

Electronic document interchange

FOR COMPANY:

NOTINO, s.r.o.

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Restrictions on disclosure and provision of data

This document contains information of a confidential nature. It is intended exclusively for Notino, s.r.o. and its suppliers for the purposes of putting into operation 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
1.0	6.3.2024	Basic version of the documentation
2.0	1.1.2025	Adjusting the marking of delivery points

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1. Introduction

The company Notino, s.r.o. (hereinafter "customer" or NOTINO) uses electronic document interchange (EDI) with its suppliers.

The customer will send you **orders** (ORDERS) via EDI communication and requires you to send **despatch advices** (DESADV), **goods invoices** and **credit notes** (INVOIC).

As part of EDI communication, the customer will also require active work with APERAK **control and confirmation messages** as an EDI communication standard.

The customer's EDI provider is GRiT, s.r.o.

2. Introduction of EDI communication

I have EDI

If your company already uses EDI, but you have not yet exchanged any EDI messages with NOTINO, **verify that your EDI provider has a connection with the GRiT provider** and that your EDI solution supports the required communication standards and continue with chapter 2.

I do not have EDI

If you do not yet communicate electronically using EDI, you must first implement an EDI solution. EDI providers can help you with this.

For comprehensive consultancy and solutions to EDI issues, you can contact the EDI ORiON Client Center of GRiT (podpora.orion@grit.cz), which will offer you a solution for electronic EDI exchange and paperless invoicing not only with NOTINO, but also with all business partners and customers who use it in the Czech Republic and abroad under advantageous conditions.

Further information is available at the portal www.edizone.cz or on the website www.grit.eu.

2.1. Basic steps when implementing EDI

- **Selection of an EDI solution and provider** – there are multiple variants of EDI solutions of different types and there are different EDI providers. Choose a provider that can communicate with NOTINO in the required EANCOM standards and has a connection to the EDI provider GRiT (ORiON platform).
- **Providing communication** – the EDI solution must communicate with the EDI provider, today a secure internet connection is usually used.
- **Providing company identification** – GLN (global localization number) marking is used for international identification in EDI communication. So you should have a company registered with GS1 Czech Republic (formerly EAN), which will give you a localization number for your company.

- **Implementation of a solution** – The entire EDI solution must be implemented in the company and optimally also integrated into the information system used (accounting/warehouse management).
- **WebEDI variant – simple EDI in an internet browser** – if you are a supplier with a small number of documents, **you can use the so-called WebEDI**. In this case, there is no need to implement and modify your information system and, thanks to webEDI, you can simply receive orders in a readable form on the webEDI portal and then create other documents from the orders.

3. Initiating EDI communication with the company NOTINO

If you already have EDI communication on your side up and running, you can communicate in the EANCOM standards required by NOTINO, and your EDI provider has a connection to the GRiT provider, you can proceed to the following steps.

3.1. Registration and basic setup

1. **Completion of EDI questionnaire** – Kindly fill in an online questionnaire at <https://edi.grit.eu/edi-komunikace/notino-eng>.
2. **Checking the receipt of e-mails from the GRiT provider's domain** – as part of the introduction of EDI communication, the GRiT provider will also be in email contact with you. Check whether emails from the @grit.cz and @grit.eu domains are being delivered to you. We recommend adding these domains to the list of allowed senders (so-called white list).
3. **Confirmation of EDI setup** – You will receive an e-mail to the contact address from the questionnaire with information about the setup of the EDI system on the side of the GRiT provider.
4. **EDI and information system setup** – Set up your EDI and information system to correctly identify the trading parties used in EDI messages (GLN codes of counterparties and collection points) and ensure, in cooperation with your EDI provider, that communication with NOTINO takes place in the correct formats listed in chapter 7.
5. **Listing of goods** – In advance, arrange with the NOTINO customer to check the listing of your goods, including the addition of all mandatory data, especially the GTIN (EAN) of the products and packaging.
6. **Inform NOTINO that you are ready for EDI communication** – send the EDI contact of your customer (*chapter 10 - EDI contact of NOTINO*) information that you are ready to start EDI communication and receive the first EDI order. The customer will discuss the next steps with you.

