MediaMarktSaturn
Technology

EDI guidelines
Invoice for goods

INVOIC - EANCOM’02 D.01B

Guidelines for electronic data interchange in invoicing with MediaMarktSaturn

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1. Introduction

This document describes the requirements for electronic data interchange in invoicing with the MediaMarktSaturn group which has appointed MediaMarktSaturn IT Services GmbH (MSITS) and SEEBURGER (provider) with the recording and archiving of their supplier invoices. Simultaneously, it will help suppliers with the introduction of electronic data interchange for the INVOIC message type according to EANCOM regulations. Due to the close relations between MediaMarktSaturn group and MSITS, the following description only uses the terms MediaMarktSaturn group/MediaMarktSaturn.

General explanations and definitions regarding EDIFACT are omitted here as well as listing advantages of electronic data interchange. This information can be taken from all specific trade magazines and manuals treating EDI.

The present documentation is also to be seen as supplementary to the EDI documentation of GS1 (national/international) in co-operation with EDI users and will also give further MediaMarktSaturn-specific information to the supplier. GS1 documentation is available on the respective GS1 web pages of each country. Country-specific guidelines of the MediaMarktSaturn group are listed for each country in a sub item.

In this context, please also take notice of the *MIG* (Message Implementation Guide) document describing the definition of the individual fields of the INVOIC message and its characteristic for the MediaMarktSaturn group. The MIG is available individually for each country and contains the respective national regulations.

The respective persons in charge of the MediaMarktSaturn group, MSITS and SEEBURGER are provided at the end of the document.

2. Scope of application

The INVOIC EDI guidelines apply to the entire MediaMarktSaturn group whose invoice data document takes place via SEEBURGER (initially, only invoices for goods code 380 and 388 (RU)). Cost accounts, invoices for services, spare part invoices, subsequent invoices (subsequent price modifications), returns, credit notes and advertising subsidies are currently excluded from the transmission and continue to be sent in hard copy (on paper).

Every associated company in each country is responsible itself for the way in which business transactions are processed. This involves the use/non-use of individual segments/data elements and their contents. Limitations and specifics of individual companies that cannot explicitly be defined in the MIG are explicitly mentioned in this document and must be taken account of. The same applies to limitations and specifics related to specific types of invoices.

Please bear in mind that non-observance of this EDI guideline might result in problems when processing your data. In succession, this might be the cause for a delay in payment.

3. Requirements for participation

In order to participate in the EDI invoice data interchange with the MediaMarktSaturn group, a supplier must be listed centrally, have at least one valid MediaMarktSaturn supplier number and have a GLN. If a supplier is listed with the MediaMarktSaturn group several times because of product range differentiation, and if the supplier does have only one GLN for the entire company at the same time, then the GLN must be stated in the INVOIC EDI in addition to the respective supplier number (SG3-RFF code YC1) (This will be clarified at first contact).

In order to identify participating parties (suppliers, invoice recipients), cleared items and services, the EDI INVOIC electronic data interchange is based on the global number systems GLN (Global Location Number) and GTIN (Global Trade Item Number).

In conclusion, an EDI-Contract must be concluded between the MediaMarktSaturn associated company of each country and the supplier.

4. EDI standards

The MediaMarktSaturn group offers suppliers the following EDI standard for electronic invoice data interchange: EDIFACT-subset EANCOM’02 (D.01B). Version 4 is used for countries in which the MediaMarktSaturn group expects invoicing with signature. Otherwise, version 3 is used. Which version to apply can be taken from the MIG. Furthermore, all mandatory fields are listed in the corresponding MIG (application documentation) for each associated company.

This guideline refers to invoice data interchange according to the INVOIC EANCOM’02 (D.01B) EDIFACT subsets for invoicing recommended by GS1 Germany. Other EDIFACT-subsets or EDIFACT-versions are not supported by the MediaMarktSaturn group.

Permissibility of message types, usable segments, data element groups and data elements and their format/content are defined in the respective documentations of GS1 and the MediaMarktSaturn group (MIG). Data layouts for INVOIC EANCOM’02 (D.01B) present a common, binding basis for EDI invoicing in the consumer goods industry.

5. EDI classic

The MediaMarktSaturn group strives to consequently push on EDI and to electronically process the largest possible share of document volume via EDI. With this classic form of electronic data interchange, the supplier operates his/her own EDI converter or assigns an external service provider to electronically transfer his/her invoice data in the EANCOM format to the MediaMarktSaturn group/ SEEBURGER. On the part of the MediaMarktSaturn group, the EDI service provider SEEBURGER is commissioned to receive all supplier messages and to process and forward these according to the requirements of the MediaMarktSaturn group.

6. Steps of EDI implementation

The implementation of electronic data interchange takes place in several stages. The MediaMarktSaturn group classifies suppliers in four categories: ***first contact/preparation, validation/test, pilot*** **(paper-based)** and ***production*** **(paperless)**.

6.1. EDI step first contact and preparation (stage 1)

First contact/preparation includes all suppliers with whom first contact, preliminary talks and other information exchange in relation to the EDI issue take or have taken place, but no EDI test data have been received by the MediaMarktSaturn group yet. During the preparation phase, we will define the persons in charge of EDI and of master data maintenance. We will also clarify remaining questions relating to our EDI guidelines or MIG. If necessary, we will discuss any details about invoicing and we will together define as concretely as possible a timetable describing the steps from EDI introduction to implementation. During this meeting, MediaMarktSaturn will provide you with all relevant information.

On the MediaMarktSaturn EDI portal the supplier onboarding template is provided which is filled together with the EDI country responsible. The necessary SEEBURGER certificates, which are required for AS2 communication, are attached.

Access data for SEEBURGER onboarding portal will be sending by SEEBURGER per Email. Suppliers are encouraged to check the master data on the portal. In onboarding portal it is possible to construct the AS2 communication and to test and define the productive connection date (Note: non-productive message exchange date!)

For questions about onboarding portal, please contact directly to SEEBURGER.

6.2. EDI step validation/test (stage 2)

Before going live with an EDI INVOIC message, invoice data for completeness and accuracy must be validated. The validation of the message is performed in Seeburger validation portal.

