



Electronic document processing

Mercateo

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1. Electronic document processing

Mercateo is committed to enabling the smooth, automated exchange of business documents to ensure rapid and high-quality processing.

This documentation describes the various transaction processes and related business documents such as purchase orders, order responses, dispatch notifications and invoices. Various different standards for both document formats and transmission methods are supported to allow these documents to be reproduced for automatic processing.

2. Overview of types of EDP

Mercateo provides various different interfaces for the transmission and receipt of electronic business documents.

2.1. Outgoing documents

- Purchase orders (PurchaseOrder)

2.2. Incoming documents

- Order responses (OrderResponse)
- (with delivery date/time and if applicable different price)
- Delivery notes / dispatch notifications (DeliveryNote / DispatchNotification) (with delivery date, package number and serial number)
- Invoices (Invoice)

3. Formats and transport protocols supported

Mercateo aims to ensure the **easy, fast and above all flexible connection of our partners' wide range of systems and data formats**. That is why we support the following formats and transport protocols:

3.1. Formats supported

- XML and derivatives such as
 - openTRANS
 - cXML
 - and others
- SAP-IDOC
- EDIFACT (all language versions)
- Record type formats (CSV)
- and others on request

3.2. Protocols supported

- FTP as client; sFTP and FTPs also possible following consultation
- HTTP or HTTPS
- POP/SMTP
- AS2 with HTTP or HTTPS
- and others on request

If you do not have your own format, we recommend *openTRANS*. Details can be found in section 6. Simply contact us.

4. Connection process

1st phase: Initiation

You will initially be advised by the Mercateo project coordination team, which will help you to complete the interface master data sheet you have been sent.

Once the key data for the given electronic interface is established, the EDP team will organise installation.

2nd phase: Development and quality assurance

For the creation of test documents, a test environment is installed at Mercateo and, if possible, also at your site. Access points (http(s), FTP, e-mail) to which these test documents can be sent are created at both sites.

The conversion process is then launched at Mercateo on the basis of test files. Corrections to these submitted documents may be required.

3rd phase: Going live

If the tests have been successful, conversion is launched in the Mercateo live system. Access for transmission of the real documents is then set up.

5. Special Mercateo features: order reference no. in all interfaces

Mercateo is a marketplace for business customers. When a customer makes a purchase from Mercateo, Mercateo purchases the required product from the relevant supplier and has it delivered straight to the customer; however, the invoice is sent to Mercateo. The customer receives an invoice from Mercateo.

Customers generate a separate job number in their system for their Mercateo purchase order. They send this number to Mercateo so that it can be printed on the package, the delivery note and their invoice.

Mercateo also generates an order number in its own system for each purchase order received. The customer job number is only used here in exceptional cases. At the same time, the customer order needs to be split between multiple Mercateo suppliers, and this is when your order number is generated.

The Mercateo order number is split into two parts to show both customer and supplier numbers. A Mercateo order number can therefore be 21 characters long and contains a minus sign and possibly other special characters (from the customer system)

It should be possible to search for each of the two parts of this number separately in your (the supplier's) system.

As a rule, Mercateo uses the third line of the address for the customer job number. The

Mercateo order number is specified in the ORDER_ID field.

6. openTRANS

Mercateo generally communicates using the data format openTRANS 1.0.

Further information on the data format openTRANS 1.0 and sample files can be found in the Mercateo support portal.

6.1. Orders

You will generally be sent the openTRANS order as an attachment to the order e-mail, or you provide your URL and we set up HTTPS transfer. If you would like a different data format, we can set up an individual custom interface as set out in section 3. Please send us documentation for such an interface.

