O2C - DESADV - User guide

I. Setup

A. Complete my account

To enable Bizmail Interactive to automatically generate delivery notes with SSCC codes, you must add your GS1 company prefix and the initial SSCC sequence number in "My Account".

You only need to do this once. The input fields GS1 company prefix and Sequence number can be found in the "My Account" tab.

Settings	General Information	
Company profile		
0	Company ID • i-Supply	Language * English v
Change Password	Name * i-Supply	Telephone number * 014/234568
E-mail notification	Address * supstreet	Fax number 014/234568
	Postal code * 9191	E-mail * noreply@basware.com
E-mail delivery	City * Gent	GS1 company prefix
	Country * Belgium	SSCC Serial reference 1
My trading partners	VAT number BE0123456789	Bank account
MAR Master data	Routing number ISUPPLY	
Haster Gata		Save Cancel
	▼ mandatory fields ▼ needs re-logon	

Attention:

For this, a GS1 the Netherlands/Belgium membership is required. You will receive a company number for producing article codes and address codes, as well as SSCC codes.

Company prefix Belgium: http://www.gs1belu.org/nl/gepir

Company prefix the Netherlands: http://gepir.gs1.nl/

B. Complete the product table

The BaswareONE software can automatically generate DESADV messages (delivery note or electronic packing slip) based on an 'ORDER' message.

However, please note that this is only possible if the delivery note includes carriers containing just one product type (homogenous). If this is not the case, you can use the "manual creation" option.

To enable automatic creation of a delivery note, you can enter the details of the carrier in the product table beforehand.

To do this, go to the "My Account" tab (see screenshot below) and click "Product table" in the left-hand menu.

Settings	Product Manage	Products Manage your existing products							
My trading partners	Q	EAN Article Code	Description	Supplier number	Price	Specific to			
Master data		No products found.							
Addresses		+ Add a new product							
Products									
Conversion table									

In the product table, you can indicate the type of pallet/ carrier (GTIN) per item code (and per distributor) that will be used for the delivery.

You can also specify the maximum number of units of the product per pallet. Based on these details, the Bizmail Interactive application will distribute the items across the carriers.

First, the carriers are fully loaded with the maximum number of units. The final pallet will contain any remaining units.

GTIN: the GTIN (Global Trade Item Number) is used for the unique global identification of trade items.

A list of carriers and their GTIN numbers can be found at the link below:

http://www.gs1belu.org/nl/gs1-belgilux-rti-lijst-identificatie-van-logistieke-dragers

http://www.gs1belu.org/files/GS1Belgilux_RTI_list_v1.1.pdf

II. Produce delivery note

Generating a DESADV message (delivery note or electronic packing slip) based on an ORDER message is simple.

Open the ORDERS message and click "Create despatch advice (O2C SSCC)" in the top left corner (see screenshot below).

Create despatch advice (O2C SSCC)

In the next step, your original order is copied into the concepts folder or drafts folder. Here, you can carry out any necessary adjustments to quantities etc.

You will then see the following screen in which you can select which method to use:

View Save as draft Save & Send			02C v1.0	🌪 Pin	? Help	Close window
Despatch advice From i-Supply To i-Buy					Audit nu	mber: 100122910
Supplier	Delivery number (maximum 35 characters)	Order number				
CLN E400141000000	5773323	normalOrder				
GLN 5400141555550	Requested delivery date	Order date				
Buyer	12/12/2015 00:00	15/09/2015 00:00				
Colruyt NV	Despatch date	Tare weight				
Edingensesteenweg 196	12/12/2015 00:00		KGM V			
1500 Halle	Ectimated delivery date and time					
GLN 5400141000009						
Delivery party	13/12/2015 00:00					
DC Ollignies	Appointment number					
Centre Logistique Walcodis - Rue Verte Louche 1						
7866 Ollignies	Extra information					
GLN 5400141035001	Add 'direct delivery to franchises information' to each line					
Ship from	Add 'meat industry information' to each line					
GLN 5400141999990						
Choose the appropriate mode						
Select one of the options below to create a despatch a	dvice based on the information available in the order.					
Automatic creation						

Select this option if your shipment consists of uniform pallets (or other homogeneous logistic units). A uniform pallet contains identical articles originating from the same batch. After specifying for each article the quantity of delivery, the GTIN of the pallet and the number of articles per pallet, your despatch advice will be created automatically. You can then continue editing your despatch advice manually, or sending it as is.

Next 🕨

Select this option if your shipment consists of mixed pallets (or other heterogeneous logistic units). To create your despatch advice, you need to enter the shipment details manually.

Fill in the appropriate fields.

