Action	Rsp. Cmt.	Ma...	Mat...	GTIN	Mat. Desc. Cust.	UoM	Qty.	PU	Pr...	Price	Delivery Date	Pr...	Order Pos.	Proc. Progress
1	Accepted		N/A	000...	4006508212675	TESTARTIKEL 4 ...	PCE	50	1.00	PCE	80.00	01/31/2024		10	DN IV
2	Accepted		N/A	000...	4006508209859	TESTARTIKEL 2 ...	PCE	50	1.00	PCE	45.00	01/31/2024		20	DN IV
3	Accepted		101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	50	1.00	PCE	50.00	01/31/2024		30	DN IV
4	Accepted		N/A	000...	4006508209866	TESTARTIKEL 3 ...	PCE	50	1.00	PCE	40.00	01/31/2024		40	DN IV

Order Response 2: All items are confirmed with an order confirmation for the desired delivery date.

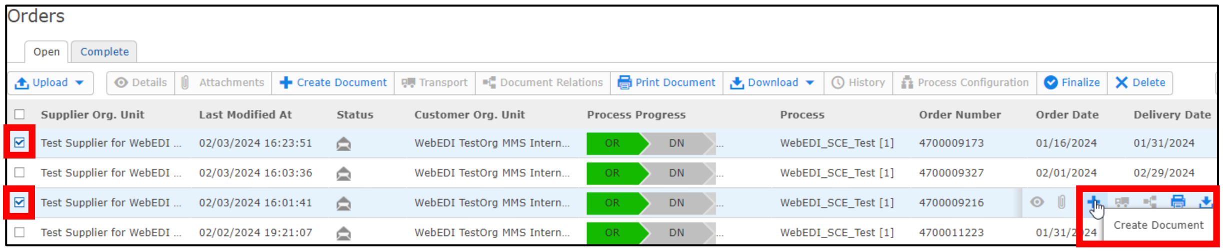
Action: "Accepted"

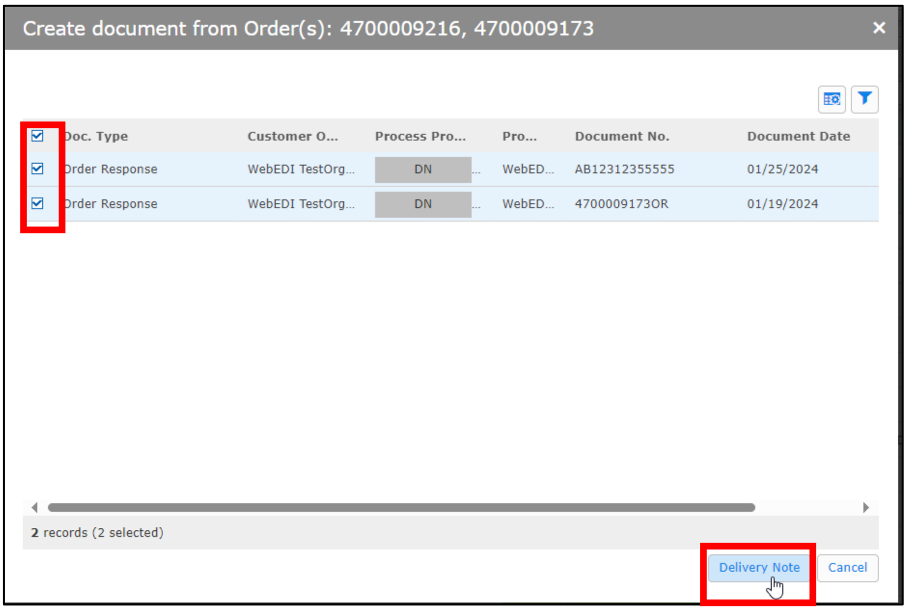
Positions

Open

Pos.	Action	Rsp. Cmt.	Ma...	Mat...	GTIN	Mat. Desc. Cust.	UoM	Qty.	PU	Pr...	Price	Delivery Date	Pre...	Order Pos.	Proc. Progress
1	Accepted		N/A	000...	4006508209859	TESTARTIKEL 2 ...	PCE	2	1.00	PCE	45.00	01/31/2024		10	DN IV
2	Accepted		101...	000...	4006508215799	TESTARTIKEL 1 ...	PCE	2	1.00	PCE	50.00	01/31/2024		20	DN IV

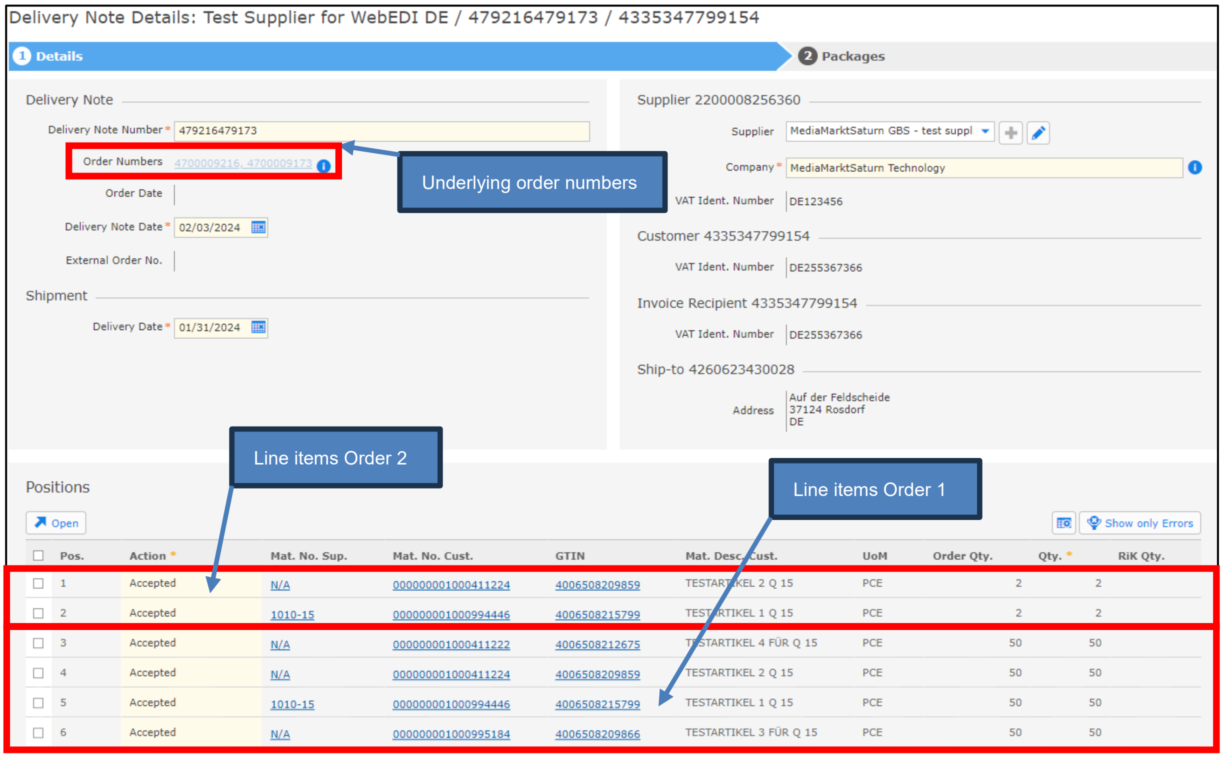
Delivery Note: The preceding Order Responses 1 and 2 are consolidated into a collective Delivery Note (see also Chapter 3.4. Shipment / collective Delivery Note).