In a separate email from SEEBURGER suppliers are informed of the access data to SEEBURGER validation portal.

After registration in the Supplier Portal user documentations are available to support the usage of the validation portal. For questions regarding the validation portal you can directly contact SEEBURGER.

After successful validation the EDI INVOIC go live data have to be agreed and the testing phase initialized.

During the test phase, the suppliers send messages only in consultation with EDI country responsible. To use addresses (e.g. test store GLN) will be provided by EDI country responsible.

6.3. EDI step production, paper-based/paperless (stage 3 and 4)

If appropriate, a pilot phase that comprises of a production of EDI data and paper-based invoicing in parallel will be defined in stage 1. In this phase, the EDI invoice will be processed in addition to the paper-based document. The paper-based document continues to be the legally relevant document until the final stage 4 is reached.

As part of the supplier onboarding process the information "with paper / without paper" on SEEBURGER is notified accordingly and maintained in supplier master data.

The common goal is a paperless EDI production. Only then process cost optimisation can be realised for all parties concerned. There are two preconditions that have to be met before migration to a productive EDI can take place:

a) No more formal errors must exist and EDI data must reflect the basic content of the original paper-based invoices.
b) An INVOIC EDI agreement signed by both EDI parties must exist between the provider (supplier) and the beneficiary (the MediaMarktSaturn stores – represented by the associated company of each country)

The migration to production takes place after a successful test run and after signing the INVOIC EDI agreement at a fixed and agreed invoice date. After this date, no paper-based invoices must be submitted anymore. MediaMarktSaturn will then only receive EDI data. Prior invoices issued before the migration date must always be handed-in later in paper-based form. Migration of each store takes place either in manageable groups or as an area-wide rollout. The decision which approach is to be followed has to be defined between the supplier and MediaMarktSaturn individually in stage 2.

Please note: Subsequent alterations or amendments on the part of the supplier (especially system changes) that can influence the processing at MediaMarktSaturn or can influence the document information, must always be agreed upon with MediaMarktSaturn in advance. They must also be safeguarded by a test run.

7. Data transmission

In EDI classic, EDI data must be transferred to the address agreed upon with SEEBURGER and this must be done via EDIINT/AS2. Please use the feature of your AS2 system to request an automated confirmation of document (an AS2 MDN). Adding to this, at the time of AS2 migration with SEEBURGER, it will be defined with the supplier if s/he always wishes to receive such a document.

Please note that both the provider (supplier) as well as the beneficiary (the companies of the MediaMarktSaturn group) or any third party commissioned must archive the EDI transmission files according to legal requirements. For how long the files have to be kept is defined by the law of each county.

8. Master data

In the field of electronic data interchange, master data maintenance has become very important. The decisive identification criteria are the GLN (Global Location Number, previously ILN) of the parties involved in electronic data interchange – especially the GLN of the invoice address and the delivery address – and the GTIN (Global Trade Item Number, previously EAN), which enables identification of goods or services traded and invoiced. (Please note: If a supplier has several GLNs which can be sent, this needs clarification with MediaMarktSaturn in advance!)

The GLN (meant here is the supplier's/invoice issuer's GLN) is issued by the competent authority of each country and has to be applied for there. There is a distinction between GLN type 1 and GLN type 2. If a supplier wishes to use his/her GLN for the identification of further parts of his/her company or to establish his/her GTIN, we recommend applying for a GLN type 2 (13-digit, check digit included).

8.1. Customer master data

Incorrect master data are the most common reason for document rejection in electronic data interchange. Every supplier is responsible for maintaining his master data. In order to synchronise client master data, the MediaMarktSaturn group will provide you with the following information:

- up-to-date list of all recipients (GLN of the associated companies in each country)
- up-to-date list of all stores (GLN and address data of the MediaMarktSaturn stores)
- up-to-date list of all duty codes permitted (codes of duties and their denotation)

The supplier will regularly be informed by MediaMarktSaturn about master data changes. To send this information, MediaMarktSaturn will use the error message-related e-mail addresses defined in advance. These addresses should be of a non-changing nature, and possibly be non-person-specific.

Please note: Due to company law related structural changes within the MediaMarktSaturn group, it may happen to individual stores – and sometimes to whole associated companies in a country – that changes will arise for the way in which invoices are handled. The notice of change of the MediaMarktSaturn group is the decisive criterion to determine if a store or a whole company will be affected by such changes at all and if so, to which degree, As long as a store will be listed in the GLN directory of the MediaMarktSaturn group, it will be possible to charge such a store via Media-

Due to MediaMarktSaturn-internal circumstances it may happen that a supplier is listed twice because of a diversified product range. If a supplier only defines himself/herself via one single GLN, the MediaMarktSaturn-internal supplier number also has to be specified in the SG3-RFF/YC1 segment. This number will be communicated to the supplier by MediaMarktSaturn during stage 1.

Please note that suppliers who receive their orders electronically by ORDERS should be aware of the fact that the GLN of the invoice and delivery addresses transmitted with the order via ORDERS may have changed by the time INVOIC invoicing is implemented. Here too, only the up-to-date GLNs listed with the MediaMarktSaturn group are valid. Old/incorrect GLNs may not be processable any more and will lead to rejection of documents. These rejected documents must then be resubmitted via EDI in a corrected way and with a new invoice number. We therefore recommend to each supplier not to use any data originating from ORDERS without having checked these data, but to synchronise them with your own internal master data before issuing the invoice.

Basically, the invoice recipient (IV) is derived from the buyer (BY). Only when so defined can the invoice recipient be different from the buyer. If BY and IV are given then both has to be defined with GLN and in RFF with VAT-ID number (or country specific with fiscal number)
The *GLN transmission file recipient* data element (UNB-0010) in the EDI file has to be completed with the GLN of the respective MediaMarktSaturn associated company of each country. All invoices and delivery addresses are clearly identified by their GLN. In that case, any additional identification feature such as the name, street address, postcode, city, etc. must not be specified (i.e. no data elements 3036 ff. in the NAD-Segment of the buyer), except where the version in use in the respective country (Version 4) enforces this information. In electronic data interchange, GLNs have always got to be specified as 13-digit numbers, i.e. check digit included.

