

Superunie EDI procedure

Date: November 2021
Version: 2.2
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Section 1 Introduction

This procedure is designed to provide further information about the EDI (Electronic Data Interchange) process at Superunie.

All Superunie suppliers are required to submit their invoices via EDI. Superunie will work out testing details with first-time users of the EDI. Because Superunie has years of experience in processing electronic invoices, we can provide you with all the necessary support and assistance that you may need in this regard.

How does Superunie handle electronic messages?

When a message is sent to Superunie, the syntax is checked for correctness. This syntax is based on agreements made within the food and drug industry about the exchange of information on the financial settlement. If the syntax is correct, the message is stored in our software and each invoice is checked several times for accuracy. If there are no errors, the invoice is approved automatically. If, however, there are errors, you will receive an automatic e-mail with attachment stating the reason for rejection of the invoice.

Superunie finds it essential that EDI messages be sent error-free. That is why we strongly recommend that you check the message for inconsistency before sending it via EDI. Error-free messages can be processed quickly.

If you are unsure as to whether your message contains errors, you can always submit your EDI messages to GS1's test robot. For information on this, please contact GS1.

Section 2 EDI procedure

Intended for suppliers using EDI version 96A

2.1 Invoicing to Superunie

All Superunie suppliers submit to offer their invoices via EDI. Invoices and credit notes can no longer be booked manually. You should also be able to furnish a copy of an EDI message at any given time during the document retention period prescribed by the Tax Authorities.

2.2 EDI messages are approved if

- the EDI message comes through our translator, so that it technically meets the EANCOM 97 standard for the EDI invoice message (adoption guide)
- no errors are found during invoice verification (see Annex "Error Descriptions")

2.3 Error message in an EDI message

- Anytime an error message occurs in an EDI invoice, you will automatically receive a e-mail with attachment from Superunie. You must then resubmit the rejected invoice/invoices with a new EDI message.
- The entire article file provided by your company to Superunie members must have already been entered in GS1 DAS (note: invoices of articles not entered in GS1 DAS will be rejected within EDI).

2.4 System modifications → consequences for EDI invoicing

Superunie is not responsible for any rejection errors which may occur as a result of any modifications that you have made to your system which directly affect the EDI invoices. Possible consequences of modifications can be tested in advance with the GS1 Customer Support.

2.5 Message with technical errors

If your message contains technical errors that will prevent it from going through our translator, you can submit your message for verification to the GS1 Customer Support. Tel. +31(0)20 511 3838. They can inform you about your technical error.

2.6 Testing period

If you are going to be invoicing Superunie via EDI, please contact Superunie's "Finance" department +31(0)345 686 666 to work out testing details and make arrangements for a successful process.

During this phase, you will receive additional support from Superunie and invoices will be checked for errors. During this phase, we will also need the paper invoices for verification against the EDI messages. In exceptional cases, we may also ask you to send a reconciliation summary. The test period lasts up to 2 months.

2.7 Administration charges for EDI errors

After the test run has been completed, you will be switched over to paper-free invoicing. This means that the entire invoicing process is handled automatically. It is essential that EDI messages be delivered error-free. Any incorrect EDI messages received by Superunie will be subject to administration charges.

The charges consist of:

- Syntax errors, €50 per incorrect message
 - Substantive invoice errors, €10 per error per invoice
 - Product related errors, €10 per error per invoice
- No administration charges will apply, if you make 5 or less invoicing errors in any given week.

Within Superunie these errors are handled by different departments. Below you will find an list with contact details for each department:

- For invoice related errors, please contact the administrative department:
administratie@superunie.nl
- For product related errors, please contact the purchasing support department:
inkoopsupport@superunie.nl

Section 3 Technical specifications

The delivery of the EDI message occurs via an X400 network service.

C	= NL	(Country)
ADMD	= 400NET	(Administration Domain)
PRMD	= CENTRIC	(Private Domain)
SURNAME	= CIVSUPERUNIE	(Surname / Last Name)

If the messages are delivered via the IBM network service:
Alias Name = U9979820 at IBM

If the messages are delivered via Go Secure:
Go Secure address: superunie@pgp.go-secure.nl

- EDI messages are stored every hour at Superunie.
- The supplier must assign a unique reference number to each EDI message sent. This reference number must remain unique throughout one calendar year.
- The EDI message must have Superunie 's GLN address code: 8710624900007
- Inclusion of the GLN code address in the EDI message is mandatory. An overview of GLN address codes of the delivery addresses can be obtained from Superunie on request. For changes in the delivery addresses, please contact the relevant Superunie member.
- GTIN article specifications must be submitted to GS1 DAS
- Invoice lines must be provided with an GTIN article code and not supplier's article number.