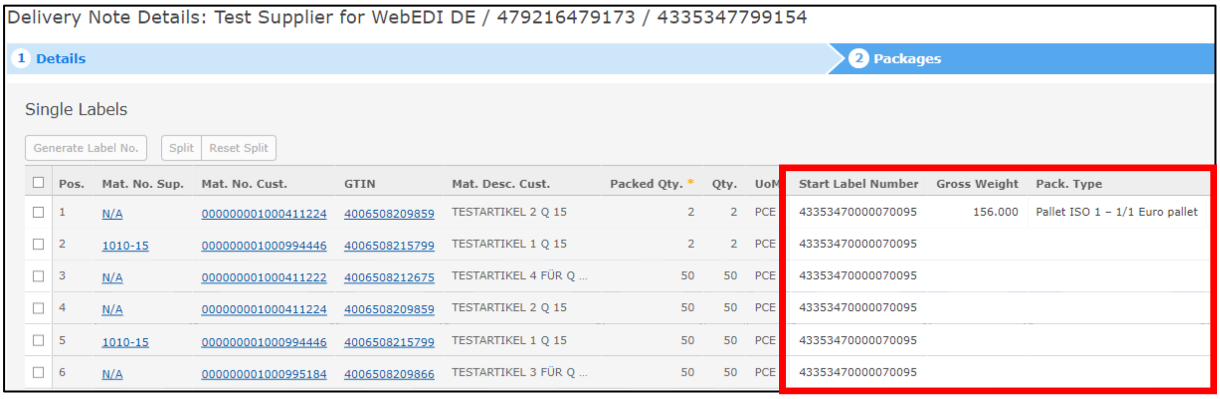


All Delivery Note items are marked as **"Accepted."**

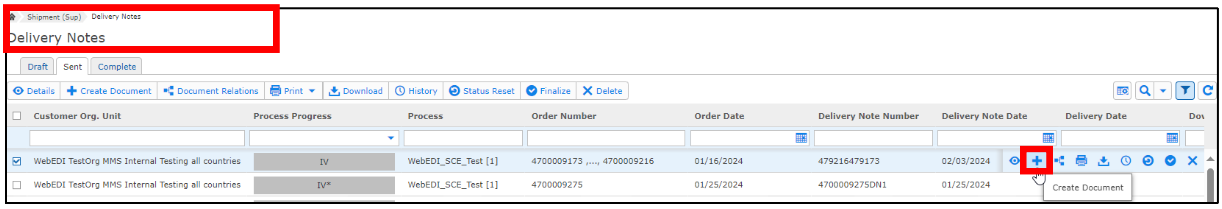
Action: "Accepted"



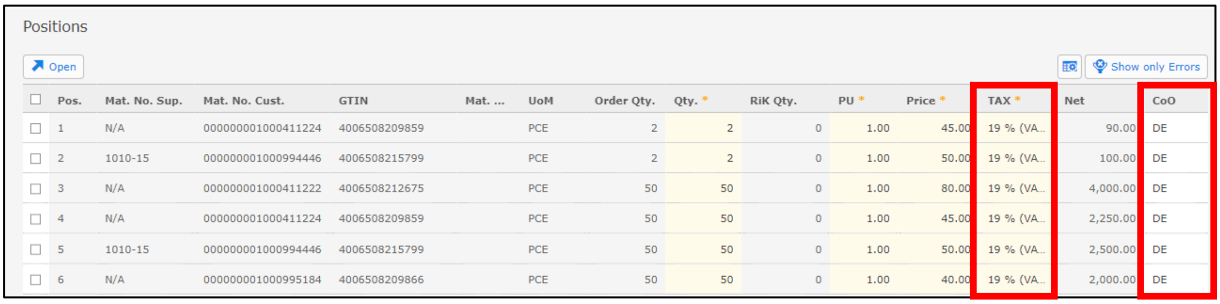
The goods are transported on a single pallet.



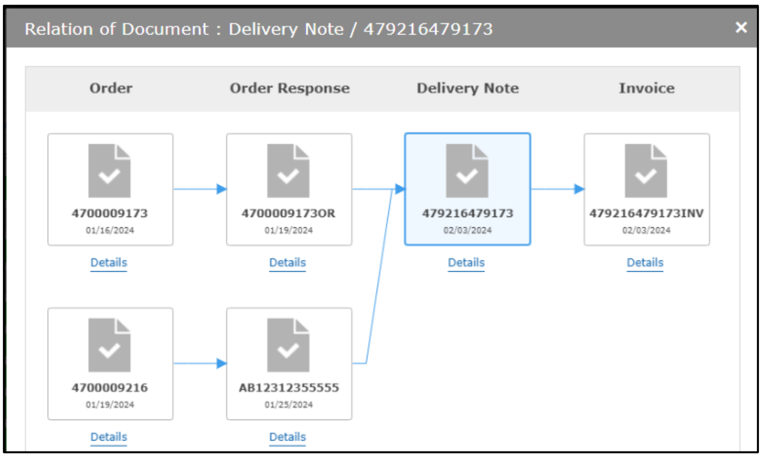
<u>Invoice:</u> The goods from the collective Delivery Note are invoiced.



If necessary, the country of origin will be specified in the **"CoO"** column.



The **„Document Relations"** view, illustrates the n:1 relation of the documents.



5. Partial WebEDI

The previous information pertains to the pure **Full WebEDI** process.

However, in selected countries such as Germany and the Netherlands, upon request and in coordination with the responsible MediaMarktSaturn EDI contacts, a Partial WebEDI process can be arranged. This process is typically a combination of WebEDI and Classic EDI. Consequently, suppliers receive the order both in the Supplier Portal and in a structured format (EDIFACT) via an agreed-upon communication medium. Therefore, communication data is required during onboarding.

The following options are currently available for Partial WebEDI onboarding:

5.1. Supplier Portal partial OD

WebEDI: ***Order, Order Response, Delivery Note***
Classic EDI: ***Order, Invoice***

According to this configuration the exchange of invoices is intended to be done via classic EDI. Therefore, once the Supplier Portal receives the purchase order, only the Order Response **"OR"** and the Delivery Note **"DN"** are displayed.

Customer	Status	Customer Org. Unit	Process Progress	Process
		STANDARD	OR DN	WebEDI_SCE_Partial_OD

After successfully transmitting the Order Response **"OR"** the Delivery Note **"DN"** can be processed in the next step.

Customer	Status	Customer Org. Unit	Process Progress	Process
		STANDARD	OR DN	WebEDI_SCE_Partial_OD

Upon the successful processing of the Delivery Note, the Supplier Portal order process will be finalized, and the invoice can be sent via classic EDI.

Customer	Status	Customer Org. Unit	Process Progress	Process
		STANDARD	OR DN	WebEDI_SCE_Partial_OD

5.2. Supplier Portal partial O

WebEDI: ***Order, Order Response***
Classic EDI: ***Order, Delivery Note, Invoice***

According to this configuration, the Delivery Note and the Invoice are transmitted via classic EDI by the supplier. Therefore, in the Supplier Portal, only the Order Confirmation **"OR"** (if applicable) is available.

Customer	Status	Customer Org. Unit	Process Progress	Process
		STANDARD	OR	WebEDI_SCE_Partial_O

Once the Order Response "**OR**" has been successfully transmitted to the buyer, the Supplier Portal process is completed. Now, the Delivery Note and the Invoice can be transmitted via classic EDI.

Customer	Status	Customer Org. Unit	Process Progress	Process
		STANDARD	OR	WebEDI_SCE_Partial_O

5.3. Supplier Portal partial D

WebEDI: ***Order, Delivery Note***
Classic EDI: ***Order, Order Response, Invoice***

According to this configuration, both the Order Response (if applicable) and the Invoice are exchanged via classic EDI. Therefore, once the purchase order has been received by the Supplier Portal and the Order Response has been sent to the buyer via classic EDI, the Delivery Note "**DN**" can be processed.

Customer	Status	Customer Org. Unit	Process Progress	Process
		STANDARD	DN	WebEDI_SCE_Partial_D

With the successful processing of the Delivery Note "**DN**" the Supplier Portal order process will be finalized, and the Invoice may be exchanged via classic EDI.

Customer	Status	Customer Org. Unit	Process Progress	Process
		STANDARD	DN	WebEDI_SCE_Partial_D

5.4. Supplier Portal partial ODI

WebEDI: ***Order, Order Response, Delivery Note, Invoice***
Classic EDI: ***Order***

In this Partial WebEDI option, all relevant documents are processed in the Supplier Portal. Additionally, a copy of the purchase order is transmitted to the supplier via classic EDI (e.g., EDIFACT and AS2).

Orders

Sent | Complete

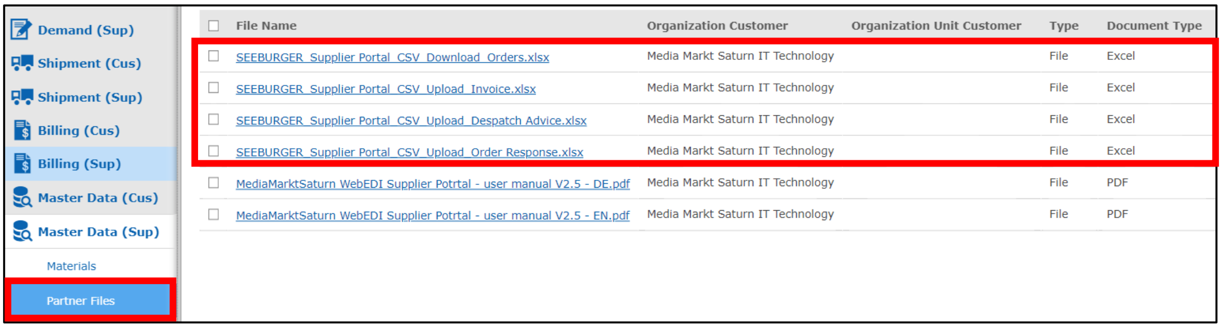
Details | Attachments | Document Relations | Print Document | Download | History | Process Configuration | Finalize | Delete