8.2. Product master data

The GTIN is a vital precondition for taking part in the electronic data interchange with the MediaMarktSaturn group. The allocation of the GTIN takes place independently by the supplier. Every item requires its own GTIN (i.e. one GTIN for each supplier-internal item number). In case the type 2 GLN of the supplier will not suffice to create a clear GTIN for all items, the supplier may have to apply for further type 2 GLNs at GS1 Germany.

Basically, only GTINs which are agreed by and listed with the MediaMarktSaturn group are allowed to be invoiced.

If a supplier has no meaningful means to clearly identify these services by use of a GTIN, GTINs allocated by the supplier may also be used once bilateral agreement has been concluded for these services. In order for these services to be identifiable then, the supplier-internal item number (SG26-PIA/SA) or MediaMarktSaturn item number (SG26-PIA/IN - only numeric value) must then be supplied in addition though.

9. Document types in EDI invoicing

The conditions relevant for supplier clearing – i.e. which document type has to be issued and is legitimate to use for which MediaMarktSaturn company – are agreed upon between supplier and MediaMarktSaturn (please also take the MIG into account). If any questions remain, they should be addressed to the MediaMarktSaturn stores as soon as possible.

Currently, only the invoice for goods EDI document type can be interchanged electronically with MediaMarktSaturn. Cost accounts, invoices for services and spare part invoices are not

supported. These continue to be sent to the place agreed (beneficiary, invoice recipient or head office).

9.1. Invoice

Only single document clearing is legitimate, i.e. an invoice has to be issued for every delivery note. Collection invoices on several delivery notes are not allowed. The reference to the delivery note must take place by means of the delivery note number and the delivery date. The delivery note number and the delivery date must be identical on the delivery note and on the EDI invoice. If at the time of placing an order the MediaMarktSaturn group communicated an order number (customer order number), then this number must also be specified as a numerical value on the EDI invoice.

Please note: The invoice date must not lie in the future and pre-billing is not permitted!

9.2. Miscellaneous invoice types

Currently, credit notes, empties/returns and cost accounts, invoices for services and spare part invoices as well as POSA invoices cannot be supported via EDI and continue to be sent in hard copy (on paper).

9.3. Special case: clearing of goods on consignment

Prior to clearing these kinds of goods, you will receive a special message from your respective MediaMarktSaturn store. Please submit an invoice for goods referring to this kind of clearing. In order for consignment invoices to correctly be processed internally at MediaMarktSaturn, please also specify the *CONSIGNMENT INVOICE* document designation in the BGM_1000 segment.

9.4. Paper-based collective invoicing

In some countries, the supplier must, in addition to the EDI invoice, issue a paper-based collective invoice (this is a summary of all issued invoices in one month and statutory requirements have to taken into account). This procedure has to be defined between MediaMarktSaturn and the supplier in stage 1. Normally, this paper-based collective invoice must be issued for each month and each store and must then be sent to the respective MediaMarktSaturn receiving office (any changes must be defined bilaterally). To simplify control, please specify the order number stated in the paper-based collective invoice in the SG1-RFF/ABO segment. An invoice list attached to the EDI message is not required.

10. EDI invoicing method

Even when submitting documents electronically, the Organisational Guidelines for Invoice Clearing of the associated companies of the MediaMarktSaturn group have got to be taken into account. In order to submit documents electronically, it is a precondition that an INVOIC EDI agreement exists between the provider (supplier) and the beneficiary (each associated company in each country represents the individual stores of that country), signed by both EDI parties. This INVOIC EDI agreement describes the EDI method, which in turn guarantees the genuineness of

the origin and the integrity of the data. In general, this only applies to submissions without signature, but is a precondition for the MediaMarktSaturn group for partaking in the EDI method.

We have taken all necessary precautions for EDI invoicing to be carried out with MediaMarktSaturn without having to issue a paper-based collective invoicing list and without the need for an electronic signature (the exception being countries using version 4 with a mandatory signature and countries where issuing paper-based collective invoicing is mandatory). All that the MediaMarktSaturn group needs is the EDI file containing the electronic EDI invoice documents. In case of multiple listing (the supplier has several supplier numbers with MediaMarktSaturn), one complete file should be sent. However, the invoices in this file explicitly need to be indicated with the correct MediaMarktSaturn supplier number next to the GLN.

As the EDI invoices will be validated (specification in the SG1-RFF/CT segment is mandatory), a submission of EDI invoices without a valid INVOIC EDI agreement will not be possible. During the test run, the value "0" must be entered in the respective EDI INVOIC field. Suppliers not having a valid INVOIC EDI agreement must submit their invoices in paper-based form observing the respective Organisational Guidelines.

11. Complaints regarding EDI invoice submission

11.1. Complaints regarding documents already cleared

In the case of erroneous, but already cleared documents, it is normally the MediaMarktSaturn group that issues a debit note. Alternatively, the supplier can issue a credit note. Both methods can have effect for the same customer (depending on the definition). The exact procedure has to be defined in stage 1 and has to be clarified directly with the associated company in the respective country. You should make sure that your credit notes are not entered into the EDI file. Debit notes and credit notes via EDI will only be introduced in a later stage.

11.2. Rejected documents, not cleared

Rejected documents that have not been cleared will be cancelled internally by MediaMarktSaturn. After having been corrected, they must be resubmitted electronically in one of the following data transmissions. As a basic principle, the method for document rejection will be defined by MediaMarktSaturn: rejection and resubmission only for the rejected unit (single invoice or the whole file -> please see error messages). Further information see chapter Error and refusal levels and Error handling

Please note: suppliers who collaborate with us using the EDI method must not submit any paper-based invoices with an invoice date newer than the EDI migration date. We will return any paper-based invoice unprocessed – even if they were submitted via MediaMarktSaturn stores – and will request them to be solely submitted via EDI. Exceptions are only made in individual cases where this has been agreed upon in advance and on the basis of a bilateral agreement with the MediaMarktSaturn group plus under consideration of a written explanation (caution with mandatory paper-based collective invoicing). At any rate, the Guidelines for Submission of Paper-based Invoices have to be taken into account.

