

Appendix No. 16.
to the CONTRACT ON ELECTRONIC DATA INTERCHANGE IN COMMERCIAL COOPERATION

Standardization of the “DESADV” message (delivery note)

Company: **Globus ČR, v.o.s.**
Registered office: Kostecká 822/75, 19600 Praha 9, Čakovice
Registered in the Commercial Register maintained by the Municipal Court in Prague, Section A, Insert 16077
Company ID No.: 63473291
Tax ID No.: CZ63473291
Represented by: Mr. Václav Kulháněk

and

Company: **Zapf Creation AG**
Registered office: Mönchrödener Straße 13, D-96472 Rödental
Registered in the Commercial Register maintained by the
Company ID No.: HRB 2995
Tax ID No.: DE175482385
Represented by: Mr. Thomas Eichhom

(the above-mentioned entities are hereinafter referred to as the “Parties”)

Based on their mutual agreement, the parties conclude the following appendix to
CONTRACT ON ELECTRONIC DATA INTERCHANGE IN COMMERCIAL COOPERATION

Its aim is to decide on procedures applicable for the “DESADV“ report, in compliance with the agreed cooperation, according to the design programmed documentation of both subjects.

1. Summary of mandatory and optional items in the electronic message “DESADV” for Globus ČR.

Delivery note – Heading	Type	Length	Mandatory	Note
UNA (contains the functional sence of characters)			Yes	Information from the envelope message
Delivery note No.	Char	9	Yes*1	
Delivery note type - code	Char	3	Yes	351
Delivery note date	Date	8	Yes	Format CCYYMMDD
Delivery date/time requested	Date		Yes*2	Format CCYYMMDD or with time CCYYMMDDHHMM
Order No.	Char	9	Yes*3	
GLN purchaser –customer code	CharN	13	Yes	8594031170006
GLN orderer code	CharN	13	Yes*4	
GLN delivery place code	CharN	13	Yes*4	
GLN invoicing place code	CharN	13	No	8594031170006
GLN seller - supplier code	CharN	13	Yes	
GLN distribution warehouse - supplier	CharN	13	No*5	

*1 If this number is longer than 9 digits, it shall be cut from the right to 9 digits.

*2 If an invoice is issued to the central warehouse Jirny, TKK Dašice, OZ Lipence shall also state the time of delivery in addition to the delivery date.

*3 The order number format for Globus ČR must contain only a continuous number series without signs and texts, such as 531256216 or also 878516321, 792553312, 510032463.

*4 This information is mandatory in the case that the order has been issued to TKK Dašice pr to Gastronomy (restaurant), in such case, this segment is filled with the GLN of the hypermarket/ central warehouse Jirny and the GLN for Gastronomy/TKK Dašice is filled as the place of delivery.

*5 This information is mandatory if required by the supplier to be stated in the orders.

Delivery note - Items	Type	Length	Mandatory	Note
Line serial No.	Char		Yes	
EAN product code	CharN	14	Yes	
Item type	Char	1	No	Z-goods, O-package
Product name	Char	35	No	
Despatch quantity	Num		Yes	

2. Rules for the “DESADV” message

- 2.1. Only one delivery bill is to be issued in respect of each order. If two delivery bills have been issued, they have to be sent to Globus together (consecutively within the shortest possible time interval).
- 2.2. In exceptional cases where it has been agreed to send two delivery bills in relation to a single order, the orders and advices have to be sent in all cases using the EAN of commercial packages and the number of commercial packages!
- 2.3. Bulk delivery bills for more orders shall not be accepted.
- 2.4. The delivered quantity must always be identical with the order. The order stating the number of KS (items)= the delivery bill in KS; the order stating the number KT (cartons) = the delivery bill in KT .
- 2.5. The product EAN and the stated quantity (*the EAN per item and the number of items, or the EAN of the commercial package and the number of commercial packages*) must always be identical in the order and in the delivery bill. Measurement units must be identical.
- 2.6. A DESADV must be delivered to Globus via EDI before the arrival of the goods to the relevant Globus branch!!! The data are handled at the time of physical taking-over of the goods. DESADV serves at the same time as a delivery advice.
- 2.7. The number of the DESADV and of the paper delivery bill must be identical. It is an identical document sent by two different ways (paper, EDI). The numbers of delivery bills must always be unique, the number series of the delivery bills must not be repeated (duplicity). In case of duplicity, the delivery bill shall not be accepted!
- 2.8. No minus quantity items may be stated in the delivery bill.
- 2.9. If the order does not contain information about package (containers, palettes), such information may not be stated in delivery bills.