	Last Modified At	Status	Supplier Organization	Process Progress	Process	Order Number
	09.06.2021 11:21:03		Media Markt Saturn IT Te...	OR DN IV	WebEDI_SCE_Partial_ODI [1]	4700005535

6. CSV document import/export

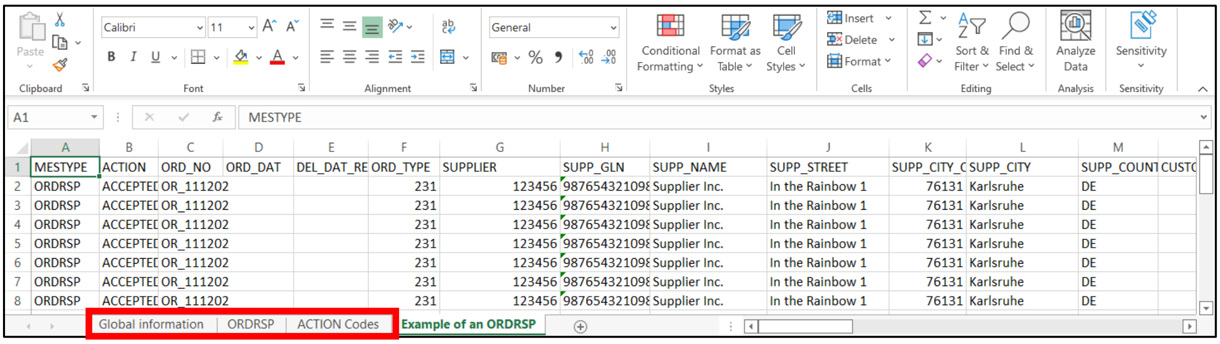
If there is a need to upload orders into the own goods management system (GMS) to create follow-up documents that may be imported into the Supplier Portal, the CSV Import/Export functionality is available for this purpose.

The required **CSV** interface - templates may be found and downloaded from the menu item **„Masterdata/Partner Files".**

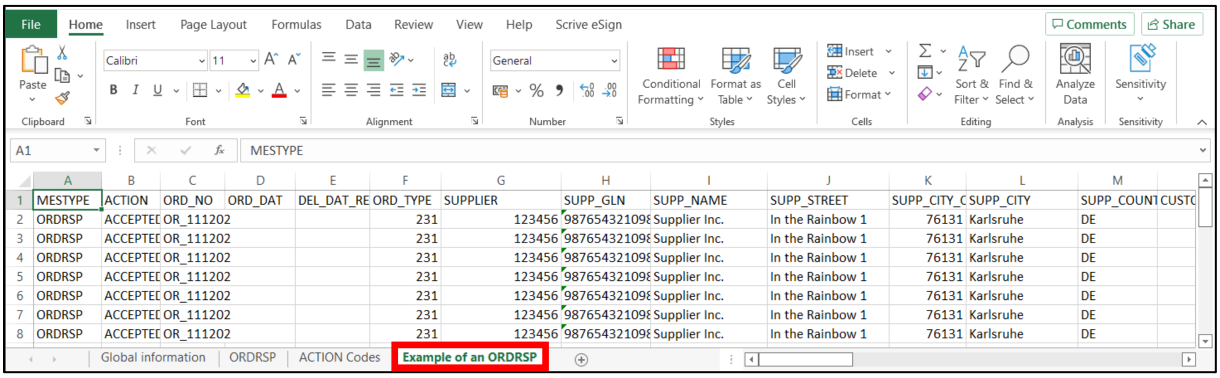


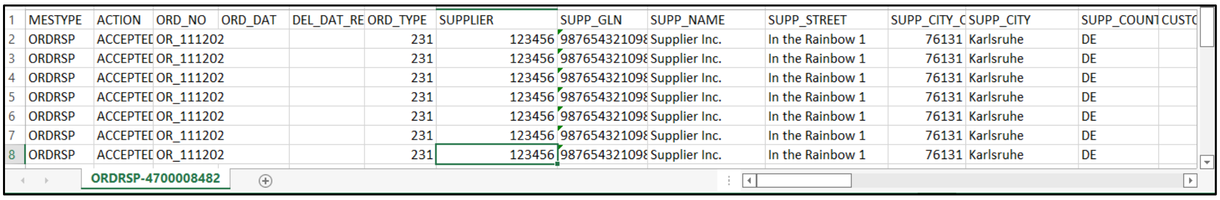
This process has been described step by step in the subsequent chapters. It is important to mention that the predefined **CSV** - format is being supported only. Even though it is possible to download XML orders, the XML - upload is currently not supported. Furthermore, it must be considered that after importing a document, it must be checked and released manually. Accordingly, it is a **semi-automated** process.

The Excel templates provided in the portal contain additional sheets, which serve the interface description



To obtain a valid document, it is sufficient to remove the description sheets and any unnecessary rows from the template.

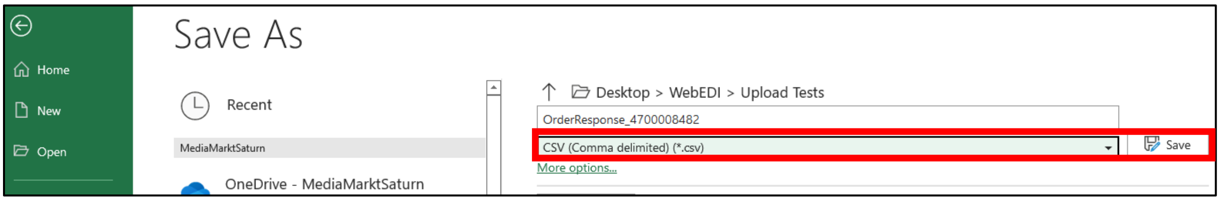




	MESTYPE	ACTION	ORD_NO	ORD_DAT	DEL_DAT_RE	ORD_TYPE	SUPPLIER	SUPP_GLN	SUPP_NAME	SUPP_STREET	SUPP_CITY_C	SUPP_CITY	SUPP_COUNT	CUSTO
2	ORDRSP	ACCEPTEI	OR_111202			231	123456	98765432109	Supplier Inc.	In the Rainbow 1	76131	Karlsruhe	DE	
3	ORDRSP	ACCEPTEI	OR_111202			231	123456	98765432109	Supplier Inc.	In the Rainbow 1	76131	Karlsruhe	DE	
4	ORDRSP	ACCEPTEI	OR_111202			231	123456	98765432109	Supplier Inc.	In the Rainbow 1	76131	Karlsruhe	DE	
5	ORDRSP	ACCEPTEI	OR_111202			231	123456	98765432109	Supplier Inc.	In the Rainbow 1	76131	Karlsruhe	DE	
6	ORDRSP	ACCEPTEI	OR_111202			231	123456	98765432109	Supplier Inc.	In the Rainbow 1	76131	Karlsruhe	DE	
7	ORDRSP	ACCEPTEI	OR_111202			231	123456	98765432109	Supplier Inc.	In the Rainbow 1	76131	Karlsruhe	DE	
8	ORDRSP	ACCEPTEI	OR_111202			231	123456	98765432109	Supplier Inc.	In the Rainbow 1	76131	Karlsruhe	DE	

ORDRSP-4700008482

Afterward, the file must be saved in CSV format.



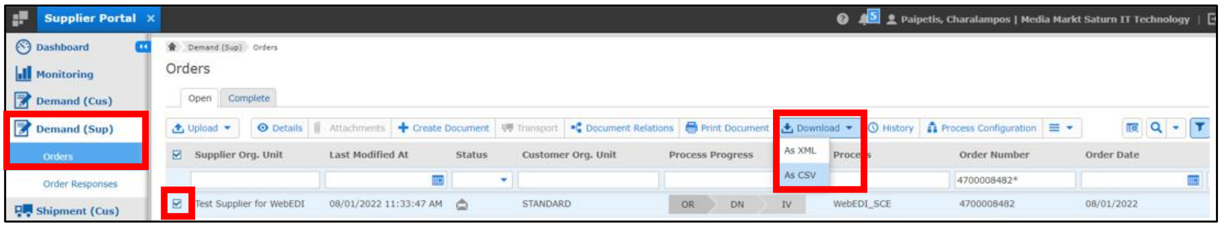
Important note It is important to periodically check if the interfaces, especially the column headers, have changed. If so, the example files need to be adjusted.

Apart from that, the document processing rules and regulations described in the preceding chapters apply to CSV import/export. The only difference is that documents are not manually entered but imported.