3.2. Order receipt (ORDERS)

1. **Receipt of the first test orders** – NOTINO will gradually send you the first 2 - 4 test orders via EDI
 - a. NOTINO will notify you in advance of sending the EDI order
 - b. Verify that the assortment from the test order corresponds to the listed goods and that the quantity specified in the order is correctly processed in your system. In case of differences, it is necessary to finalize the listing with the NOTINO customer.
2. **Confirmation of receipt of the order** – confirm receipt of the order without delay by sending an **APERAK** message (or as you entered during registration) to ensure control of the delivery of the order to the addressee.
3. **Transition to exchange of orders via EDI** – after you have successfully processed test EDI orders, after mutual confirmation with NOTINO, you will proceed to receive orders via EDI. Orders will also be sent to you by the current way (e-mail) until the transition to production operation is accepted (exclusively via EDI) – see chapter 4. Test and production operation.

3.3. Sending despatch advice (DESADV)

After starting the receipt of orders via EDI, you can start sending advices of the delivery of goods - the DESADV message.

Send the DESADV message as soon as possible after processing the order. The maximum recommended time for sending a DESADV message is 24 hours before the physical shipment.

3.4. Sending EDI invoice (INVOIC)

1. **Sending EDI invoices**
 - a. **Testing** - for test orders, send test invoices as if they were real. If you do not have a testing environment, delete invoices after they are sent.
 - b. **Parallel operation** - as you receive the first real EDI orders, start sending electronically signed invoices via EDI as well. At the same time, however, **continue to send original invoices as before.**
 - c. **Switching to EDI-only invoice exchange** - once you have verified the accuracy of the invoices and mutually confirmed them with NOTINO, you will send invoices only via EDI (see chapter 4.)

2. **Electronic signature and public key** – At the same time as sending the first signed EDI invoice (use SHA-256 hashing algorithm for signature), send the information about sending invoices to NOTINO to GRiT's EDI support address together with the public part of your signature certificate. If you are using GRiT's ORION solution, you can skip this step.
3. **Verification of the correctness of the invoice** – The customer will check the electronic invoice in terms of formality, content and comparison with the paper/pdf invoice. Any discrepancies and differences will be resolved in cooperation between the NOTINO customer and you. For the INVOIC messages sent by you, expect feedback from the NOTINO customer in the form of a notification message (APERAK, or COMDIS)
4. **Transition to exchange of invoices only via EDI** – after verifying the correctness of the invoices and mutual confirmation with NOTINO, you will only send invoices via EDI, see chapter 4. Test and production operation).

4. Test and production operation

1. **Test operation** – Testing always takes place on "test" EDI documents without their actual fulfillment / shipment. According to the agreement, NOTINO will send you a series of "test" EDI orders from the test database and expects on your part their system processing, their correctness check and confirmation of their receipt (feedback). After the system confirmation of "test" orders on your side, NOTINO expects you to subsequently generate follow-up "test" documents (DESADV, INVOIC) for these received by you (ORDERS). Testing between you and NOTINO is always concluded by mutual agreement and agreement that the given type of document / EDI message will be sent as part of the so-called production parallel operation (EDI message + existing paper/PDF version of the document) from the given date.
2. **Production operation (parallel operation)** - In the course of production parallel operation, real orders and real follow-up documents (despatch advices and invoices) are already communicated between you and the customer.

[In parallel operation, please send pdf invoices to the newly established NOTINO email
edi.invoice@notino.com](mailto:edi.invoice@notino.com)

During parallel operation (verification), documents are sent both via EDI and in the existing way (in paper form or by e-mail in PDF format). As part of production (parallel operation), it is necessary for the supplier's and the customer's employees to check the content conformity of electronically processed documents with the paper/pdf version. In the event of any discrepancies, the counterparty must be contacted and the discrepancies resolved proactively.

3. **Production operation (only EDI operation)** - The parallel verification operation is always terminated by a binding mutual agreement and acceptance between you and the NOTINO customer that the given type of document / EDI message will be sent only electronically using EDI from the given date.

5. Identification of counterparties and places of delivery

GLN codes are used in EDI communication to identify partners and delivery points.

You can find a complete list and description of customer identification data in the documentation located at <https://edi.grit.eu/edi-komunikace/notino-eng> in the section Documentation / GLN (EAN) codes of collection points in the file under the name „**GLN (EAN) codes of collection points.pdf**”.

On this website, in the Documentation section, you can also find standardized pallet labels for individual Notina warehouses.

PARTNER IDENTIFICATION:

The purchasing party and the billing point is always Notino, s.r.o., Londýnské náměstí 881/6, Brno, 639 00, CZ, GLN 8593085094207.

This information is entered in the EDI message in the NAD+BY (Buyer) and NAD+IV (Invoicee) segments.