12. Invoice settlement

Documents submitted and cleared will only be processed for the MediaMarktSaturn group, centrally by SEEBURGER. The actual invoice verification will– as up until now – be carried out and payment be initiated by the MediaMarktSaturn group.

13. Important special features

Please note: The following special features mainly relate to the business processes. Please take into account that non-observance of these conditions may lead to document rejection. As a general rule, the following applies to all MediaMarktSaturn associated companies.

13.1. Data interchange reference number

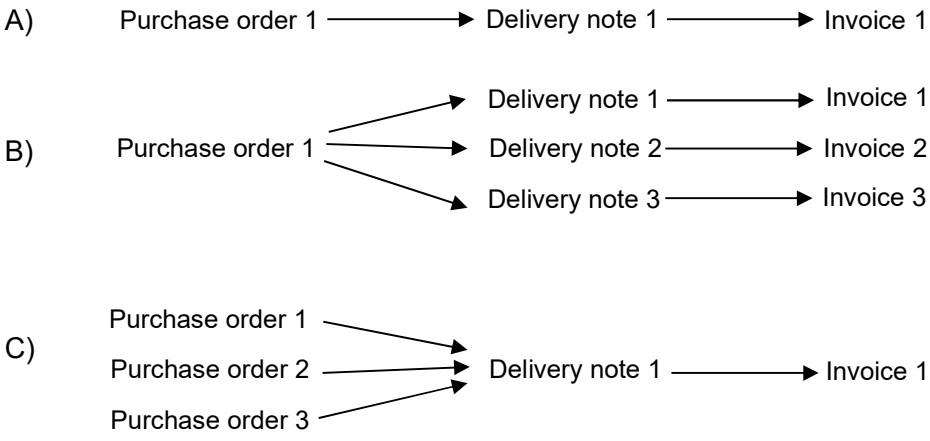
EDI files must be submitted with a clear data interchange reference number (UNB_0020).

13.2. Transmission file

If you send invoice data for several MediaMarktSaturn stores to SEEBURGER, please summarise the data for all the stores of a country in one transmission file.

13.3. Relation Invoice - Delivery Note

Every delivery note requires its own invoice (collective invoicing for several delivery notes is not permitted). An EDI invoice must only refer to one order number (customer order number) and one delivery number (maximum length 20 digits).



Please note: Exceptions from this principle will have to be agreed upon with MediaMarktSaturn in advance.

It should be noted also that in the case of Multichannel at the subsidiaries in Germany, Austria and the Netherlands constellation C is not allowed. An invoice may be in this case, ever refer to one purchase order and one delivery note.

13.4. Invoice and delivery address

For the invoice and delivery address, only the GLNs have to be specified (notwithstanding, in some cases address details are mandatory, depending on the respective country). A GLN has been issued for every delivery address (store).

13.5. Special Characters

Leading zeros in the invoice number (length. max 15 characters) and delivery note number may not be used in the transmission.
Allowed are:
- Uppercase letters A - Z
- Digits 0 - 9
- spaces
- point
- comma
- Dash and minus sign
- Open parenthesis (
- Close parenthesis)
- Slash /
- Equal sign =

13.6. Delivery note number

The indication of a delivery note number is an absolute must. The delivery note number on the delivery note must be consistent with the EDI data (apart from possible special characters and leading zeros).

13.7. Date of service provision

Indication of the date of service provision is an absolute must (DTM_2005=35), even if this is the same as the invoice date or delivery note date.

13.8. Order number

The order number (customer order number) is a mandatory field (only numerical values) – provided it was delivered directly out of the ERP system by MediaMarktSaturn – and must be included in every document.

13.9. Consignment goods

Consignment invoices must be indicated individually (BGM_1000).

13.10. Different tax rates

Different tax rates may appear in one and the same document.

13.11. GTIN

The items found on the invoice must correspond to the GTIN items of the order. The GTIN (segment SG26-LIN) must be a 13-digit number. If there are only UPC numbers available, leading zeros needs to added.

13.12. Surcharges/allowances

Surcharges/allowances are always to be indicated individually per item (abatements/duties), except where this involves a real surcharge/allowance on document level (for example freight, packing, insurance, handling and document allowance). Percentage abatements (e.g. new opening rebate, discount in Spain) are always to be indicated on item position. In the Multichannel project real surcharge/allowance on header-/ document level couldn't be processed.

13.13. Indication of quantities

On product level, the sum (of the amounts indicated) must always be greater than zero in the QTY-6060 field (amount code 47 + 192) and the net amount of the item must not be negative. Even if the amount of the natural produce is one (Code 192), code 47 must be indicated as "0".

13.14. Invoice positions

The delivery note and the invoice must be identical. Furthermore, the items and their chronological order should be the same as stated in the order. The indication of the respective items ordered (if at all existent in the invoice) takes place in the SG30-RFF segment.

13.15. Goods in kind

A goods in kind must be stated as such in the EDI message, i.e. the normal amount ordered (calculated quantity = code 47) and the amount of goods in kind (non-calculated quantity = code 192) has to be stated in the same invoice item. Exception: If the item includes only goods in kind it has to be stated as separate position (PRI-AAA =0). It possible to transmit pure goods in kind invoices (0 invoices).

Example EDIFACT:

LIN+1++6438158401273:SRV'
PIA+1+10048416:SA::91'

IMD+F++:::Nokia 100 Phantom Black i'
QTY+47:0:PCE'
QTY+192:2:PCE'
ALI+DE'
MOA+203:0'
PRI+AAA:15.5:::1:PCE'

13.15.1. Goods in kind with duties

It is possible to transmit an invoice position exclusive as goods in kind including duties. The duty value (MOA+23) must be transmitted for the whole item level (see chapter 14.4.2 surcharges/allowances on item level)

Example EDIFACT:

Quantity = 0
QTY+47:0'

Quantity goods in kind = 2
QTY +192:2‘

Duty amount e.g. ES_2 = 1 Euro

ALC+C+:64++2+:ZZZ:ES_2‘
MOA+23:2.00‘ (2 x price duty for 2 items goods in kind)

Net amount incl. all surcharges/allowances = 1 Euro
PRI+AAA:1.00:::1:PCE‘

position price = 2 Euro
MOA+203 = 2.00

13.16. Test data

Test data must be indicated with the test flag in UNB_0035

13.17. Abatements

References to abatements must be transmitted in the form of a text key. The use of free text is not permitted (15.8).

