

**Appendix No. 18
to the CONTRACT ON ELECTRONIC DATA INTERCHANGE IN COMMERCIAL
COOPERATION**

Standardization of the “INVOIC” message (invoice, credit note)

Company: Globus ČR, v.o.s.
Registered office: Kostelecká 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 Kulhánek

and

Company:
Registered office: Registered in the

Company ID No.:
Tax ID No.:
Represented by:

(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 “INVOIC“ 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 “INVOIC” applicable to
Globus ČR.**

Invoice, credit note – Heading	Type	Length	Mandatory	Note
UNA (contains the functional sence of characters)			Yes	Information from the envelope message
Invoice No.	Char	9	Yes*1	
Document type – code	Char	3	Yes	
Document date	Date	8	Yes*2	Format CCYYMMDD
Date of tax period	Date	8	Yes*2	Format CCYYMMDD
Delivery date	Date	8	No	Format CCYYMMDD
Despatch date	Date	8	No	Format CCYYMMDD
Payment specification	Char	2	Yes	
Text reference from Commercial register (file number)	Char		Yes	
Free text	Char		Yes*3	
Order No.	Char	9	Yes*4	
Delivery note No.	Char	9	Yes*5	
Reference Invoice No.	Char	9	Yes*6	
Reference date related to previous RFF segment	Date	8	No	Format CCYYMMDD
GLN purchaser – customer code	CharN	13	Yes	8594031170006
Purchaser - Party name	Char		Yes	Globus ČR, v.o.s.
Purchaser – Street name and numer	Char		Yes	Kostelecká 822/75
Purchaser – City name	Char		Yes	Praha 9, Čakovice
Purchaser – Postal code	Char		Yes	19600

Purchaser – Company ID No.	Char		Yes	63473291
Purchaser – Tax ID No.	Char		Yes	CZ63473291
GLN orderer code	CharN	13	Yes*7	
GLN delivery place code	CharN	13	Yes	
GLN invoicing place code	CharN	13	Yes	8594031170006
GLN seller – supplier code	CharN	13	Yes	
Supplier – Party name	Char		Yes	Dle Commercial register
Supplier – Street name and number	Char		Yes	Commercial register
Supplier – City name	Char		Yes	Commercial register
Supplier – Postal code	Char		Yes	Commercial register
Bank identification – number	Char		Yes	
Constant symbol of payment	Char		Yes	
Variable symbol of payment	Char	9	Yes	
Bank code	Char		Yes	
Specification number of payment	Char		No	
Supplier - Company ID No.	Char		Yes	
Supplier – Tax ID No.	Char		Yes	
GLN of distribution warehouse- supplier	CharN	13	No	
Invoicing currency	Char	3	Yes	CZK
Term of due date	Date	8	Yes	Format CCYYMMDD
Percentage discount for invoice in tax group 0	Num		Yes	
Percentage discount for invoice in tax group 1	Num		Yes	
Percentage discount for invoice in tax group 2	Num		Yes	
Message total monetary amount	Num		Yes	
Total line items amount	Num		Yes	
Taxable amount	Num		Yes	
Amount payable	Num		Yes	
Adjustment amount	Num		Yes*8	
Tax base group 0	Num		Yes	
Tax base group 1	Num		Yes	
Rate of group 1	Num		Yes	
Tax amount of group 1	Num		Yes	
Tax base group 2	Num		Yes	
Rate of group 2	Num		Yes	
Tax amount of group 2	Num		Yes	
Total tax amount	Num		Yes	
Consumer total tax amount	Num		Yes	
Amount of additional discounts in tax group 0	Num		Yes	
Amount of additional discounts in tax group 1	Num		Yes	
Amount of additional discount in tax group 2	Num		Yes	
Total amount of additional discount	Num		Yes	

*1 If the tax document number is longer than 9, it shall be shortened from the part of IS Globus from the left to 9 digits. In such case, the definiteness of the variable symbol necessary for subsequent dispatch of payments for tax documents need not be maintained. Such case may occur, for instance, in case of tax documents with numbers longer than 9 digits where the first digit is variable for each current year but the rest of the number series represents a constantly repeated document number.

8/123456789 for 2008 – after cutting the first digit to 9 digits, the document number shall stay as 123456789

9/123456789 for 2009 – after cutting the first digit to 9 digits, the document number shall stay as 123456789

In this case, the invoice cannot be accepted due to the duplicity of the variable symbol.

*2 The date of issue and the taxable supply date of the tax document must be identical with the EDI dispatch date in transit or later.

Example: wrong - the date of issue, the taxable supply date and the delivery date 02. 01. 2009, the date of dispatch via EDI: 01. 01. 2009.

correct - the date of issue, the taxable supply date and the delivery date 02. 01. 2009, , the date of dispatch via EDI 02. 01. 2009 and later.