3. Mandatory fields in “DESADV”

- 3.1. The Parties have agreed that the dispatched messages shall contain all particulars specified in the program design documentation.
- 3.2. Any missing or incorrect information in the message constitutes grounds for rejection of the message on the part of Globus ČR, v.o.s..
- 3.3. In case of any ambiguities concerning the contents of the message, the document shall be issued in the usual (paper) form and the contents of such document shall be considered by the Parties as the decisive and the only valid contents.
- 3.4. **The date of issue of the delivery bill (DTM+137) and the delivery date of the goods** or the date of the expected delivery of goods (DTM+2) has to be filled and the delivery date must correspond to the actual date of arrival of the goods to the relevant Globus.
- 3.5. **Delivery time of goods (DTM+2::203).** This information has to be filled in case of suppliers making deliveries to central warehouses (e.g.. Jirny, Dašice, Lipence).
- 3.6. **Order number** – it is necessary to refer in the DESADV to the order in respect of which the delivery bill has been issued. This information is used in IS Globus for pairing both documents.
- 3.7. **Place of delivery GLN**– the DESADV message has to contain the GLN of the Globus entity that has issued the order and is at the same time the place of delivery of the goods (NAD+DP).
- 3.8. The message has to contain the introductory **UNA segment** and has to use the ISO **Latin 2** set of signs for transmission of characters with diacritics.

4. The duty to use a unique “EAN code” for marking products

4.1. The Originator of the data message shall be responsible for unique marking of each product stated in the message; particularly in cases of change of the product package, such products shall be marked by the new “EAN code”, which shall be unique.

5. Uniqueness within the scope of the interchange

5.1. No two or more types of EDI messages may be sent within the scope of the interchange under the same Interchange number, i.e. DESADV (the delivery bill) and INVOIC must be sent separately.

6. DESADV confirmation

6.1. After obtaining a delivery bill, Globus shall send to the supplier a CONTROL message.

7. Restrictions

7.1. The texts in the DESADV heading may not contain Czech characters.

8. Paperless communication

8.1. Has to be approved by both Parties as of an exact date. If it is agreed with the supplier that the delivery bills will be sent solely via EDI, the following conditions have to be met.

8.2. Every delivery bills shall always be sent in time via EDI (before the delivery of the goods). If the delivery bill is not imported in the EDI system of Globus at the time of receipt of the goods due to late dispatch by the supplier, the goods cannot be accepted.

8.3. The supplier must ensure an identification of the delivery that shall clearly indicate:

- 8.3.1. The supplier's name
- 8.3.2. Globus order number
- 8.3.3. The supplier's delivery bill number
- 8.3.4. The delivery date of the goods
- 8.3.5. The place of delivery of the goods

8.4. The information referred to in paragraph 8.3. must be stated on each palette, parcel, etc..

8.5. In case of failure of the EDI system on the supplier's side, the supplier shall notify Globus in time of such failure and shall replace DESADV by paper documents.

8.6. Paper delivery bills may be further sent without limitation.

8.7. If it is found that the supplier is unable to send DESADV regularly and in time, Globus ČR shall be entitled to demand from the supplier dispatch both paper delivery bills and DESADV.

9. Electronic signature

9.1. All DESADV must be sent unsigned.

9.2. Any DESADV signed electronically shall not be accepted.

This appendix is an inseparable part of the CONTRACT ON ELECTRONIC DATA INTERCHANGE IN COMMERCIAL COOPERATION and comes into effect on the day it is signed by the last of the parties.

In Prague on 11.2.2014

In.....on.....

On behalf of:
Globus ČR, v.o.s.

On behalf of:
Zapf Creation AG

Signature:
.....

Signature:
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