13.18. Advanced/ pro forma invoices

Advanced invoices and/or pro forma invoices are not permitted via EDI. If in countries legal reasons are defined to send obligatory these kinds of invoices please send the invoices on paper directly to the store.

13.19. Terms of payment

Payment terms must be specified only if they differ from the annual agreements or amendments (e.g. re-opening, etc.). If there have to be valuta data transmitted in the payment terms, these data must be always divisible by “30” (e.g. 30 days, 60 days, 90 days, 120 days)

Different payment terms have to be transmitted as follows:

SG8-PAT
4279 = only code 22 is valid
2475 = specification 5 or 21, depending on the agreement
2009 = according to the annual agreement
2152 = indication of the days

Negative values are NOT allowed for Valutadays(2152 in EDIFACT).

SG8-PCD
5245 = discount in percentage (in case the payment term is without discount, value 0 has to be stated)

If an extended term of payment is agreed upon that differs from the annual agreement (e.g. new opening etc.), then only the amount of the days must be increased accordingly (2152).

Standard definitions of GS1 are for example:

Type	Code 2009	Code 2152
Last trading day of the following month	7	0
Due immediately	3	0
Within 30 days	3	30
Within 60 days	3	60
End of the month	6	0
Last trading day of the following month + 30 days	7	30
Last trading day of the following month + 60 days	7	60

13.20. Reverse Charge

The reverse charge method is the shift of tax liability to the service recipient. The service recipient must pay the sales tax and he is entitled to deduct VAT. However, where the invoice is a reverse charge method, the VAT rate (5278) in the TAX segment must be transmitted as “0”

and the category (5305) as “AE” as well as in the segment FTX/ C107/ 4441 the code “RCH” or “LES”.

13.21. Intra-community supplies

As an intra-community supply a tax exemption of VAT law is called, after which a cross-border delivery within the European Union is tax-exempt from the sales tax in the State of departure of the transport. The prerequisite is that a contractor of his business makes the delivery to another trader for his business and the article is actually transported from one Member State to another Member State in the context of delivery.
However, where the invoice is a reverse charge method, the VAT rate (5278) in the TAX segment must be transmitted as “0” and the category (5305) as “E” as well as in the segment FTX/ C107/ 4441 the code “IGL”

13.22. Associated company DE

No further conditions exist for electronic data interchange

13.23. Associated company CH

The associated company in Switzerland can use version 4 together with the signature (please take account of the respective MIG). However, the transmission of an electronic signature by the supplier is not legally necessary. If an electronic signature wants to be used, it has to be defined directly with SEEBURGER. In addition, the address details of the partners (SG2-NAD) must also be indicated. Besides, the VESR/BESR number can be indicated in the SG51-RFF segment. All invoices should be rounded to the exact “Swiss rappen”.

13.24. Associated company AT

If the invoice sum (SG50-MOA/code 77) amounts to more than €10.000, it is an absolute must that the VAT-ID number (SG3-RFF/code VA) is indicated for the buyer/invoice recipient as well.

13.25. Associated company NL, BE

No further conditions exist for electronic data interchange

13.26. Associated company LU

The IBLC no. needs to be indicated in the segment SG3 Qualifier FC (IBLC is mandatory for NAD+BY and NAD+SU)

13.27. Associated company PL

The address information of the partner (SG2 NAD) is required to provide.
This applies to the address details (SU, BY)

The information from data group elements
C080 = Party name
C059 = Street
3164 = City name
3251 = Postal identification code
3207 = Country name code (ISO 3166-2 alpha code)
are mandatory

Additionally indicated for the buyer (NAD + BY) and the supplier (NAD + SU) must be the VAT identification number in segment group 3 in the RFF segment with qualifier VA.

13.28. Associated company HU

The real fulfillment date (delivery date) needs to be specified in the segment DTM_2005/ Code 454.
Additionally the address information of the partner (SG2 NAD) is required to provide.
This applies to the address details (SU, BY)
The information from data group elements
C080 = Party name
C059 = Street
3164 = City name
3251 = Postal identification code
3207 = Country name code (ISO 3166-2 alpha code)
are mandatory.

Additionally indicated for the buyer (NAD + BY) and the supplier (NAD + SU) must be the VAT identification number in segment group 3 in the RFF segment with qualifier VA.

13.29. Associated company PT

No further conditions exist for electronic data interchange

13.30. Associated company ES

The address information of the partner (SG2 NAD) is required to provide.
This applies to the address details (SU, BY)
The information from data group elements
C080 = Party name
C059 = Street
3164 = City name
3251 = Postal identification code
3207 = Country name code (ISO 3166-2 alpha code)
are mandatory.

Additionally indicated for the buyer (NAD + BY) and the supplier (NAD + SU) must be the VAT identification number in segment group 3 in the RFF segment with qualifier VA.

And the following data are required to provide in the segment group 3 in the RFF:
Data element 1153 = TRB

Data element 1154 → Commercial data of registration

Requirements to Reverse Charge processing (see general description point 13.20):

Transmission of the Spanish GS1 Code 298 within segment FTX/C107/3055

Example:
FTX+REG++RCH::298++ES`

Transmission of the Spanish legislation text within segment FTX/C108/4440:

Example:
FTX+ZZZ+++Operación con inversión del sujeto pasivo conforme al Art.84 de la Ley del IVA 37/1992

13.31. Associated company TR

The direct transfer of an invoice in EDIFACT format between MediaMarktSaturn and the supplier, without the involvement of the financial authorities, is not allowed in Turkey due to tax purposes. The process of electronic invoice transfer via EDIFACT does not apply.

