

# Electronic data interchange

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FOR COMPANY:

**NAY a.s.**

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# Restrictions for publishing and providing data

This document contains confidential information. It is intended exclusively for NAY a.s. and its suppliers for the purposes of implementing electronic communication (EDI) between them. As such, it may not be copied or passed on to another natural or legal person without the prior consent of the author.

## Records of issued document versions

Version	Date of issue	Description of changes
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# 1. Introduction

Company NAY a.s. (hereinafter „customer“ or NAY) has launched a project to enable the transmission of electronic documents with its suppliers.

NAY will send you orders via EDI communication and requires you to send delivery notices (delivery notes), invoices, and credit notes. In the following text, we will outline the steps for enabling the electronic sending of orders to suppliers and delivery notices (delivery notes) and invoices to the customer – NAY.

## 2. Procedure for Implementing EDI Communication

If your company is already prepared for EDI communication and has not yet exchanged any EDI messages with NAY, you can skip section 2.1 and proceed to section 3.

### 2.1. Procedure for Implementing EDI

If you have not yet communicated electronically with any customer or supplier using EDI, you first need to implement an EDI solution in your company.

For comprehensive advice and solutions regarding EDI issues, you can contact the support team at GRiT (see the Contacts section), which will offer you solutions for electronic EDI exchange and paperless invoicing under favourable conditions, not only with NAY but also with all retail chains that use it in the Czech Republic and Slovakia.

More information is available on the portal [www.edizone.cz](http://www.edizone.cz) or on the website <http://www.grit.cz>.

### 2.2. Basic Steps for Implementing EDI

- **Selection of EDI Solution and Provider** – There are various types of EDI solutions and multiple EDI providers. Ensure that the provider can communicate with NAY.
- **Securing Communication** – The EDI solution must communicate with the EDI provider, typically using an internet connection, which needs to be secured.
- **Securing Identification** – In EDI communication, EAN labelling is used for identification. Your company should be registered with GS1 Czech Republic (formerly EAN), which will provide you with your company's localization number (GLN).

Implementation of the Solution – The entire EDI solution needs to be implemented in the company and ideally integrated into the information system used e.g. warehouse management (WMS) or accounting system(ERP). For sending invoices, EDI integration is essential. If you are

dealing with only a few invoices per month, you can use the invoice creation feature in the web interface of GRiT's ORiON application.

## 3. Launching EDI communication with NAY

### 3.1. Preparation – Before Receiving Orders

If you already have an EDI solution, follow these steps:

1. **Filling in the EDI questionnaire** – Fill in the online questionnaire at <https://edi.grit.eu/edi-komunikace/nay-sk>
2. **Confirmation of EDI Questionnaire Receipt** – You will receive an email at the contact address provided in the questionnaire with information about system setup and the start of EDI orders.
3. **Product Listing** – Ensure in advance that your products are listed correctly, including all mandatory information, especially GTIN (EAN) of products and packaging (depending on the unit type in which you prefer the products to be ordered) and the current status of your prices.
4. **EDI System Setup** – Configure your EDI and information system to correctly identify the trading parties used in NAY's orders. Set the appropriate EDIFACT format for receiving orders.
5. **Issuing a Test Unit Order** – A test unit order with suppliers is generally not issued, and data will be "cleaned" continuously. Orders will be sent directly from our production system, and it is up to the supplier how quickly they enter the orders into their ERP. However, if there is significant data difference between the customer and supplier, an individual agreement on a test unit order can be made as one of the exceptional solutions to such a situation.

### 3.2. Receiving Orders

1. **Receiving the First Order** – NAY will send (or is already sending) orders from the production database. Verify that the assortment in the orders matches the listed products. In case of difference, product listing in NAY needs to be solved.
2. **Order Receipt Confirmation** – The supplier confirms receipt of the order promptly by sending an APERAK message to NAY to ensure order delivery control to the recipient.

### 3.3. Order Confirmation

**Confirming the First Order** – NAY requires order confirmation via the ORDRSP message to clarify the delivered quantity, price, and confirm the expected delivery date.

## 3.4. Sending Delivery Notes

**Verification of Delivery Note Accuracy** – The DESADV EDI message will help to minimize manual work and errors with overwriting items when creating notifications in HPONLINE. EDI delivery notes will automatically create deliveries in HPONLINE for you to manually add to your shipment for a specific day and time.

## 3.5. Sending the First EDI Invoices

**Sending the First Invoices** – Upon request from the customer, send the first electronically signed invoice via EDI (use the SHA-256 hashing algorithm for signing). Along with sending the EDI invoice, send information about the first invoices along with the public part of the signature certificate to the EDI support address ([podpora.orion@grit.cz](mailto:podpora.orion@grit.cz) and [edi@hptronic.cz](mailto:edi@hptronic.cz) and wait for feedback on the invoice's accuracy.