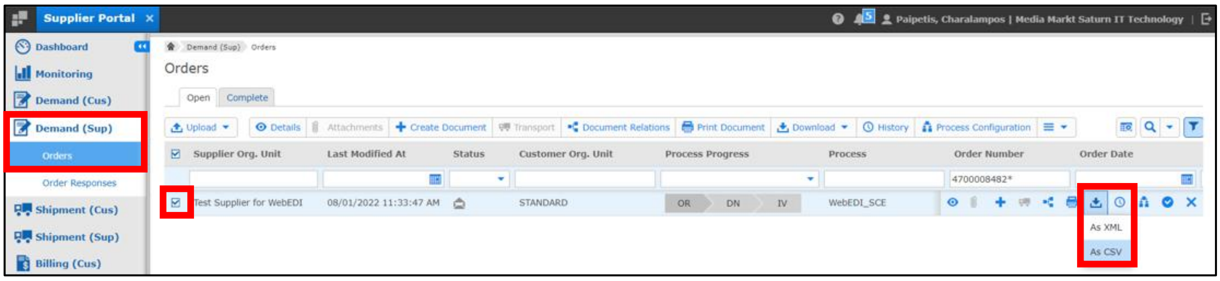
6.1. Reception and export of the Orders

Once an order is received, it can be saved locally and further processed either through

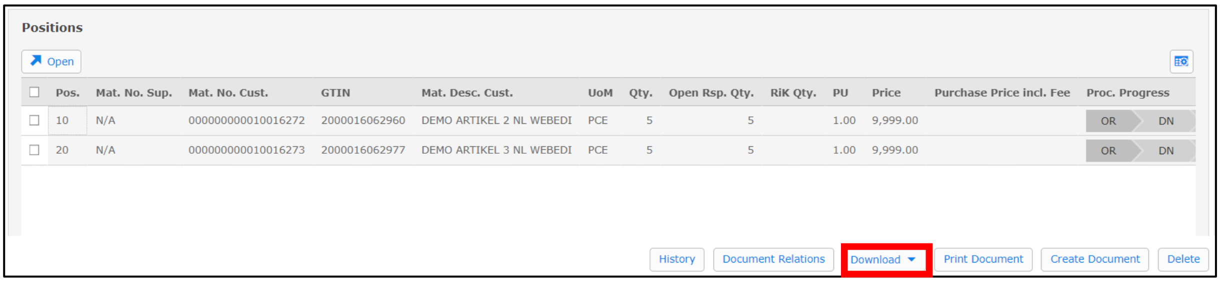
a. the toolbar in the **"ORDERS"** overview



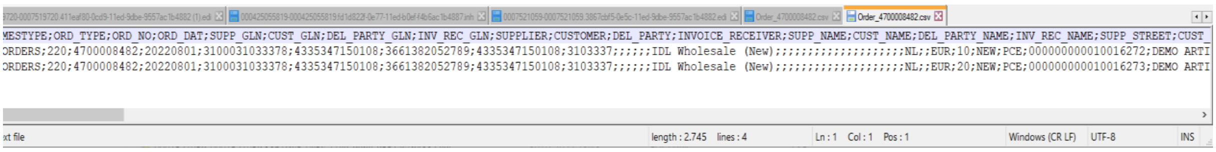
b. the toolbar of the order record



c. or directly from the document using the **"Download"** button.



The purchase order message that has been downloaded may now be used for further processing.

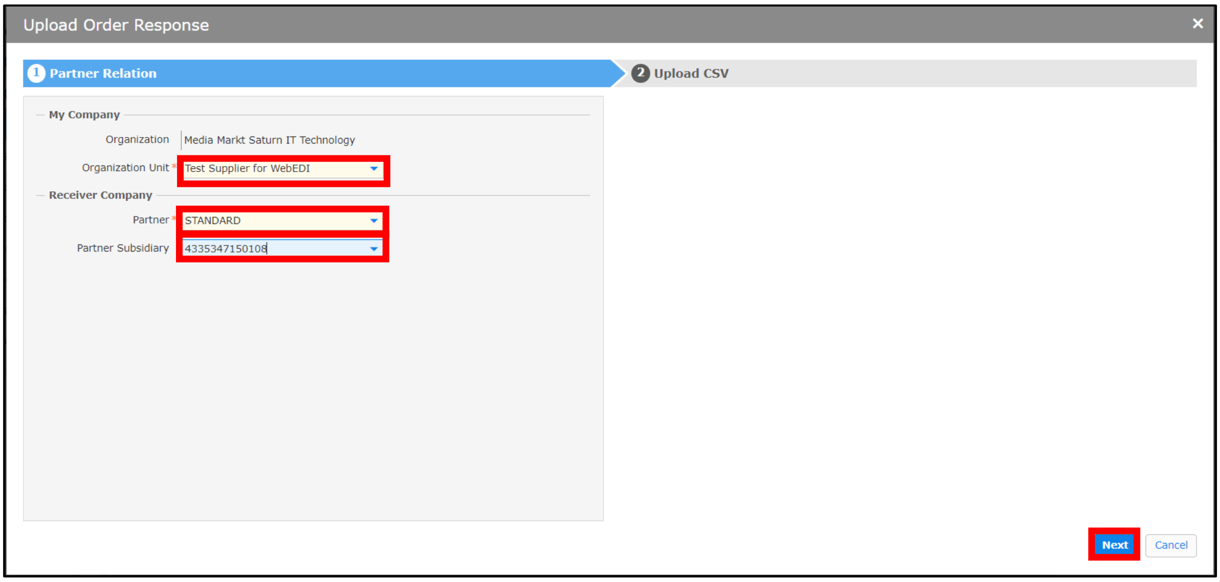


6.2. Import and forwarding of the Order Confirmation/Response

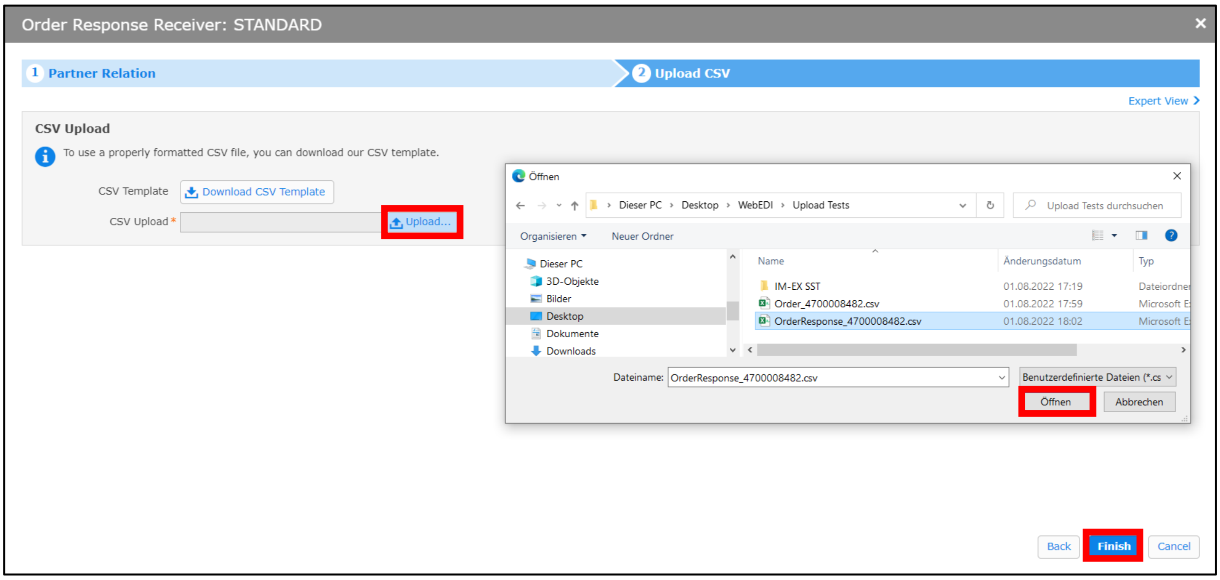
In the next step the prepared order response is imported into the portal and forwarded to the buyer. The required CSV-template is available for download under „Masterdata/Partner Files“.

The order response is imported using the **"Upload"** button in the top toolbar of the order overview. The appropriate document type (in this case, **Order Response CSV**) must be selected.