13.32. Associated company IT

In case you would like to exchange invoices in EDIFACT format with our associated company Italy, please do not hesitate to contact Italy directly. Due to different processes there are different rules.

13.33. Associated company SE

No further conditions exist for electronic data interchange

13.34. Detailed overview NAD and RFF characteristics pro associated company

The specific requirements per associated company for the segments NAD and RFF are listed in the attached excel sheet.

INVOIC RFF-Usage Table

EDI system components

Every EDI message consists of the components *syntax*, *message types*, *segments, data element groups/data elements*, *codes* and *qualifiers*. The structure used in an EDI message is outlined in the MIG in detail. You can obtain the complete structure from GS1 for example.

As the EDIFACT Regulations are developed by international bodies and are designed for multinational electronic data interchange, specific business transactions and terms common and established in the German-speaking world can often not be expressed one-to-one in the EDIFACT *language.* In such cases (for example when there are several tax rates in one invoice), the form of expression can be difficult to grasp at first. However, in order to reproduce an issue correctly without violating the EDIFACT Regulations, this is absolutely essential.

13.35. Interchange

The interchange may contain only one message typ (DESADV and INVOIC in one interchange are not allowed). EDI provider, which is enabled to send messages for several suppliers, have to send one interchange for each supplier (background: different implementation phase for suppliers with one provider). GLN of provider can be set in UNB (sender).

13.36. Message types

This Guideline is only relevant for the INVOIC message type in electronic data interchange. If any other (incoming/outgoing) message type such as PRICAT, ORDERS or INVRPT is involved, the respective person in charge at the MediaMarktSaturn group needs to be contacted.

13.37. Use of message groups

Message groups (UNG-UNE) are not in use with the MediaMarktSaturn group and are not supported.

13.38. Optional/mandatory information in segments/data elements

The use/non-use of segments/data elements is described in the respective MIG and in the specialties section. Segments/data elements not used by MediaMarktSaturn are read over and can be omitted. Frequency of repeat regarding the individual segment groups and segments results from the context of data layout. In single document, a maximum of 999 items may be invoiced.

13.39. Data field definitions

Basically, the standard field lengths were carried over from EANCOM. Any deviation from these must strictly be observed. Moreover, fields designated as alphanumeric in the EANCOM Norm must nevertheless be submitted with numeric content sometimes at the MediaMarktSaturn group. Please see the respective MIG for an overview of the optional/mandatory information and MediaMarktSaturn-specific field definitions.

14. Explanation of individual concepts in EANCOM-INVOIC

14.1. Identification of supplier/invoice issuer

As the *SU* key in the 3035 data element of the NAD segment is an absolute must in every invoice, this key will be used for the identification of the supplier. Deviating from this, the *II* key must be used if the invoice issuer is different from the seller/supplier (for example when invoicing has been outsourced). All this information must be defined with MediaMarktSaturn in advance.

14.2. Identification of buyer/invoice recipient

The *BY* key in DE 3035 of the NAD segment also is an absolute must in every invoice and will be used for the identification of the buyer/invoice recipient. An NAD segment with key DE 3035 = *IV* must only be used in addition if buyer and invoice recipient are not identical. We recommend always completing both segments, even if buyer and invoice recipient are identical.

14.3. Different VAT rates in one document

Basically, goods with different VAT rates can be invoiced in one invoice/credit note. In this case, and for the respective information to be supplied separately by VAT rate, certain segments/segment groups must be repeated for each VAT rate.
With regard to all VAT information within a document, what is decisive with EANCOM'02 (D.01B) at first is the VAT rate supplied as *defaults* in the SG6-TAX group.
For all documents that contain several VAT rates, this defaults is then overwritten in the appropriate place by the additional information of a TAX segment. In order to identify the corresponding tax rate of each surcharge/allowance amount, an ALC group including an ALC-TAX segment must be set up for each VAT rate within the ALC groups for surcharges/allowances.
In order for an item to be allocated the respective tax rate, a TAX segment needs to be set up on item level.
In order for the amounts to be presented separately by VAT rate, instead of a single MOA segment two TAX-MOA segment groups must be used in addition in the summary section for example.
Please note: If an intra-Community supply (IGL)/reverse charge method (RCH)/tax-exempt supply (among other things defined in the FTX/C107/4441 segment) is involved, the VAT rate (5278) in the TAX-segment must be transmitted as "0" and the category (5305) as "E" for IGL or "AE" for RCH / LES.

14.4. Presentation of discounts (surcharges/allowances)

All surcharges/allowances must be presented using one ALC group per VAT rate. Due to the VAT difficulties mentioned above, surcharges/allowances on document level must always be presented in the head section of the documents, because the ALC groups do not allow for VAT information in the summary section.

There are data elements on several levels in an EANCOM message for surcharges/allowances that influence sign control. Sign control always takes place on the highest level first, i.e. via the BGB key 1001 = 380 (RU: 388).
In a second step, the ALC_5463 data element will be evaluated for its effect on sign control (A = allowance = “-“ / C = surcharge = “+”).

Please note: In order to dispense with surcharges and allowances altogether when invoicing, the net price (PRI-AAA) is mandatory information when submitting an EDI invoice.
Surcharges/Allowances is just information. Exceptions are the duties that are also taken into account in PRI-AAA. These must be presented in the ALC segment according to the code definition of the MediaMarktSaturn group, if applicable. Within the Multichannel project duties couldn’t be processed within the EDI invoice.

Every surcharge/allowance must be indicated as an amount in the SG42-MOA segment by using the 25 and 23/204 keys. If surcharges and allowances are agreed upon on percent level, the SG41-PCD segment must be indicated in addition.

14.4.1. Surcharges/allowances on document level

When it comes to surcharges/allowances on document level, a difference must be made between document abatement (DI) and allowances (FC, HD, IN and PC). On document level, each attribute may only be used **once**. Further coding is not permitted.