**Verification of Invoice Accuracy** – NAY will check the electronic invoice for formal, content, and comparison with the paper (PDF) invoice. Any differences will be resolved in cooperation with the supplier.

## 3.6. Test Mode

**Launching Test Mode** – After confirming the accuracy of the transmitted invoices, NAY will request regular sending of EDI invoices via email. During the test operation, invoices are sent both via EDI and the existing method, i.e., in paper form or by email in PDF format.

**Test Mode** – During the test operation, NAY staff will check the content consistency of electronically processed invoices (see the document Invoice Requirements) with the paper version. In case of differences, they will contact you. The control lasts for at least 14 days, and the test mode should not exceed 1 month.

**Standard Mode** – After 14 days of error-free document exchange, an acceptance protocol for paperless invoicing can be signed, and the second sending channel (PDF) can be turned off. Only EDI communication will remain valid after this period.

## 3.7. Confirming EDI invoices

For EDI invoices and credit notes, AUTACK and APERAK messages will be sent.

### AUTACK

This message confirms the authorization of the electronic signature. A negative AUTACK message indicates that the signature on the sent document could not be verified.

Possible reasons for verification failure:

- You did not send the public key of the used certificate to the customer.
- You used an incorrect signature hashing scheme (SHA-256 is required).
- The certificate used for signing is invalid (do not sign with a certificate that expires on the day of signing).
- The content of the document has changed since it was signed.
- **Required action:** correct the issue and resend the document.

## APERAK

This message confirms the receipt of the message by the application.

If an APERAK message is not generated for the sent documents, these documents are considered undelivered. A negative APERAK message means that the sent EDI message contains errors that prevent further processing. The seller is obliged to immediately correct these errors and send a new EDI INVOIC message, to which the buyer will generate an APERAK message. A positive APERAK message means the invoice has been received (i.e., agreed to). Further checks on the document's accuracy will follow after receipt. It cannot be automatically assumed that the document will always be accepted/accounted for and paid.

## 3.8. Errors in Regular EDI Invoice Transfers

The supplier will be informed about issues and discrepancies in EDI invoices through APERAK notifications.

### 3.8.1. Common Errors

- **Product Listing Deficiencies** (incompleteness and outdated assortment, incorrect product labelling) – these need to be resolved in cooperation with the customer.
- **Incorrect Identification of Trading Parties** – configure your system so that the sent invoice has the correct identification of trading parties, including both GLN codes and company names.
- **Invoice Not Sent 1:1 to Delivery Note** – always send one invoice (INVOIC) for one delivery note (DESADV).
- **Delivery Note Number Not Included in Invoice** – ensure that the delivery note number is included in the invoice.
- **Missing Data** – configure your system so that the outgoing invoice contains all mandatory and required data (see section 3.10 Requirements for EDI Invoice Content).
- **Other Issues** – contact GRiT support (see Contacts section).

### 3.9. EDI Order Content (ORDERS)

The order is based on the Czech subset of the EANCOM 2002 ORDERS EDIFACT D.01B message and includes an indicative price.

The exact format of the order depends on the EDI solution used. Contact your EDI service or solution provider.

### 3.10. Despatch Requirements – EDI Delivery Note (DESADV)

It is essential to correctly identify the individual parties involved in the transaction of delivery note. The message structure must follow the Czech subset of the EANCOM 2002 DESADV EDIFACT D.01B message. A pallet structure is not required.

The exact format of the delivery notice export from your IS/ERP system depends on the EDI solution used. Contact your EDI service or solution provider.

### 3.11. Requirements for EDI invoices (INVOIC)

The term EDI invoice here refers to EDI INVOIC messages, i.e., invoices – tax documents and credit notes. An EDI invoice, once accepted, should be a paperless tax document. This means it must contain all the information required by Czech law for a tax document. It must also meet the requirements set by NAY.

The message structure must follow the Czech subset of the EANCOM 2002, Syntax 3, Edition 2008 INVOIC EDIFACT D.01B message. The exact format of the invoice export from your IS/ERP system depends on the EDI solution used. Contact your EDI service or solution provider.

#### List of Basic Information Requirements

- The supplier must be identified at least by GLN, company registration number (IČO), VAT number (DIČ), and name.
- The supplier must provide information about their registration in the commercial register.
- The supplier's account number (account number and bank code) must be provided. It is not permissible to include the customer's bank details here (even in the case of a credit note – corrective tax document DBP / ODD).
- The customer must be identified at least by GLN, company registration number (IČO), VAT number (DIČ), and name. The customer's GLN must be:
  - 8589000033109
  - The same GLN must also be provided for the billing location.