Section 4 Error codes

In the following overview you will find the checks Superunie performs on the messages/invoices it receives. A possible solution may be mentioned here. If the solution does not lead to a definitive solution, please contact the EDI Service Centre to discuss your message/invoice issue.

Nr	Description	Cause	Possible solution
1	Supplier is unknown (message level)	GLN number is not known to Superunie	If GLN number is incorrect, resubmit message with correct GLN number via EDI
2	Supplier is inactive (message level)	GLN number at Superunie is on inactive	If GLN number is incorrect, resubmit message with correct GLN number via EDI
3	Message is not for Superunie	Recipient GL number and Superunie's GLN number are not the same	If EAN number is incorrect, resubmit message with correct GLN number via EDI
4	Reference number has already been processed	Reference number in message is known to Superunie	If reference number is incorrect, resubmit message with correct reference number via EDI
6	Incorrect invoice type	Invoice type is not equal to 380, 384 or 399 Invoice Type 381 is not valid in the Netherlands	If invoice type is incorrect, resubmit invoice with correct invoice type
8	Member is unknown	No delivery address provided or delivery address is unknown	Resubmit invoice with correct delivery address
9	Member is inactive	GLN number of member is on inactive	If GLN number is incorrect, resubmit invoice via EDI
10	Sum in invoice footer is not correct	Sums in invoice footer are not equal to total invoice amount in invoice footer	Resubmit invoice with correct data via EDI
11	Net sums are not correct	Net sums in invoice lines are not equal to specified sum of goods	Resubmit invoice with correct data via EDI
12	Calculation of net sum is not correct	Specified sum in net line = sum (quantity of units * unit price) + all discounts + all surcharges	Resubmit invoice with correct data via EDI

Nr	Description	Cause	Possible solution
13	VAT is calculated incorrectly	Specified VAT should be equal to: Low rate = Low percentage * Low rate base High rate = High rate percentage * High rate base	Resubmit invoice with correct VAT calculation
14	Address code is unknown	GLN number of relevant branch is unknown	If GLN number is incorrect, resubmit invoice via EDI
15	Bonus invoice.		
16	VAT is rounded off incorrectly	Specified VAT should be equal to: Low rate = Low percentage * Low rate base High rate = High rate percentage * High rate base	Resubmit invoice with correct VAT calculation
17	Superunie invoice	Invoices with delivery address 8710624900007 cannot be submitted via the EDI system.	Correct the delivery address to the one on the received order. Or if the costs are mended for Superunie HQ, you need to send the invoice via the correct procedure.
18	Supplier is unknown (invoice level)	GLN number is not known to Superunie	If GLN number is incorrect, resend message with correct GLN number
19	Supplier is not active (invoice level)	GLN number at Superunie is on inactive	If GLN number is incorrect, resend message with correct GLN number
20	High VAT sums are not correct	Total sums at line level for rate group High = high sum of goods in invoice footer	Resubmit with correct high sum of goods via EDI
21	Low VAT sums are not correct	Total sums at line level for rate group Low = low sum of goods in invoice footer	Resubmit with correct low sum of goods via EDI
22	Zero VAT sums are not correct	Total sums at line level for rate group Zero = zero sum of goods in invoice footer	Resubmit with correct zero sum of goods via EDI
23	Packaging sum is not correct	Total sum at line level for packaging type = packaging sum in invoice footer	Resubmit invoice with correct packaging sums via EDI
24	GTIN number unknown	GTIN number of an article is unknown	This article must be delivered to GS1 DAS. You