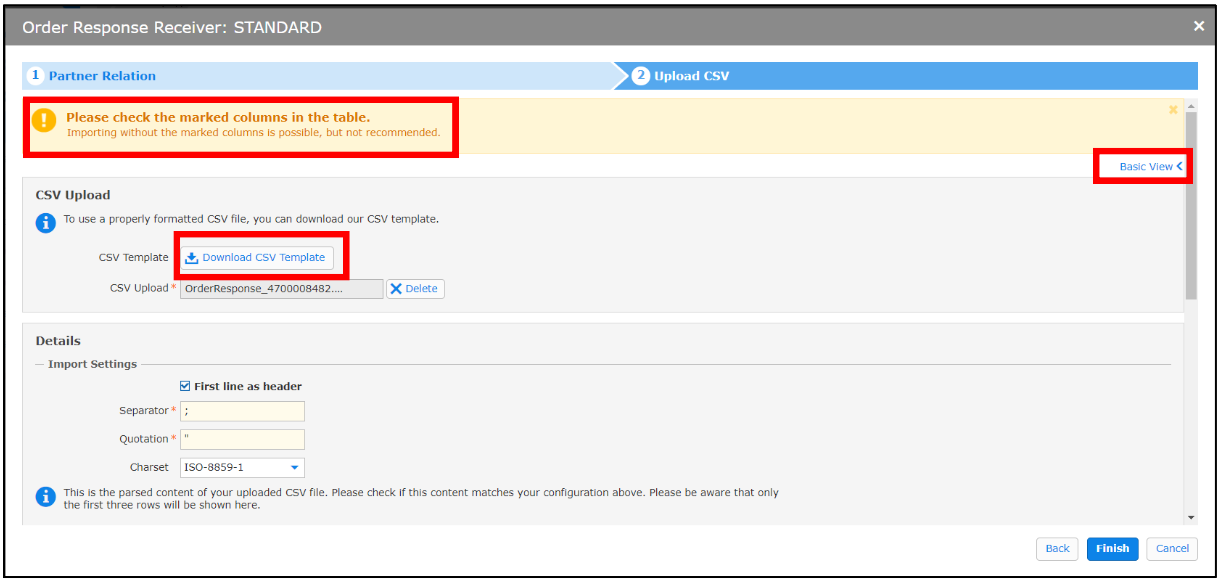
In the newly appearing mask, partner master data is first selected and confirmed with the **"Next"** button.



Subsequently, the provided CSV file can be selected and uploaded using the **"Upload"** button, by choosing the appropriate file and by pressing the button "**Finish**."



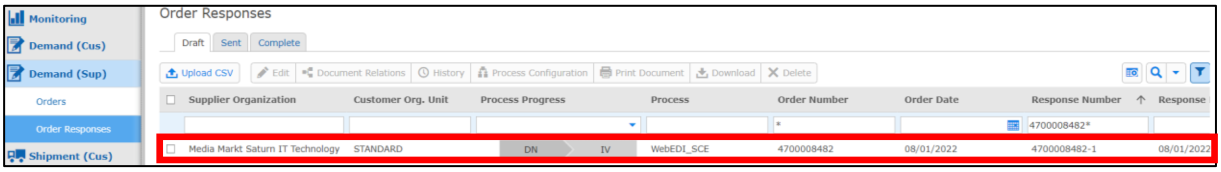
If the columns no longer match the current structure, an error message appears:



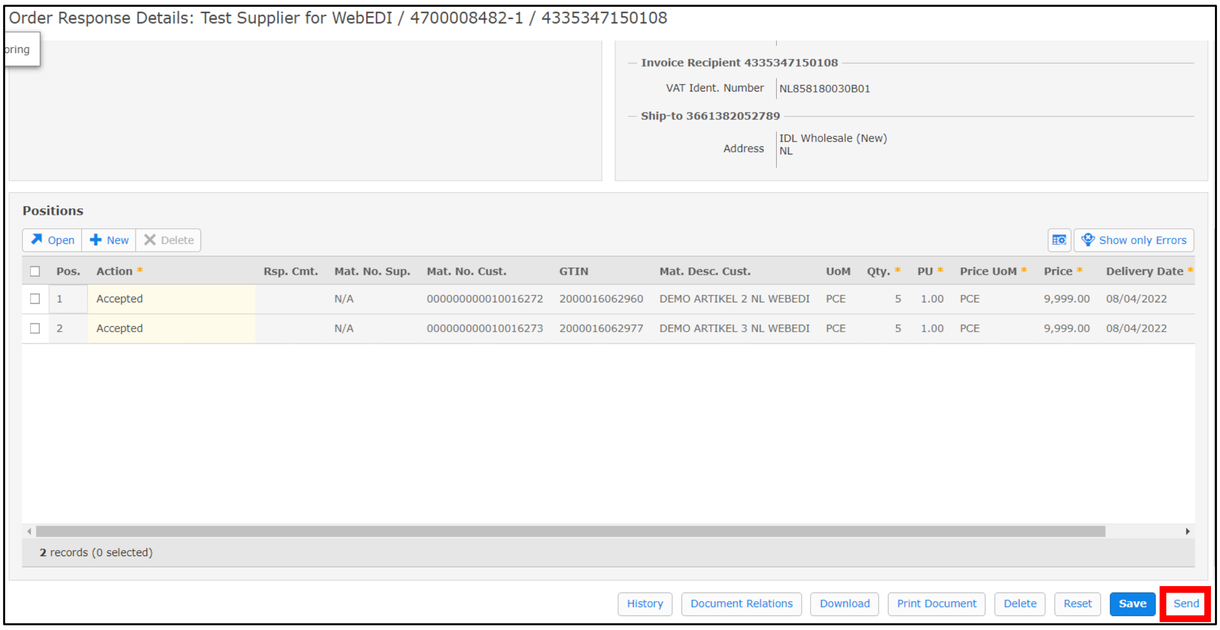
The current structure can be downloaded using the **"Download CSV Template"** button.

In addition, by expanding the "**Basic View**" the error details will be shown.

In case the file was successfully uploaded it may now be sent to the receiver by opening the document



and by using the "**Send**" button.

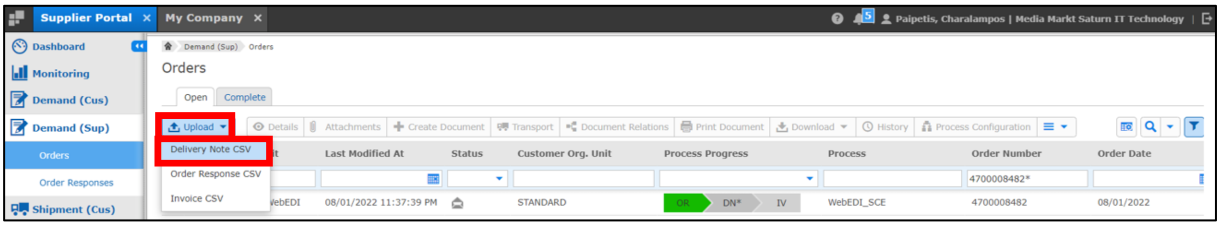


6.3. Import and forwarding of the Delivery Note/Advice

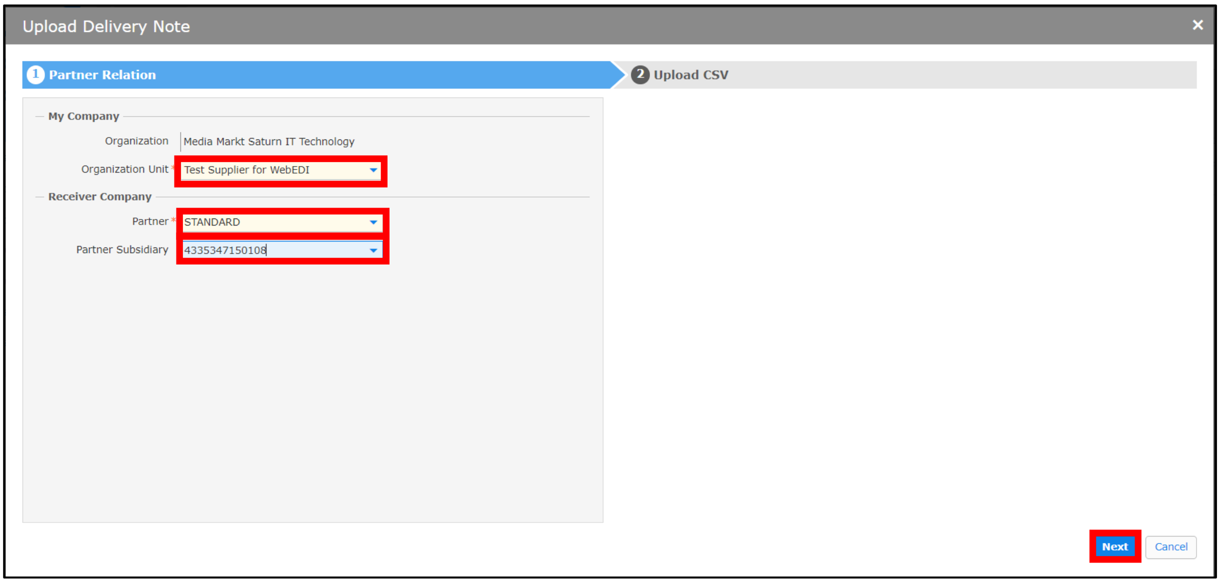
As a further step the prepared Delivery Note may be uploaded and forwarded to the customer. The required **CSV** interface - template can be found and downloaded from the menu item **„Masterdata/Partner Files“.**

The Delivery Note may be imported by pressing the button **“Upload”** from the upper toolbar. It is important to choose the appropriate document type (in this case the **Delivery Note CSV**).