Each document abatement must be explained in an ALC group (as a value in the ALC-MOA segment, by indicating MOA_5025 = “8” and additionally – if this has been agreed upon – as percent abatement in the ALC-PCD segment, by indicating PCD_5245 = “3”, as long as a percent abatement was agreed upon with the MediaMarktSaturn group).

Surcharges/allowances must always be presented in the chronological order of their deduction. The abatement basis decreased by deduction of an abatement normally forms the basis for the next abatement. Explicitly setting the abatement basis as a default value is both possible and recommended.
Freight, packing, insurance and handling charges must not be indicated at every associated company. This must be clarified in advance.

The total amount of all surcharges and allowances must be declared in the summary section (SG50-MOA by using the DE 5025 = ”131” key).

14.4.2. Surcharges/allowances on item level

Basically, the same principles as those relevant for document abatements apply to item abatements. The explanation of each of the surcharges/allowances takes place in the ALC segment groups. It is not permitted to additionally invoice credit items within the same invoice.

Surcharges permitted on item level are duties only (code definition by the MediaMarktSaturn group).

Handling charges may only be declared on document level. Allowances (rebates) are to be declared in the free text section by their name, so that in case of discrepancies the relevant expression can be communicated quickly.

Please note: The amounts in the SG42-MOA segment always relate to the whole item level, they do not relate to the single item and are always net amounts (i.e. without VAT)!

14.5. Presentation and calculation of items

With regard to item presentation, only one version is permitted basically: units.
The principle is the following: Calculation of items must take place analogous to the order, where the unit ordered always is the individual item. Units are presented and invoiced in a LIN principle item. The GTIN unit invoiced is identical to the consumer unit.

14.6. Electronic invoice list

Due to legal changes, this is no longer supported. In some countries however, if no signature is used, the paper-based collective invoice continues to be in effect. For simple traceability, the relevant invoice list number should be declared in each invoice in the SG1-RFF/ABO segment.

14.7. Identification of different invoice types

As described above, only invoices for goods may be submitted at first. Cost accounts, invoices for services, repair and spare part invoices are currently not supported and must be sent in hard copy (on paper).
The only difference is the consignment invoice. This consignment invoice must be indicated as such in the BGM_1000 segment. When handling invoices for goods (defaults), the BGM_1000 segment stays empty.

14.8. Pointers to abatements agreed in advance

Pointers to abatements agreed in advance must be transmitted in the form of a text key for the MediaMarktSaturn group. The use of free text is not permitted. The transmission of a free text cannot be checked by machine to be in line with statutory requirements. This can only be guaranteed by the use of agreed text keys. This fact was taken account of in GS1 and for this purpose the following text keys were adopted:

ST1 = *Abatements are the result of allowance and bonus agreements*
ST2 = *Abatements are the result of our current general and condition agreements*
ST3 = *Allowance or bonus agreements exist*

The transmission of the text key takes place in the FTX segment, where the qualifier *AAK* must be used in the FTX_4451 data element and one of the keys ST1, ST2 or ST3 will be transmitted in the FTX_4441 data element. As a key will be validated in a correlating way, the key must be agreed upon with the MediaMarktSaturn group in advance.

14.9. Other notes to invoice

Other invoice notices must be transmitted in the form of a text key for the MediaMarktSaturn group. The use of free text is not permitted. The transmission of a free text cannot be checked by machine to be in line with statutory requirements. This can only be guaranteed by the use of agreed text keys.

The following codes are for the FTX segment in the data element FTX_4441 defined and approved:

ESP = waste disposal fee
UHR = note to copy right
EEV = retention of title

15. EDI error protocol

As long as all data could be processed by machine and errors have occurred, SEEBURGER issues an EDI error protocol for each transmission file (*test* and *production*). In case no EDI error protocol can be issued for fatal error reasons, information takes place by SEEBURGER via email or telephone.

15.1. Protocol content

The protocol contains, amongst other things, the following information:
a) Processing mode (production/test), processing date and protocol number
b) Statistic data relating to the EDI data file
c) GLN data sender, EDI standard, data interchange reference number, archive number, creation date, etc.
d) Detailed list of rejected units with error notes
e) Individual document, logical data files, physical data files

15.2. Error and refusal levels

The MediaMarktSaturn group differentiates between two levels of errors/refusals. Analogous to the file architecture, the units are differentiated:
- Level 1: physical data unit (UNB - UNZ) signature included (if applicable)
- Level 2: individual documents (BGM_1001 = 380/388)

An error always relates to one of these units. The MediaMarktSaturn group has defined for all suppliers that only the erroneous unit will be rejected. All other units would be processed in a normal way – if present and free of errors.
As an errorless processing can normally be assumed in day-to-day business, the supplier will usually not be informed, i.e. if submission and processing were OK. In the case of a level 1 and level 2 errors, the supplier will directly be informed by SEEBURGER.
Please appoint a contact person (in stage 1) who will generally be responsible for receiving the error protocols and be informed in case of an error. In general, you should – if possible at all – set up a non-person-specific email address for EDI invoicing.

16. Error handling

16.1. Rejection of a whole EDI file

In case a physical data file was rejected, the interchange must be corrected and then be resubmitted. Please take the following into account:

1. If you have any questions, the MediaMarktSaturn group (for signature - SA 2) must be informed by email in advance.
2. The file must be resubmitted with a new data interchange reference number

16.2. Rejection of individual documents

The transmission of corrected documents normally takes place with one of the following billing cycles, i.e. within a new transmission file. Once SEEBURGER has informed the supplier about document rejections, correcting and resubmitting these documents with a new invoice number lies solely in the responsibility of the supplier. Rejected documents must not be handed-in later in paper-based form. Only documents rejected previously may be resubmitted. Please avoid duplicate submissions of correct and not complained about documents by all means! In order to arrange the further course of action, please contact the MediaMarktSaturn group or SEEBURGER in advance should any doubts or questions remain.