IDENTIFICATION OF DELIVERY POINTS:

1. **Direct delivery** - The order contains goods delivered directly to one of the Notina warehouses (CZ, RO, IT, PL), where they will be loaded.

The order for direct shipment is marked with code 220 in the BGM segment. The place of delivery is always the warehouse listed in the NAD+DP (Delivery Party) segment.

2. **Cross-dock** - The place of delivery for this delivery method is always the warehouse in Syrovice with GLN 8593085094214 (NAD+DP segment), from where the shipment is further transported to the final warehouse outside CZ (PL, IT, RO), which is listed in the NAD+UC segment.

The cross-dock order is identified by code 402 in the BGM segment.

The information on the final delivery location is also used to identify the label to be attached to the shipments - standardized labels can be downloaded here:

<https://edi.grit.eu/edi-komunikace/notino-eng>

Information about the final delivery/warehouse location is sent in the following ways:

- a. The final warehouse information is sent in the NAD+UC segment (this segment of the final consignee is sent when the EDIFACT conversion format is set to D.01B)
- b. Identifier in the order number of the order - with the change to sending documents via EDI, the format of the order numbers sent changes from OBJ-202X-XXXX to:
 - EZ-202X-XXXXXX - EZ (warehouse: RO-BUC)
 - JV-202X-XXXXXX - JV (warehouse: IT-TEL)
 - NF-202X-XXXXXX - NF (stock: PL-LOD)
 - BM-202X-XXXXXX - BM (stock: CZ-SYR)

PALLET MARKING FOR INDIVIDUAL DELIVERY POINTS:

The pallet labels, which are in a standardized format for EDI communication, will no longer come with the order by email, but must be downloaded from the Documentation section here: <https://edi.grit.eu/edi-komunikace/notino-eng>

It is always necessary to choose the label that corresponds to the final stock. This can now also be identified by the order number. The rules for placing the labels remain the same - 1x on top, 2x on opposite sides.

Warehouse in the Czech Republic:

Prologis park, Hala DC3, Syrovice 688, 664 67 Syrovice

GLN 8593085094214

Order number format: BM-202X-XXXXXX



Warehouse in Romania:

Notino Logistics Romania s.r.l.,

CTPark Bucuresti, parc CTP km. 13 A1, Strada Virginia 2, Dragomiresti-Deal, 077096, Romania

GLN 8593085094221

Order number format: EZ-202X-XXXXXX



Warehouse in Italy:

Notino Italia s.r.l., Via Lombardia 25/27, Telgate (BG), 240 60, Italy

GLN 8593085094238

Order number format: JV-202X-XXXXXX



Warehouse in Poland:

Notino Logistics Poland sp. z o.o.,

Inwestycyjna 2, Głuchów, 95-080, Poland

GLN 8593085094245

Order number format: NF-202X-XXXXXX



6. Identification of goods

The **GTIN (EAN)** of the products is preferably used to identify the goods and packaging with NOTINO. If this marking cannot be used, the **Supplier Code** of the item is used for identification.

Featured special items on orders:

- Testers
- Samples
- GWP (=gift with purchase)
- PWP (=product with purchase), and other forms of sales promotion.

Sales promotion product:

- It has its own EAN code = a product card with the given EAN is created, the normal ordering procedure follows
- It does not have its own EAN code = the so-called **Supplier code of the item (=reference)** is filled in, **which replaces the EAN in the communication**
- If both data are filled in, **the EAN is considered** primary.

Non-productive items on invoices:

- Transport, pallets, packaging
- Recognition by code in the EAN or supplier code field
 - R1 (transport)
 - R2 (packaging)
 - R3 (pallets)

Warning:

- It is not possible to process the purchase of an item that does not have an EAN or supplier code.
- It is not possible to use one EAN code / item supplier code for two different stock items. Even if it is a sample of the same product.
- Communication regarding the missing EAN/supplier code is handled by Notino's purchaser.
- If the item is set up as a sales promotion product, it can only be ordered and received into stock with a zero price.

As part of the preparations for the test phase, it is recommended that you (the supplier) and NOTINO check the contemporaneity of the listing information for traded items

– see *chapter 3.1. – Registration and basic setup point 5.*

7. Content and obligations of EDI messages and formats

The required format and content is based on **the Czech subset of EANCOM 2002, Syntax 3, Edition 2008** messages issued by GS1 Czech Republic and their possible updates, unless otherwise stated in the EDI message.