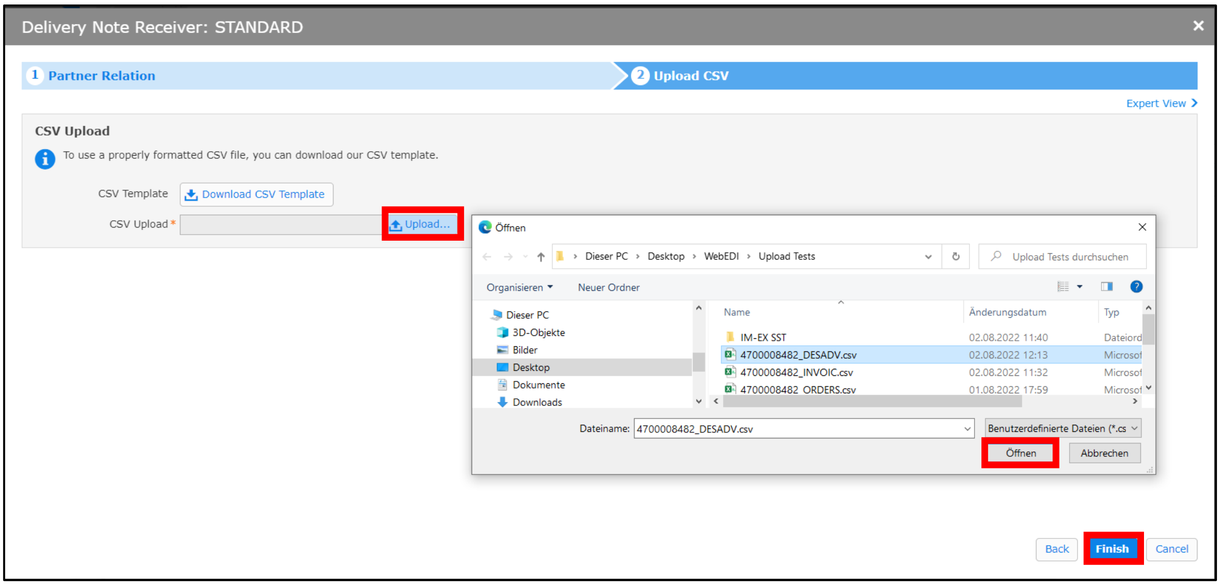
The delivery note is imported using the **"Upload"** button in the top toolbar of the order overview. The appropriate document type (in this case, **“Delivery Note CSV”**) must be selected.



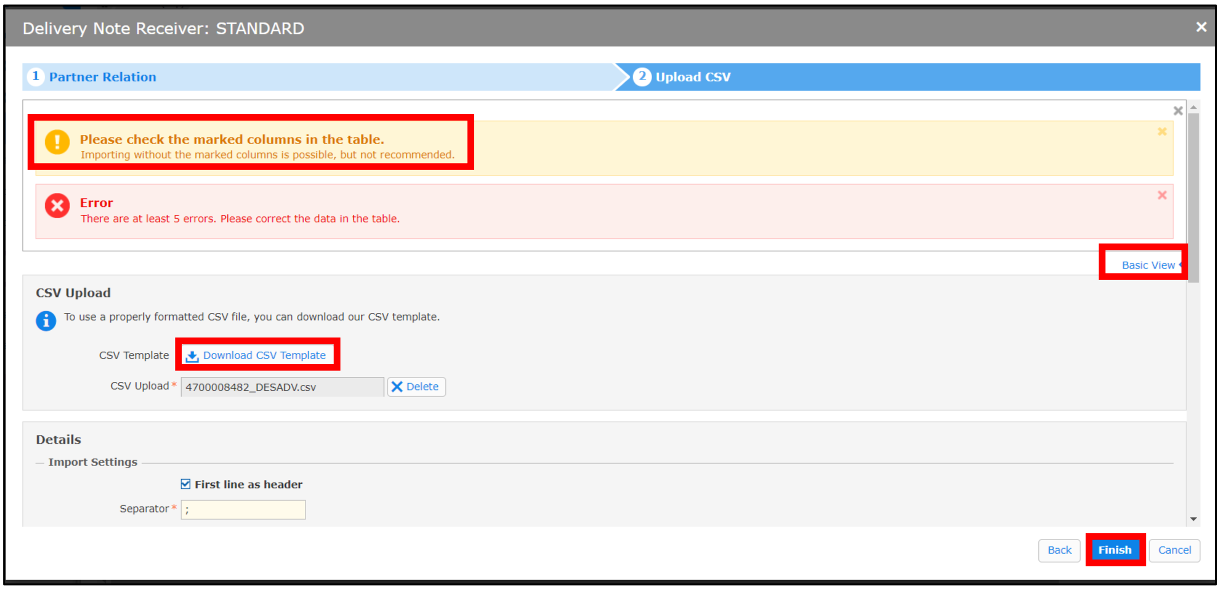
In the newly appearing mask, the partner master data is first selected and confirmed with the **"Next"** button.



Subsequently, the Delivery Note may be imported by pressing the button “**Upload**,” by choosing the appropriate file and by using the “**Finish**” button.



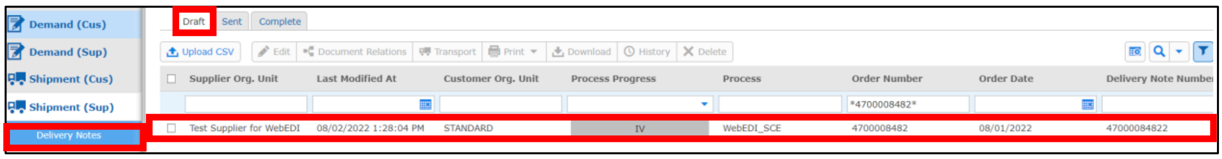
If the columns no longer match the current structure, an error message appears.



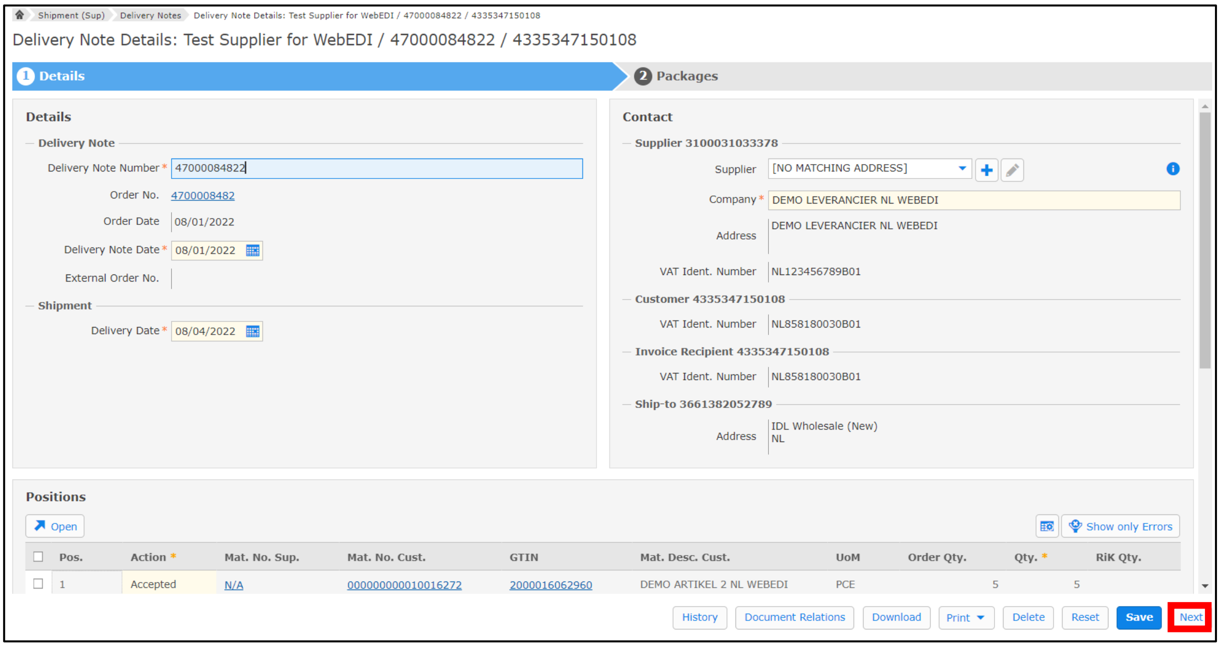
The current structure can be downloaded using the **"Download CSV Template"** button.

