



EDI Pre-testing Information

Sales Orders – Excise and Customs Warehouses

Stock Holding Customer Information

Field	Explanation / Notes	Response
Customer Name	Your company name	
Customer Address	Your company address	
System Being Used	Please let us know the name of the system / application you will be using to generate your orders from. If it is coming from a website through a third party then please provide both names.	
Key Developer Contact name	Please let us know who the third party is as sometimes it is easier to speak with them regarding issues	
Key Developer Contact email		

Dates and Volume

Field	Explanation / Notes	Response
Start Testing Date	You must start testing at least 8 weeks prior to your planned go live date, when will you be in a position to begin.	dd/mm/yy
When do you plan to go live	After you complete testing you will be provided with a go live date which could be as much as 2 weeks ahead, this date is subject to existing warehouse operations including upgrades and peak times of the year.	dd/mm/yy
<p><i>Please review the information on the wiki site for the testing process</i></p> <p><i>Once your complete and return this form you can start sending the initial test files.</i></p> <p><i>Testing turnaround is generally 3 working days (except December 20th – January 5th each year when there is no testing service)</i></p>		
On average, how many orders will you be sending each week		
What is the average number of product lines on each order		
Can you confirm you will be sending in REALTIME or BATCHED <i>REALTIME is preferred and is where you send each order as soon as it is saved at your end.</i> <i>BATCHED is where you specifically send a number of orders at the same time.</i>		
Will you be sending one order per file <i>(we prefer one order to one file)</i>		

Warehouse Information

Field	Explanation / Notes	Response															
Your Warehouse Company	Provide the customer name or a code which we would recognise them by																
Warehouse Codes	<p>These are generally provided by your warehouse company</p> <p>Site Code (2 characters) this is the site code where your stock is located</p> <p>Customer Code (upto 8 characters) your unique customer code at the warehouse to identify your stocks.</p> <p>Deferment Code (upto 8 characters) The code is usually the same as your customer code but could be something else.</p> <p>Warehouses generally do not use the DAN code</p> <p><i>These are mandatory fields if you do not know then ask your warehouse before returning this form.</i></p>	<table border="1"> <thead> <tr> <th>Site Code</th> <th>Customer Code</th> <th>Deferment Code</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Site Code	Customer Code	Deferment Code												
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Customs Duty	<p>When will Customs Duty be paid</p> <p>Based on the commodity code - do not confuse with excise duty</p>	<table border="1"> <thead> <tr> <th>Type</th> <th>Tick</th> </tr> </thead> <tbody> <tr> <td>No Purchases outside UK</td> <td></td> </tr> <tr> <td>Pay prior to warehouse arrival</td> <td></td> </tr> <tr> <td>Pay on arrival at warehouse</td> <td></td> </tr> <tr> <td>Pay on Using Stock</td> <td></td> </tr> </tbody> </table>	Type	Tick	No Purchases outside UK		Pay prior to warehouse arrival		Pay on arrival at warehouse		Pay on Using Stock						
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Rotation Numbers	<p>Will you be using rotation numbers on orders</p> <p>Preferred only for fine wines, otherwise warehouse system will automatically select and use the correct stock on FIFO</p>																

Additional Questions

This is used to determine what we need to test.

Questions - Sales Orders	Sales Orders																				
Which Order Types will you be sending (Exports, UK, EC, Diplomatic)	<table border="1"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Type</th> <th style="background-color: #4F81BD; color: white;">Code</th> <th style="background-color: #4F81BD; color: white;">Tick</th> </tr> </thead> <tbody> <tr> <td>Duty Paid</td> <td style="text-align: center;">P</td> <td style="background-color: yellow;"></td> </tr> <tr> <td>UK Underbond</td> <td style="text-align: center;">U</td> <td style="background-color: yellow;"></td> </tr> <tr> <td>EC Underbond</td> <td style="text-align: center;">E</td> <td style="background-color: yellow;"></td> </tr> <tr> <td>Exports</td> <td style="text-align: center;">X</td> <td style="background-color: yellow;"></td> </tr> <tr> <td>Diplomatic</td> <td style="text-align: center;">D</td> <td style="background-color: yellow;"></td> </tr> </tbody> </table>			Type	Code	Tick	Duty Paid	P		UK Underbond	U		EC Underbond	E		Exports	X		Diplomatic	D	
Type	Code	Tick																			
Duty Paid	P																				
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EC Underbond	E																				
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Will you be sending any Duty Deferred orders <i>Duty paid orders where your receiving customer or another third party (not the warehouse) is paying the duty</i>																					
Do you plan to sell to customers within the UK where customs duty is unpaid ?																					
Will you be selling goods to other customers within the warehouse <i>known as a warehouse transfer – Type T order</i>																					
Will you be collecting goods yourself from the warehouse ?																					
Will you be collecting goods from the warehouse via a third party ? <i>You may need to do this if you are sending goods outside of the UK</i>																					
Do you intend to use a parcel carrier for some UK deliveries ? <i>This is for UK deliveries usually</i>																					
Do you intend to use a parcel carrier for some NON UK deliveries ? <i>This is for deliveries outside of the UK where duty prepayment certificates are required.</i>																					

In the initial test files we are looking to ensure that you can fill the following fields and send them with these initial tests

- Contact Name and Number
- Delivery Instructions
- Delivery Times
- Booked Date
- Picking Instructions
- Request to book a delivery
- If you are collecting that you can send the correct fields.

You will have to provide an initial test file for each order type you will be sending plus an additional order where you have entered a “YES” into any of the yellow fields above.

Are there any fields which you will not be able to provide during the testing (including those requested above)
(please let us know the field names and reasons)