A. Automatic creation

Only available for HOMOGENOUS loads, i.e. one product type per carrier

When you choose automatic creation, you will see following screen:

🔽 De	escription of home	ogeneous pallets									
	Туре	GTIN of the article	Description	Ordered quantity	Despatched quantity	GTIN of the pallet	Deposit	Batch number	Best before date	Qty/pallet	Pallet composition
	Goods	5422222002009	ARTICLE 1	20	20					0	
	Goods	5422222001002	ARTICLE 1 FREE	2	2					0	
	Returnable goods	0662510000033	CHEP Collar 1000x1200	5	5					0	
								9	SCC generation s	ettings	
						- GS1 compar	ny prefix	Sequence 0	heck digit 9		
I ∎	ack										Next 🕨

Bizmail Interactive generates the delivery note itself as described above. This happens step by step.

ONLY POSSIBLE IF THE PRODUCT TABLE HAS BEEN COMPLETED.

Here, in the column 'Despatched quantity' you can indicate how many units of each item are contained in the delivery. If it is a complete delivery, you can leave the quantities unchanged.

On the right-hand side, the type of carrier being used is displayed along with the maximum number of units a pallet can contain.

If you wish, you can still change the pallet type, number of units per pallet or any other details shown on this screen.

The composition of the pallet is then immediately adjusted. If all pallets contain items with identical expiry dates or identical lot numbers ("Batch number"), this can easily be indicated here.

ATTENTION: the total net weight always needs to be completed per pallet/ carrier and must never exceed the maximum weight of 2000 kg per pallet or carrier

Finished? Click Next > to send the message.

B. Manual creation

Only available for HETEROGENOUS loads, i.e. more than one product type per carrier

In "manual creation", the following screen appears:

🗢 Order de	etails							
	Туре	GTIN	1	Description		rdered quantity	Despatched quar	ntity 📋 💭
	Goods	5422222002009		ARTICLE 1		20		0 📄 🚍
	Goods	5422222001002	AF	TICLE 1 FREE		2		0 🔲 🚍
	Returnable goods	0662510000033	CHEP	Collar 1000x1200		5		0 🔲 🚍
🗢 Shipmer	nt details goods							
	GTIN of the pallet	SGRAI 🕕 🕴	SSCC Best be	fore date	Total net weight	Number of	packages Deposit	
	Į							
-								
🔽 Shipmer	nt details returnable goods							
	GTIN of the p	allet	SGRAI 🕕	SSCC		Number of packages	Deposit 🗌	$\bigcirc \odot$
♦ Cancel								

As you can see in the screenshot, you must add the number of pallets/ carriers yourself by clicking on the '+' sign.

Once you have clicked on the '+' sign, the following screen will appear in which you must complete all the details yourself manually:

🗢 Shipm	Shipment details goods									
	GTIN of the pallet	SGRAI 🕕	SSCC	Best before date	Total net weight	Number of packages	Deposit 🗌 🤤 🕥			
	<u> </u>				KGN V	1				
	el									
-										
Legend	<u>.</u>									
🥅 = p	allet									
🇐 = c	olli									

= product inside the colli (note that this drawing can be found back in the orderdetails)

ATTENTION: the total net weight always needs to be completed per pallet/ carrier and must never exceed the maximum weight of 2000 kg per pallet or carrier.

ATTENTION: for products with different expiration dates, always provide the earliest date!

III. Send message

Whichever method you have chosen (manual or automatic creation); you will end up at the same familiar page with the detailed contents of the delivery note.

It is still possible to make changes here before sending the message.

For example, you can still add or remove pallets, change SSCC or GTIN codes or insert lot numbers and expiry dates.

Click "Save & Send" to send the message.



IV. Print GS1 pallet labels

Click "Print GS1 labels" to print a GS1 label for each carrier on the delivery note. A new window will open with a PDF document. In this document, each label is shown on a separate page.

The labels can be printed using a standard printer. You don't need a special label printer.

Create e-invoice (O2C)	Create e-invoice	Print GS1 labels
------------------------	------------------	------------------



ATTENTION: it is also possible to add "self-created SSCC codes" to your delivery note. To do this, you will need to delete and replace the existing SSCC codes (see screenshot below) with your own generated SSCC codes.

🗢 Ship	ment details go	ods								
	GTIN of t	he pallet	SGRAI 🕕	SSCC	Best before	e date	Tot	al net weight	Numbe	er of packages
	87161321200	67 🔍 🖌		05400100000009166				KGN V		1
⊨ (L					
<u>i</u>										
0	GTIN of the article		Description		Batch number	Organic clair	m agency	Total net weight	Best before date	Despatched D quantity
	5422222002009	ARTICLE 1					•	KGN V		5