In addition, by expanding the “**Basic View**” the error details will be shown.

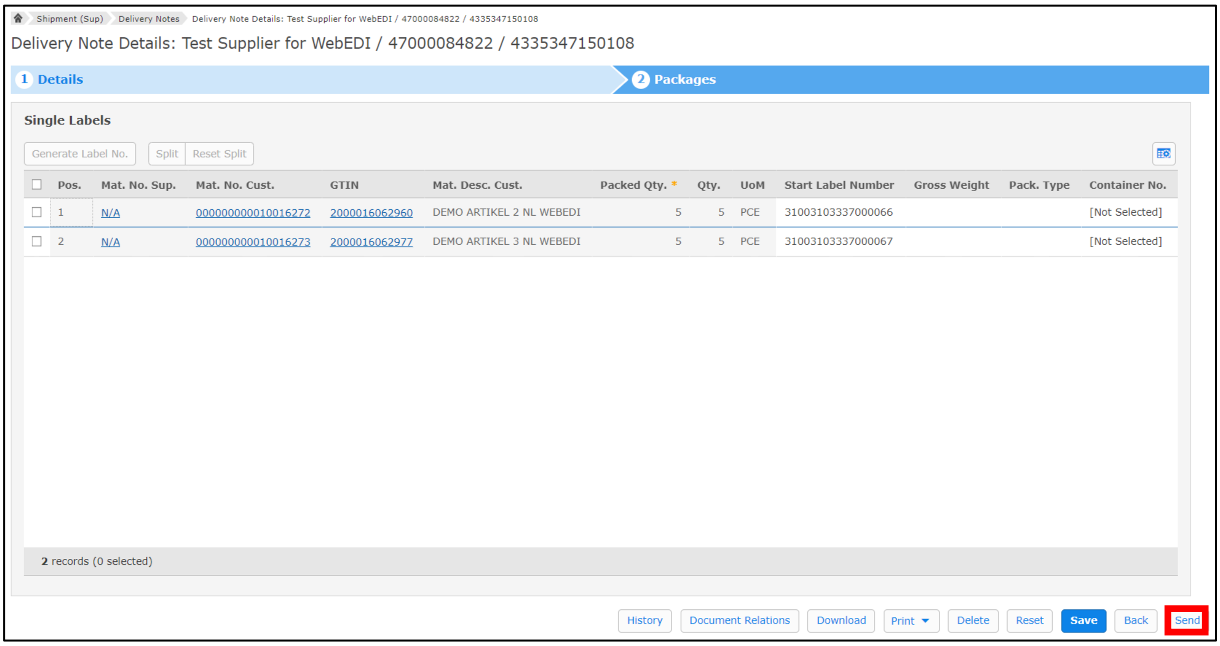
Once the document is successfully imported, it must be opened.



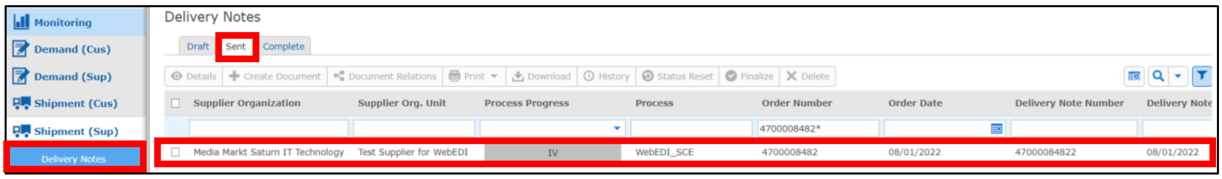
Information such as SSCC-18 and packaging can now be added by using the **“Next** button.



The document can be sent to the recipient by using the **"Send"** button. It is now accessible under **"Dispatch/Delivery Notes/Sent."**



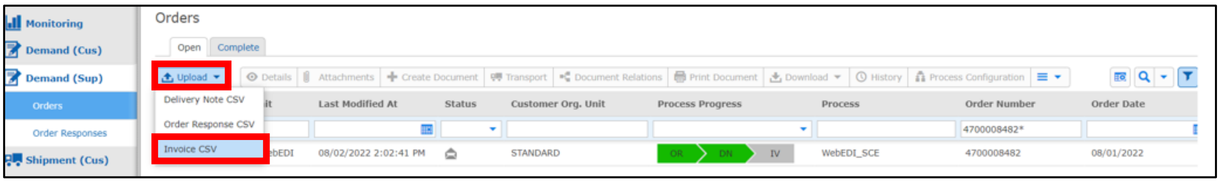
The uploaded Delivery Note can be found under the sent Delivery Notes.



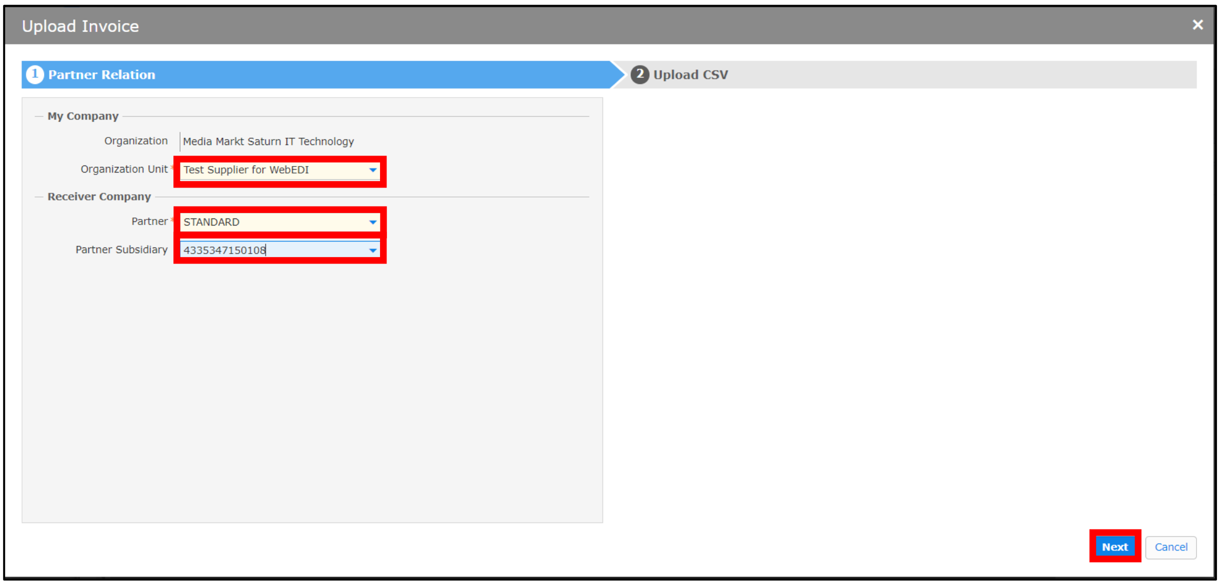
6.4. Import and forwarding of the Invoice

In the last step, the provided invoice is imported into the portal and forwarded to the buyer. The required CSV template is available for download under **"Master Data/Partner Files."**

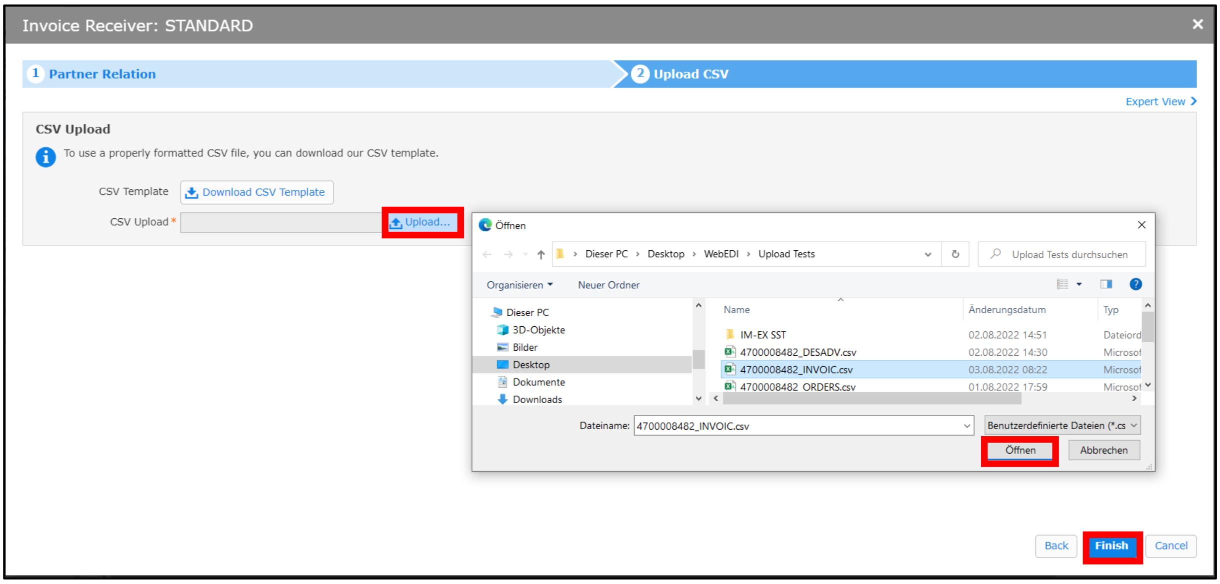
The invoice can be imported using the **"Upload"** button in the top toolbar of the order overview. The appropriate document type (in this case, **"Invoice CSV"**) must be selected.



