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.

<u>Attention:</u>

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.

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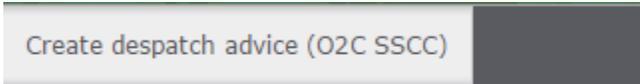
In the next step, your original order is copied into the concepts folder or drafts folder. Here, you can carry out any necessary adjustments to quantities etc.

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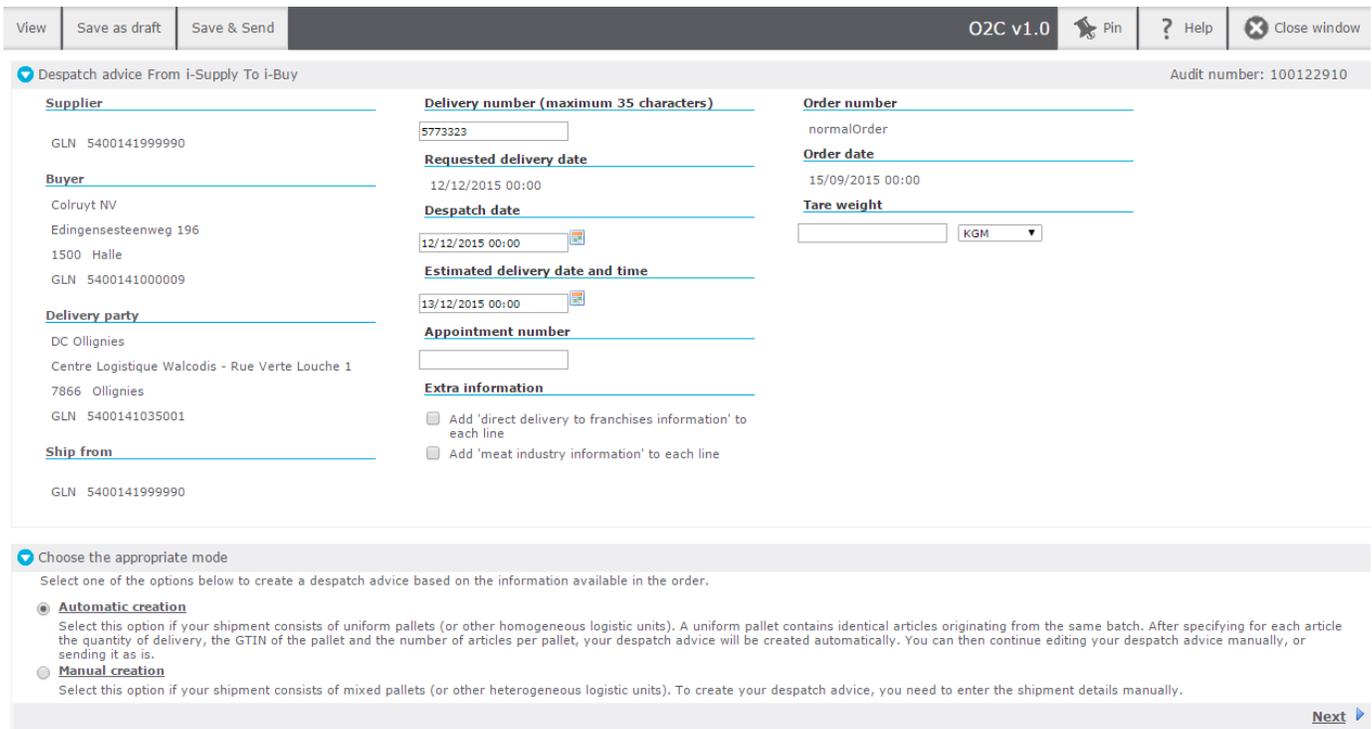
Fill in the appropriate fields.

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:

	Type	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	

Description of homogeneous pallets

					SSCC generation settings		
-		GS1 company prefix	Sequence	Check digit			
0			00000000000	9			

◀ **Back**   **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 details

	Type	GTIN	Description	Ordered quantity		Despatched quantity		
	Goods	5422222002009	ARTICLE 1	20		0	☐	
	Goods	5422222001002	ARTICLE 1 FREE	2		0	☐	
	Returnable goods	0662510000033	CHEP Collar 1000x1200	5		0	☐	

Shipment details goods

	GTIN of the pallet	SGRAI ⓘ	SSCC	Best before date	Total net weight	Number of packages	Deposit		

◀ **Cancel**

Shipment details returnable goods

	GTIN of the pallet	SGRAI ⓘ	SSCC	Number of packages	Deposit		

◀ **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:

Shipment details goods

	GTIN of the pallet	SGRAI ⓘ	SSCC	Best before date	Total net weight	Number of packages	Deposit		
					KGM ▼	1	☐		

◀ **Cancel**

Legend:

▭ = pallet

◇ = colli

▢ = 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.

| View | Save as draft | Save & Send |
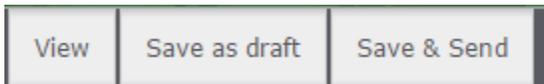
IV. Print GS1 pallet labels

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 |
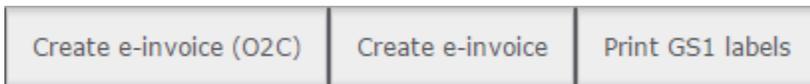
From:
SUPPLIER - supplier street 1, 1111 Brussel - BE

To:

basware

ARTICLE 1

CONTENT	COUNT
05422222002009	**10**

BEST BEFORE (DD-MM-YY)	BATCH
15-01-16	**Batch1**

SSCC	NET WEIGHT
05400100000009128	**5 Kg**
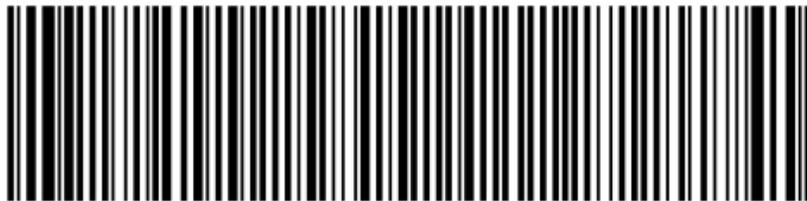
(02)05422222002009(15)160115(3102)000500(37)10
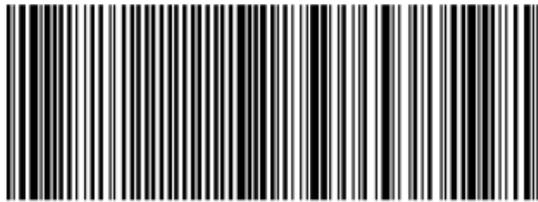
(00)054001000000009128(10)Batch1

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.

Shipment details goods

GTIN of the pallet	SGRAI ⓘ	SSCC	Best before date	Total net weight		Number of packages
8716132120067 ✔		054001000000009166			KGN ▼	1

GTIN of the article	Description	Batch number	Organic claim agency	Total net weight		Best before date	Despatched quantity
5422222002009	ARTICLE 1		▼		KGN ▼		5 PC(S)