Please note the following for processing:

| Element | Description |
|--|---|
| <i>Header data</i> | |
| ORDER_ID | Mercateo order reference number with a maximum of 21 characters (to be quoted in each subsequent transaction) |
| ORDER_PARTIES/BUYER_PARTY | Commercial transactions: Mercateo buyer details with variable VAT ID no. in line with country of delivery (intra-Community trade) Agency business: Customer buyer details |
| ORDER_PARTIES/SUPPLIER_PARTY | Seller details including your Mercateo supplier number (PARTY ID); the supplier number is to be quoted in each subsequent transaction. |
| ORDER_PARTIES/INVOICE_PARTY | Commercial transactions: Mercateo invoiced party details (identical to BUYER_PARTY) Agency business: Invoiced party details of the customer |
| ORDER_PARTIES/SHIPMENT_PARTIES/DELIVERY_PARTY | Delivery address for the goods ordered In the ADDRESS block, the length of the address lines (NAME, ..., CITY) is limited to 70 characters |
| <i>Item data</i> | |
| ORDER_ITEM/LINE_ITEM_ID | Order item number |
| ORDER_ITEM/ARTICLE_ID/SUPPLIER_AID | Article number from your shop catalogue Note: For shipping cost items, you can specify a supplier article number. |
| ORDER_ITEM/ARTICLE_ID/BUYER_AID type="meerkat" | Article number with catalogue prefix |
| ORDER_ITEM/QUANTITY | Order quantity |
| ORDER_ITEM/ARTICLE_PRICE/PRICE_AMOUNT | Individual item price per priced number (PRICE QUANTITY) |
| ORDER_ITEM/ARTICLE_PRICE/PRICE_LINE_AMOUNT | Total item price (QUANTITY × PRICE AMOUNT ÷ PRICE QUANTITY) |
| ORDER_ITEM/ARTICLE_PRICE/PRICE_QUANTITY | Priced number (example: 100 -> Individual item price (PRICE AMOUNT) is for 100) |

A sample document for openTRANS1.0 can be found in section 7.1.

6.2. Order responses

To confirm the order and/or to notify us of any changes, please send an order response to Mercateo. This should contain a non-binding delivery time and the confirmed prices. In the event of changes, goods can also be delivered again at any point in the future – for example if the delivery date is postponed (notification required).

Note: Mercateo will not process order responses that only confirm receipt of the order and do not provide information on availability.

Ideally, you should send us an openTRANS order response over http(s). If you would like a different data format, we can set up an individual custom interface as set out in section 3.. Please send us documentation for such an interface.

The following information is to be provided in line with the submitted ORDER:

| Element | Description / note |
|--|---|
| <i>Header data</i> | |
| ORDERRESPONSE_INFO/ORDER_ID | Mercateo order reference number |
| <i>Item data</i> | |
| ORDERRESPONSE_ITEM/ARTICLE_ID/SUPPLIER_AID | Article number as per Mercateo order (originally from your catalogue) |
| ORDERRESPONSE_ITEM/QUANTITY | Confirmed delivery quantity (may differ from order) |

Alongside the mandatory information, the following details are also useful for subsequent order processing:

| Element | Description / note |
|--------------------------------------|---|
| <i>Header data</i> | |
| ORDERRESPONSE_INFO/SUPPLIER_ORDER_ID | Your order number for any queries from Mercateo |
| ORDERRESPONSE_INFO/DELIVERY_DATE | Scheduled or fixed delivery date at header level |
| <i>Item data</i> | |
| ORDERRESPONSE_ITEM/ARTICLE_PRICE | Any differences in purchase price compared to the order |
| ORDERRESPONSE_ITEM/DELIVERY_DATE | Scheduled or fixed delivery date at item level if different from information in header data |

A sample document for openTRANS1.0 can be found in section 7.2.

If the delivery date cannot be specified at the item level, it can also simply be specified at the header level.

6.3. Delivery notes / dispatch notifications

openTRANS DISPATCH NOTIFICATIONS can be sent to Mercateo to confirm the dispatch of goods (provision of service). This document includes the track & trace number of the logistics service provider, allowing Mercateo to respond to customer questions on order status without having to check with the supplier. For both the supplier and Mercateo, this means the automation of time-consuming manual processes.

Please always state the package or track & trace number of the delivery in the dispatch notification. This number is recorded in the Mercateo system so that we can rapidly check the status of delivery for the customer.

Article serials numbers are very useful for processing any returns, etc.