Nr	Description	Cause	Possible solution
			may then submit invoice via EDI.
26	Branch closed for more than 60 days	Branch where goods were delivered has been closed for over 60 days	If GLN number is incorrect, correct invoice and resubmit via EDI.
27	Invoice date is required	No invoice date stated on EDI invoice	Resubmit invoice with correct date via EDI
28	Invoice date must be within timeframe	Invoice date must be within 365 days from current date	If invoice date is older than 365 days, ask the relevant member for a letter of authorisation and send it to Superunie.
30	Article description is required	No product description is provided via EDI	Resubmit invoice with article description via EDI
31	No article identification	EDI invoice contains supplier's article numbers instead of GTIN article number.	Resubmit invoice with correct GTIN article codes via EDI
32	This member is no longer affiliated with Superunie.	GLN number of member is no longer affiliated with Superunie	Resubmit invoice with correct GLN number via EDI
33	Incorrect currency	Invoice states incorrect currency	Resubmit invoice with correct currency via EDI
34	1 currency per message	Invoice contains multiple currencies	Resubmit invoice with correct currency via EDI
35	Incorrect VAT rate	Invoice contains invalid VAT rate (match with delivery date)	Resubmit invoice with correct VAT rate via EDI
36	Currency missing	Invoice contains no currency	Resubmit invoice with currency via EDI
37	Delivery date is required	Invoice contains no delivery date	Resubmit invoice with delivery date via EDI
38	Invoice number already exists!!	Invoice is already in Superunie's system	
39	Order number is required (only debit invoice)	Member has indicated that order number is a required field	Resubmit invoice with order number via EDI
40	Supplier is incorrect (message level)	Supplier GLN number in EDI message header is incorrect. This is because a different GLN number of the group must be used for invoicing	Resubmit message with correct GLN number via EDI
41	Supplier is incorrect (invoice level)	Supplier GLN number in EDI invoice is incorrect. This is because a different GLN number of the group must be used for invoicing	Resubmit invoice with correct GLN number via EDI
42	Address code is unknown (Final Destination)	EAN number for destination address in EDI invoice is incorrect	Resubmit invoice with correct GLN address code via EDI

Nr	Description	Cause	Possible solution
43	Branch closed for more than 60 days (Final Destination)	Branch where goods were delivered has been closed for over 60 days	Resubmit invoice with correct GLN number via EDI
44	Delivery date is greater than invoice date	EDI invoice contains a higher delivery date than invoice date	Resubmit invoice with correct delivery date via EDI
45	No invoices in message	Submitted EDI message contains no invoices	Resubmit EDI message with invoices
46	Incorrect discount/surcharge code used	EDI invoice contains no standard discount or surcharge line	Resubmit invoice via EDI
47	Reference to invoice (384) to be corrected is missing	EDI correction note does not contain reference to invoice to be corrected.	Resubmit invoice via EDI
48	No original copy of correction (384) found based on specified reference	Invoice reference number does not correspond with original invoice	Resubmit invoice via EDI
56	GTIN article for this supplier is not known	At GS1, this GTIN number is not known under your supplier code.	This article must be delivered to GS1 DAS. You may then submit invoice via EDI.
61	Unknown Superunie order number	The order number mentioned on the invoice is not known in the system of Superunie	Resubmit invoice with correct Superunie order number.
62	Delivery address not correct	The delivery address mentioned on the invoice is not known in the system of Superunie	Resubmit invoice with correct delivery address of our warehouse.
63	Incorrect VAT rate on invoice line	Check VAT rate on invoice line with VAT rate in GS1.	Resubmit invoice with correct VAT rate via EDI
64	Incorrect price unit	Check price unit on invoice line	Resubmit invoice with correct price unit via EDI
65	Number of delivered units not equal to number of invoiced units	Check number of delivered and invoiced units on the invoice line.	Resubmit invoice with the correct delivered and invoiced units via EDI
66	Incorrect VAT registration number	VAT registration number does not correspond with the VAT registration number known by Superunie	Please provide us with the correct VAT registration number
67	Unpublished to the quality checker of GS1	This article has not been checked by the GS1 quality checker	This article must be delivered to the GS1 quality checker
68	Rejected on the basis of logical controls GS1	This article has been rejected on the base of logical controls of GS1	This article must be checked and re-published to GS1

Nr	Description	Cause	Possible solution
69	The numbers must be whole numbers	If the unit=PCE than the numbers must be whole numbers	Enter the correct numbers on the invoice
70	Label information is missing on this article	For food items that aren't a Superunie brand the label information is mandatory by law and must be filled in. Also this information needs to be published to the GS1 or GDSN data pool. Within the hierarchy of this article is no label information supplied	Label information for this article must be filled in and republish to the data quality checker of GS1 and Superunie
71	Delivered label information contains errors	The data quality checker of GS1 identified errors in the submitted label information	Check the article, correct any errors and republish to the data quality checker of GS1 and Superunie
72	Old article information, re-publication necessary	The article information used is outdated or does not meet the standard requirements for GS1 anymore	Please check the article information, correct, fill out and re-publish to GS1 or GDSN data pool
75	Delivery date is too far in the past	The delivery date used is more than 180 days in the past.	Please correct the delivery date on the EDI invoice and resubmit the invoice via EDI.
76	Invoice date is in the future	The invoice date on the invoice is in the future. (billed in advance).	Please correct the invoice date on the EDI invoice and resubmit the invoice via EDI.