- The GLN of the delivery location must be filled in. It must be the GLN of one of the listed warehouses. The main GLN NAY 8589000033109 is not allowed as the delivery location GLN.
- The NAY order number and the supplier's delivery note number, on which the fulfillment is based, must be filled in.
- The document issue date, taxable supply date, and delivery date must be filled in.
- All invoice items must be identified by GTIN (EAN). NAY does not use other identifiers. They may be used but will be ignored.
- The net price (price after all surcharges and discounts) must be provided for each item.
- The quantity and unit of quantity must be filled in for each item.
- The VAT rate must be filled in for each item.
- The document must contain all items based on just one order and just one delivery note. Invoices for multiple orders or multiple delivery notes are not allowed.
- The document must contain a VAT summary for all applied rates.
- The item totals must correspond to the VAT bases.
- The invoiced amount must correspond to the sum of the VAT bases, VAT, and any rounding.
- The document must contain information on whether it is subject to reverse charge (PDP) in multiple places:
  - In the document header
  - On the line it applies to
  - In the summary section
- The EDI invoice must also contain all textual expressions that are necessarily included on paper documents, especially:
  - Company registration in the commercial register (e.g., maintained by the Municipal Court...).
  - The fact that the prices listed on the document include PHE and other recycling fees.
  - For reverse charge (PDP), the text according to the law (either "VAT will be paid by the customer" or a direct reference to the relevant section of the law).

### **Differences for Credit Note Documents:**

- Credit note (DBP/ODD) for customer claim must include claim number in the Delivery Note number field in the document heading.
- DBP / ODD for product returns must include the reference document number (invoice) on which the credit note is based (especially for DBP/ODD issued for the credit note request "PD"). This applies to all DBP/ODD except for exceptions provided by law.

- It does not need to include the account number.
- It does not need to include the delivery note number.
- It does not need to include the delivery date.

## Electronic Signature

For legislative reasons, all electronic invoices are required to be signed with an electronic signature. An electronic signature created based on a qualified certificate is accepted. In the Czech Republic, you can apply for a qualified certificate from certification authorities such as PostSignum ([www.postsignum.cz](http://www.postsignum.cz)) or I.CA ([www.ica.cz](http://www.ica.cz)).

NAY will only accept electronic signatures on EDI invoices that use the SHA-256 hashing algorithm. The supplier will be informed about the verification/non-verification of the signature via the AUTACK message.

If you do not yet have an electronic signature, GRiT can sign electronic documents on your behalf based on a mandate authorization.

## 4. Contacts

### 4.1. EDI Support for NAY Suppliers

[GRiT, s.r.o.](http://GRiT.s.r.o) provides services related to EDI communication for NAY (setting up the EDI system, connecting suppliers to EDI communication, etc.). Information and materials regarding the EDI communication project at NAY can be found at <https://edi.grit.eu/edi-komunikace/nay-sk>.

Send requests for establishing EDI communication with NAY to the email: [podpora.orion@grit.cz](mailto:podpora.orion@grit.cz). Always include your company name and a brief description of the request in the subject line of the email. Without these details, the request may not be processed.

For general issues related to implementing electronic data interchange (EDI), you can also contact the ORiON client centre at GRiT.

### 4.2. EDI Orion Customer Centre

At the ORiON EDI client centre, we are ready to provide you with more information about our products and services.

✉ e-mail: [podpora.orion@grit.cz](mailto:podpora.orion@grit.cz)

☎ tel: +420 553 610 317

🌐 web: <http://www.edizone.cz>  
<http://www.grit.cz>



### 4.3. NAY Contacts

Person responsible for EDI communication: Silvia Vrabecová

✉ e-mail: [vrabecova@nay.sk](mailto:vrabecova@nay.sk)

☎ tel: +421 918 112 856



## 5. About GRiT, s.r.o.

Czech company (formerly known as CCV Information Systems), which has been developing information systems since 1992. Systems that, thanks to automation of processes, reduce the share of manual work when handling documents, goods or money and thus contribute to wage savings, zero errors and higher efficiency of work.

Since its establishment, it has developed into the EDI leader on the Czech market, whose ORiON solution is used by more than 2000 customers, for whom it transfers over 3 million documents per month. The company has also become a leading supplier of warehouse systems (LOKiA WMS.) and other cloud services (iNVOiCE FLOW, etc.). The company has managed thousands of IT projects related to the computerization of business processes and knows the best practices, including the differences in individual industries.

The company can advise you on how best to set up the flow of documents, money and goods in your company. Each service can be used separately - but you will benefit most if you combine them together. They will create a network around your business that connects you efficiently with your business partners, ensuring that documents, money and goods circulate automatically and require minimal manual processing.



## ORION CONTACT

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