Ideally, you should send us *openTRANS DISPATCH NOTIFICATION* over http(s). If you would like a different data format, we can set up an individual custom interface as set out in section 3.. Please send us documentation for such an interface.

Please note the following for generation:

| Element | Description / note |
|---|---|
| <i>Header data</i> | |
| DISPATCHNOTIFICATION_INFO/ DISPATCHNOTIFICATION_ID | Dispatch notification number |
| DISPATCHNOTIFICATION_INFO/ DISPATCHNOTIFICATION_DATE | Dispatch notification date |
| DISPATCHNOTIFICATION_INFO/ BUYER_PARTY | Buyers |
| DISPATCHNOTIFICATION_INFO/SUPPLIER_PARTY/ PARTY_ID type="buyer_specific" | Your supplier number for Mercateo; |
| DISPATCHNOTIFICATION_INFO/SHIPMENT_PARTIES/ DELIVERY_PARTY | Recipients |
| DISPATCHNOTIFICATION_INFO/SHIPMENT_PARTIES/ TRANSPORT_PARTY | Transport / logistics provider |
| DISPATCHNOTIFICATION_INFO/PACKAGE_INFO | Information on the package number / packaging number and type of packaging |
| <i>Item data</i> | |
| DISPATCHNOTIFICATION_ITEM/ARTICLE_ID/ SUPPLIER_AID | Article number as per Mercateo order (originally from your catalogue) |
| DISPATCHNOTIFICATION_ITEM/DELIVERY_DATE | Delivery date if different from information in header data |
| DISPATCHNOTIFICATION_ITEM/ORDER_REFERENCE/ ORDER_ID | Mercateo order number |
| DISPATCHNOTIFICATION_ITEM/ORDER_REFERENCE /LINE_ITEM_ID | Item number from the Mercateo order |
| DISPATCHNOTIFICATION_ITEM/PACKAGE_INFO | Information on the package number / packaging number and type of packaging if different from information in header data |

A sample document for openTRANS1.0 can be found in section 7.3.

6.4. Invoices

You can invoice your services using the *openTRANS-INVOICE* format. Please make sure that you comply with the legal requirements set by the tax office.

Please note the following for generation:

| Element | Description / note |
|---|--|
| <i>Header data</i> | |
| INVOICE_INFO/INVOICE_ID | Invoice number |
| INVOICE_INFO/INVOICE_DATE | Invoice date |
| INVOICE_INFO/DELIVERY_DATE | Delivery date at the header level (can be overwritten at the item level) |
| INVOICE_INFO/BUYER_PARTY | Buyers |
| INVOICE_INFO/SUPPLIER_PARTY/PARTY_ID type="buyer_specific" | Your supplier number for Mercateo |
| INVOICE_INFO/INVOICE_PARTY | Invoiced party |
| <i>Item data</i> | |
| INVOICE_ITEM/ARTICLE_ID/SUPPLIER_AID | Article number as per Mercateo order (originally from your catalogue) |
| INVOICE_ITEM/ARTICLE_PRICE/TAX | Tax rate for the invoice item |
| INVOICE_ITEM/DELIVERY_REFERENCE/DELIVERY_DATE | Delivery date |
| INVOICE_ITEM/ORDER_REFERENCE/ORDER_ID | Mercateo order number |
| INVOICE_ITEM/ORDER_REFERENCE/LINE_ITEM_ID | Item number from the Mercateo order |

A sample document for openTRANS1.0 can be found in section 7.4.

7. openTRANS sample documents

The sample documents provided on the following pages meet the minimum requirements of the *openTRANS* standard, and some of them include additional data for easier document processing and/or additional information (e.g. package numbers).

7.1. ORDER

Commercial transactions:

Download: [Order.xml](#)

In the restricted access section (business to shop / exclusive catalogue with order forwarding):

Download: [C-Order.xml](#)

7.2. ORDER RESPONSE

Download: [OrderResponse.xml](#)

7.3. DISPATCH NOTIFICATION

Download: [Dispatchnotification.xml](#)

7.4. INVOICE

Download: [Invoice.xml](#)