17. Your next step

If you wish to receive further or more detailed information and individual support regarding the *EDI at the MediaMarktSaturn group* issue*,* we will offer to inform you extensively in a common discussion about the topic of EDI/INVOIC at MediaMarktSaturn/SEEBURGER. Furthermore, MediaMarktSaturn/SEEBURGER will intensively take care for you during the test phase and will prepare migration to EDI in cooperation with you.
In general, should the start of the test phase or the whole test phase be delayed by more than two weeks, we would ask your unsolicited written notice explaining the reasons for this and detailing a new schedule.
Before sending a test file for the first time, we would like to ask your short information about this by email to the corresponding persons in charge at MediaMarktSaturn and SEEBURGER. You will receive all necessary EDI documents within the scope of our initial consultation.

18. Appendix

18.1. Contact information EDI INVOIC MediaMarktSaturn group

EDI International: EDI_INT@mediamarktsaturn.com

EDI Germany: EDI_DE@mediamarktsaturn.com
EDI Switzerland: EDI_CH@mediamarktsaturn.com
EDI Austria: EDI_AT@mediamarktsaturn.com
EDI Netherlands: EDI_NL@mediamarktsaturn.com
EDI Spain: EDI_ES@mediamarktsaturn.com
EDI Luxembourg: EDI_LU@mediamarktsaturn.com
EDI Belgium: EDI_BE@mediamarktsaturn.com
EDI Hungary: EDI_HU@mediamarktsaturn.com
EDI Turkey: EDI_TR@mediamarktsaturn.com
EDI Poland: EDI_PL@mediamarktsaturn.com

18.2. Contact information EDI SEEBURGER

EDI Support: TPS_MediaSaturn@seeburger.de

18.3. Your EDI schedule: from paper to EDI

1. Paper-based invoicing
Paper-based individual documents/manual document processing
2. EDI related information procurement
Master data questionnaire (MediaMarktSaturn)
EDI documents/guidelines (MediaMarktSaturn)
EDI data layouts /documents/MIG (MediaMarktSaturn)
If applicable at all, brochures/documents (GS 1 Germany)
Information and counselling interviews with EDI experts
3. The EDI method
EDI classic (your own EDI converter or outsourcing partner for EDI)
4. Schedule detailing the process until migration to EDI
Information procurement, selection of converter, programming, mapping, master data synchronisation, beginning/duration of test phase, production migration date
5. Define responsible persons in charge
Organisation, master data, testing, if necessary, external EDI service provider
6. Examination/adjustment of in-house invoice interface
Standardised data fields for key information (instead of text fields)
Completeness of the mandatory data fields required for EDI
7. Master data synchronisation

GLN of invoice and delivery addresses of all MediaMarktSaturn stores
GLN of recipients of the MediaMarktSaturn associated companies in each country
Additional information such as mapping tables, duties and pilot store
GTIN item master data
8. EDI test phase
Syntactical, formal and content-related tests/INVOIC EDI agreement

18.4. Test phase – overview

1. MEDIAMARKTSATURN GROUP – INVOIC EDI GUIDELINES
The INVOIC EDI guidelines of the MediaMarktSaturn group form the basis for the EDI test phase and the later EDI processing with MediaMarktSaturn
2. NOTIFICATION OF THE 1ST TEST DATA FILE VIA EMAIL
Please send the first test file via Email to our EDI contact of the respective country. This file will be checked for consistency and content regarding the guideline and message implementation guide. Please do not send any further data between having sent your respective test file and having received our written test result!
3. NOTIFICATION OF THE 1ST TEST DATA FILE VIA SEEBURGER
Please contact our EDI contact of the respective country prior to sending the first file and state your first transmission date as well as the responsible persons in charge. Only **one** test file is to be sent. Please do not send any further data between having sent your respective test file and having received our written test result!
4. CURRENT INVOICE DATA – NO ARTIFICIAL DATA
From the start, only current invoice data are to be sent as test data. The invoice submission in paper-based form that continues to last in parallel remains unaffected by this.
5. ONLY EXPLICITLY DESIGNATED STORES OF AN ASSOCIATED MEDIAMARKTSATURN-COMPANY IN A COUNTRY ARE SUBJECT TO THE TEST PHASE
Only those stores which are selected and bilaterally agreed upon by MediaMarktSaturn are to be integrated into the test phase.
6. ERROR HANDLING – SET FROM THE START
In the test phase already, please take account of the error and rejection levels according to the explanations in the EDI guidelines of the MediaMarktSaturn group and relevant for production later. Please also organise your error handling on time.
7. INVOIC EDI AGREEMENT – FOLLOWING A SUCCESSFUL FINAL TEST
The INVOIC EDI agreement on the start of a *productive* EDI relationship can only take place on the basis of absolute error-free test data and where required an upstream production paper based. Within the scope of a final test, which takes place under production conditions, the test phase will be finalised and the paperless production phase will be initiated by the responsible project manager.

18.5. Data transmission to SEEBURGER/ the MediaMarktSaturn group

The transmission of EDI invoice data via EDIINT/AS2 does not take place directly to MediaMarktSaturn, but via the service provider SEEBURGER. The data transmission via EDIINT/AS2 is subject to certain conditions. Please contact SEEBURGER directly during stage 1.

The following rules apply to EDI data:

(1) Data must be submitted as ASCII code.
(2) The data recipient GLN (UNB-DE 0010) for invoice data is the respective GLN of the associated company of each country.
(3) Test data must additionally contain the “1” test flag in UNB-DE 0035.
(4) Only EDI data are to be sent.
(5) Please also use the feature of your AS2 system to request an automatic document (AS2 MDN).

18.6. Data fields used in EDI invoicing

In order to see the data fields used in EDI invoicing for the MediaMarktSaturn group, please consult the respective MIG (Message Implementation Guide) for each country. According to the GS1 policies, an invoice can also contain further information. As long as these data are not part of the MIG, they will – if applicable – be skipped at SEEBURGER/the MediaMarktSaturn group and not be processed.

The transmission of decimal places is requested as described below:

For all segments the maximum allowed decimal places.

1. Quantities: 2
2. VAT%: 2
3. all others: 2

18.7. INVOIC EDI agreement

A sample INVOIC EDI agreement and the respective explanations will be submitted directly on request by the respective associated MediaMarktSaturn company of each country.