*3 If so agreed, it is possible to record in the note the data that the supplier is unable to state elsewhere in the invoice.

E.g. a note concerning PHE, discounts, etc...

*4 The order number format used by Globus ČR shall contain only a continuous number series without signs and texts, such as 531256216 or also 878516321, 792553312, 510032463.

*5 The delivery bill number stated on the delivery bill in the paper form or in the DESADV must correspond to the delivery bill number in INVOIC (the same length and the same contents).

In case of a tax credit note for returned goods purchased in Globus ČR, it is also necessary to state here the delivery bill number used for the release of the goods (in accordance with paper documents concerning return of the goods from Globus ČR).

*6 This information is mandatory in case of a credit note or of an additional invoice, where the number of the original tax document is being transferred.

*7 This information is mandatory only in case of an order addressed to the Gastronomy (restaurant) and TKK Dašice.

*8 This information is mandatory only in the case that the final amount has been rounded.

*9 This information has to be filled in case of the use of the PHE fee, i.e. the price before discount without the PHE fee; the price after the discount contains already the added PHE fee.

Invoice, credit note – Items	Type	Length	Mandatory	Note
EAN product code	CharN	max. 14	Yes	
Supplier's product name	Char		No	
Item type	Char	1	Yes	Z-goods, O-package
Product name	Char	35	Yes	
Invoiced quantity	Num		Yes	
Line item amount	Num		Yes	
Calculation gross	Num		Yes*9	
Calculation net	Num		Yes*9	
VAT rate in % of the invoiced item	Num		Yes	
Discount % of the invoiced item	Num		Yes	
Amount of discount on invoiced unit item	Num		Yes*9	
Consumer tax group – code	Char		Yes	
Base for consumer tax	Num		Yes	
Amount of consumer tax	Num		Yes	

2. Mandatory fields in the “INVOIC” message

2.1. The Parties have agreed that the dispatched messages shall contain all particulars specified in the program design documentation and all particulars prescribed by the law.

2.2. Any missing or incorrect information in the message constitutes grounds for rejection of the message on the part of Globus ČR, v.o.s..

2.3. 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. Identical source for printing the “INVOIC” message

3.1. The unchanged message that has been sent by the Originator and accepted by the Addressee in the structure referred to in paragraph 1 of this amendment to the Contract on Electronic Data Interchange in Commercial Cooperation shall always be used as the basis for any printing of the “INVOIC” message.

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. System 1 Order – 1 Truck – 1 Delivery Bill – 1 Invoice

- 6.1. The Parties have agreed to accept only invoices issued in respect of one order (it is impossible to issue a summary document in respect of several orders, or two or more invoices in respect of a single order).
- 6.2. Any messages that will not comply with this rule shall not be deemed valid.

7. Data structure of the invoice lines – articles

- 7.1. The invoice shall adhere to the data structure set in accordance with the products listed in the information system of Globus ČR, v.o.s..

8. Protection against Duplicity of Variable Symbols in invoices

- 8.1. The number series of Variable Symbols used in tax documents (invoices, credit notes) must be unique.

9. Units of quantity

- 9.1. The Parties have agreed on using the quantity unit for sending the “INVOIC” messages.

10. Compensation documents (credit notes)

- 10.1. The compensation documents shall continue to be sent in the paper form.

11. Confirmation of INVOIC

- 11.1. After obtaining an invoice, Globus shall send to the supplier a CONTROL message.
- 11.2. Globus shall send to the supplier information about processing of an accepted invoice by an APERAK (positive, negative).
- 11.3. Every supplier is obliged to process APERAK messages.
- 11.4. Each electronically signed invoice shall receive an AUTACK message.

12. Acceptance of Electronic Documents

- 12.1. The Parties confirm that they have made the required tests and have set, after mutual approval, the date as the first day from which the INVOIC messages (invoices) shall be sent solely in the electronic form. As of the same date, the dispatch of these messages in the existing way (by post in the paper form) shall end and such messages may only be sent in cases where they cannot be sent in the electronic form due to force majeure, to minimize any potential damage.
- 12.2. An electronic signature (EP) shall be attached to each electronic message INVOIC in accordance with applicable laws.
- 12.3. The supplier shall notify the customer within a reasonable time limit before the expiry of the EP allocated by the certification authority of a newly issued EP or of the renewal of the current (original) EP. Otherwise the customer cannot make payments for invoices sent electronically and is relieved of its liability for any damage caused to the supplier by his omission in connection with the EP authorization.

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

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

On behalf of:
Globus ČR, v.o.s.

On behalf of:

Signature:

Signature:

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