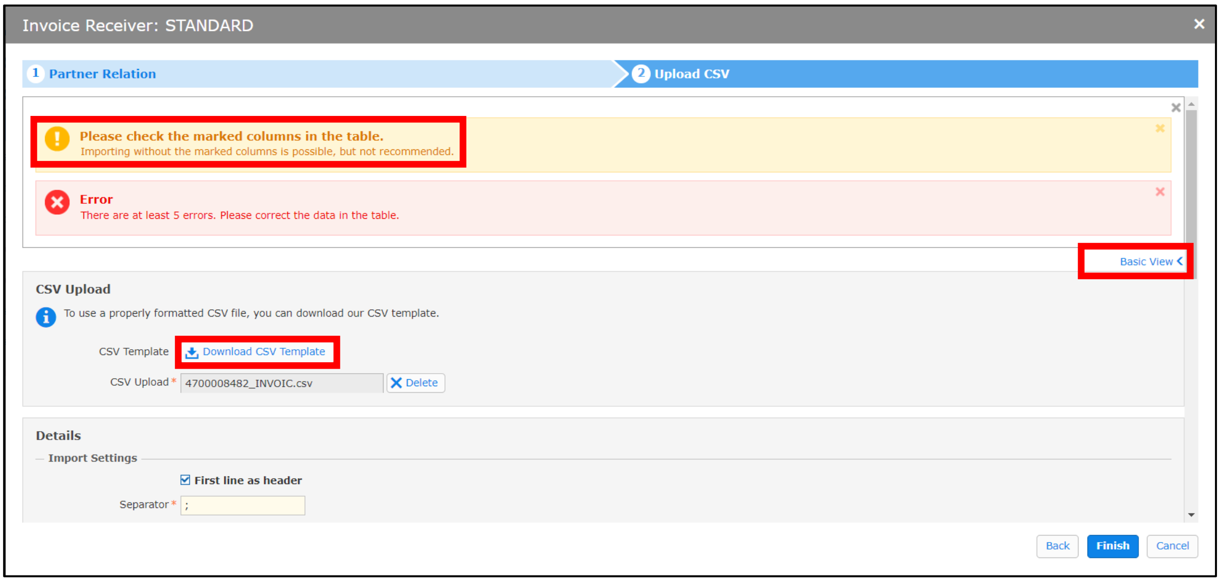
In the newly appearing mask, partner master data is first selected and confirmed with the "Next" button.



Subsequently, the provided CSV file may be imported by pressing the button **"Upload,"** by choosing the appropriate file and by using the "Finish" button.



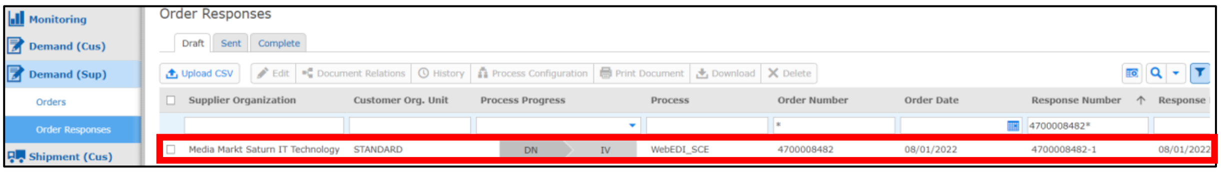
If the columns no longer match the current structure, an error message appears.



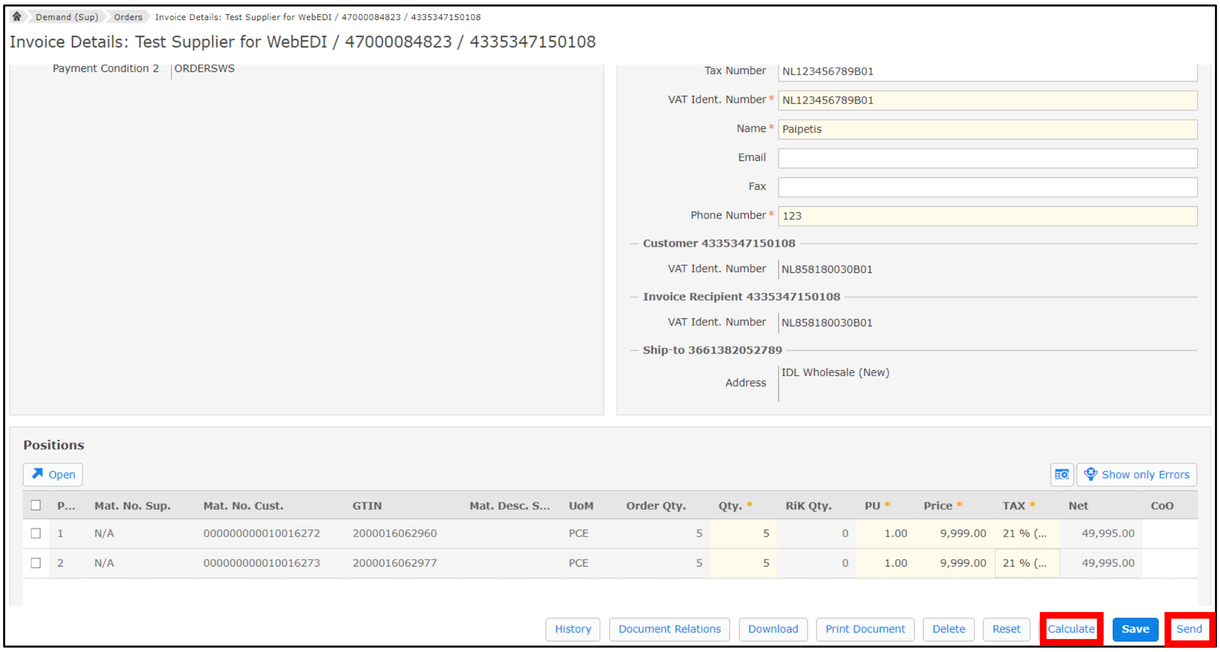
The current structure can be downloaded using the **"Download CSV Template"** button.

In addition, by expanding the "**Basic View**" the error details will be shown.

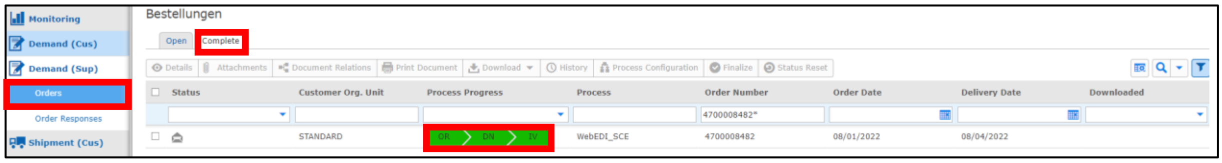
Once the document is successfully imported, it can be opened,



checked (additional information may need to be added, or position and discount amounts calculated using the **"Calculate" button**") and forwarded to the recipient using the **"Send"** button.



The **"Process Progress"** displays the invoice in dark green. Hence this order process is completed.



7. Glossary

WebEDI	Web-based tool enabling the exchange of (EDI) business data like Order, Order Response, Dispatch Note and Invoice without an own EDI solution.
Classic EDI	Fully automated exchange of business documents by means of structured data (e.g., EDIFACT, XML, etc.) and communication protocols like AS2, X400 etc.
Full WebEDI	Usage of WebEDI processes only
Partial WebEDI	Combination of the two i.e., WebEDI and Classic EDI
GLN	The "**G**lobal **L**ocation **N**umber" (GLN) is part of the GS1 standards and is being used to identify physical locations or legal entities uniquely where required. This identifier is compliant with norm ISO/IEC 6523.
GTIN	The "**G**lobal **T**rade **I**tem **N**umber" (GTIN) is a unique trade item identifier that has been developed by the international organization GS1. A GTIN may belong to a retailer, manufacturer, or another entity.
SSCC-18	The "**S**erial **S**hipping **C**ontainer **C**ode" (SSCC) is an 18-digit number used to identify logistics units and is often encoded in a GS1-128 barcode.