To ensure that all fields are transferred, it is recommended to set the **EDIFACT** conversion format to version **D.01B**.

If you use **the ORiON EDI solution from the GRiT provider**, you do not have to deal with the choice of EDI message format. You will receive and send messages via the ORiON solution as you are used to.

However, the form of messages you receive (import) or send (export) from your information or ERP system may depend on your EDI solution and **the individual requirements of your customer**. Therefore, connect with your EDI service and solution provider when implementing EDI.

The manuals (MIG – Message Implementation Guidelines) of the messages are attached or you can get them from GS1 Czech Republic.

7.1. Orders (ORDERS)

More detailed content of communicated EDI messages can be found via the link: <https://edi.grit.eu/edi-komunikace/notino-eng> in the Documentation / Orders section

7.2. Invoices (INVOIC)

More detailed content of communicated EDI messages can be found via the link: <https://edi.grit.eu/edi-komunikace/notino-eng> in the Documentation / Invoices section

7.3. Despatch advices – delivery note (DESADV)

More detailed content of communicated EDI messages can be found via the link: <https://edi.grit.eu/edi-komunikace/notino-eng> in the Documentation / Despatch advices section

7.4. Order Confirmation (ORDRSP)

NOTINO does not currently accept the ORDRSP message. It is possible that this message will be subject to future development.

8. Confirming EDI messages and invoices

AUTACK and APERAK messages are sent by default to EDI invoices and tax correction documents.

8.1. AUTACK

A message about the performed electronic signature authorization, which confirms the electronically signed message. If a negative AUTACK message is sent, it is information that the signature of the sent document could not be verified. **Correct it and resend the document.**

Possible reasons for non-verification:

- You have not sent the public key of the used certificate to the customer
- You used an incorrect signature hash scheme (SHA-256 is required)
- It is signed with an invalid certificate (do not sign with a certificate that expires on the date of signing)

8.2. APERAK

Acknowledgment of application message receipt. If an APERAK message has not been generated for the sent documents, these documents are considered undelivered. **A negative APERAK message** means that the sent EDI message contains errors that prevent its further processing. The seller is obliged to immediately remove these errors and send a new EDI message. **A positive APERAK message** only means confirmation of message delivery.

8.3. COMDIS

Business Objection. With this message, the customer confirms receipt of the invoice or rejects the invoice and sends a description of the errors. **A negative COMDIS message** means that the document has content errors that prevent it from being posted. The seller is obliged to immediately remove these errors and send a corrected INVOIC message. Only the one for which **a positive COMDIS message** has been sent is considered to be an INVOIC message received and posted. Messages are signed with an electronic signature.

NOTINO will implement the COMDIS message continuously with the processing and checking of incoming documents.

9. Additional resources

The information source that always contains up-to-date information is the website <https://edi.grit.eu/edi-komunikace/notino-eng>.

10. Contacts

10.1.1. EDI Supplier support

The company [GRiT, s.r.o.](#) provides services related to EDI communication for customers (setting up the EDI system, involvement of suppliers in EDI communication, etc.).

Send requirements for the introduction of EDI communication with NOTINO to the e-mail: **podpora.orion@grit.cz**. Always include the name of your company and a brief description of the request in the subject of the e-mail. Without this data, the request may not be processed.

With general issues related to the introduction of electronic data interchange (EDI), you can still contact the ORiON client center of GRiT.

10.1.2. EDI ORiON Client centre

In the EDI ORiON client center, we are ready to provide you with more detailed information about our products and services and details about the possibilities of EDI communication with NOTINO.

e-mail: podpora.orion@grit.cz
fax: +420 597 071 010
tel: +420 553 610 317
web: <http://www.edizone.cz>
www.grit.eu



10.1.3. For new customers and those interested in new services

e-mail: obchod.orion@grit.cz
tel: +420 553 610 316

10.1.4. EDI contact of NOTINO

Ing. Sára Urbanová
EDI Project Manager

e-mail: edi@notino.com
tel: +420 736 469 810
web: <https://www.notino.com/>

11. About GRiT

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

Since its foundation, it has developed into the EDI leader on the Czech market, whose ORiON solution is used by more than 2,000 customers, for whom we transfer over 3 million documents per month. They have also become a leading supplier of warehouse systems (LOKiA WMS) and other cloud services. They have managed thousands of IT projects connected with the digitization of company processes and we know best practices, including differences in individual fields.

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



ORION CONTACT

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