Technische Unie
A Sonepar Company

Delivery instructions

Purchase to pay

Version: EN062026

Technische Unie reserves the right to make changes in the delivery instructions. If the changes affect the agreements made with the supplier, Technische Unie will contact the supplier.

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Background

We live in a world in which customers want to receive their goods as quickly as possible, and automation ensures a rapid processing of goods. It is therefore increasingly important to agree properly with each other on the supply of goods and the associated digital information flow.

To make this information flow possible, agreements need to be made about the way in which companies exchange data. Collective agreements for the entire sector allow processes to be scaled up quickly, without having to make separate agreements for each individual case. As a result of the standards used in the sector everyone speaks the 'same language' and any confusion between parties is avoided. All market parties, either individually or through an interest group, have committed themselves to this standard. Within our sector, **Ketenstandaard** is the neutral party that maintains and describes the standard and acts as liaison between the sector and GS1 and ETIM International.

Technische Unie considers adhering to the standard agreements an absolute must. In a broad playing field of suppliers and customers, uniformity ensures not only that we can do business with each other quickly, allowing an order to be processed and confirmed automatically, but also that we can jointly reduce the waiting time of your drivers on arrival and make the invoice payable more quickly. The standard contains parts that must be agreed on bilaterally or that allow room for individual arrangements. This document provides a framework for this. In respect of the implementation of the data exchange by the standard, we refer to the Ketenstandaard website where functional and technical documents can be downloaded.

– Technische Unie

Reading guide

The following icons are used in this document:

The standard allows for some freedom of choice here. The choice made by Technische Unie is explained here.

The standard leaves room for multiple interpretations, or a component is not mandatory in the standard but is required for Technische Unie.

For readability reasons, the standard is explained in more detail; for further details we refer to the relevant documentation available at Ketenstandaard.

Important information that is not directly related to the standard but does relate to your current or future supply or delivery.

We make this English translation available to our suppliers to help them use this document in an international environment. This translation was created in collaboration with a professional agency. However, where differences have arisen between the translation, the Dutch version shall prevail.

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1. Contact details

If you have any questions about any of the topics in this instruction document, please contact the relevant department.

For any other topics that do not directly concern this document, please contact the responsible Product Manager within Technische Unie's Purchasing Department.

Topics	E-mail address	
Assortments, conditions, and Product Master Data	Your Product Manager and the Purchasing Support department.	
EDI coordination and connection	Marcel Zondervan	m.zondervan@technischeunie.com
	Joey Liong A Kong	j.liong.a.kong@technischeunie.com
Orders & Confirmation	voorraadbeheer@technischeunie.com	
Invoice	infocfc@technischeunie.com	
Packing lists	Alphen aan den Rijn	Strijen
	Bedrijfsweg en Industrieweg ontvangst.dca@technischeunie.com *Eikenlaan* ontvangst.dce@technischeunie.com	*Edisonweg* ontvangst.dcs@technischeunie.com
Unloading times and notification of additional deliveries	Alphen aan den Rijn	Strijen
	Bedrijfsweg en Industrieweg losperrondca@technischeunie.com *Eikenlaan* losperrondce@technischeunie.com	*Edisonweg* losperrondcs@technischeunie.com

All departments can be reached by telephone through the central reception at number: +31 20 – 545 0345.

2. Data standards

To ensure uniform and efficient data exchange within the goods and information chain, Technische Unie uses established data and message standards. These standards are managed by independent organizations that fulfil a broad role within the sector.

2.1. GS1

GS1 is a standardisation organisation. As an independent non-profit organisation, it develops and manages international standards for the identification and recording and sharing of data. Worldwide, two million companies are affiliated, in a lot of different sectors, such as FMCG, DIY, healthcare and fashion.

For more information on GS1 please go to www.gs1.nl or www.gs1.org

2.2. Ketenstandaard

The almost 4,000 affiliated participants operate throughout the construction chain, from clients, housing corporations, architects, specifiers, engineers, construction and/or maintenance companies, installers, painters and wholesalers to manufacturers and software partners in construction, infrastructure and technology.

Together with the participants and supply chain partners– they ensure the practical applicability of the standards to guarantee that they meet the needs of the market. Some of the standards used have been developed in-house. Others, such as ETIM, EANCOM and GTIN are managed on behalf of the sector.

For more information on Ketenstandaard, please visit https://www.ketenstandaard.nl/

2.3. EDI standards

Technische Unie has committed itself to standards for the exchange of transaction data (orders, order responses, despatch advice and invoices).

Preference:

- **DICO-S@les-Ketenstandaard**
  XML format INSBOU 003
- **GS1 EDI Convention – NL**
  Specific Rules Installation sector INS008
  Edifact format – D96a/EANCOM

Other supported formats:

- **EDILEKTRO – DE**
  Edifact format – D96a/EANCOM
- **DICO-S@les-Ketenstandaard**
  XML format INS008

All messages are sent and received in the same standard. It is therefore not possible to communicate a despatch advice and invoice in different formats.

2.4. Committed PIM standards

Technische Unie exchanges its data exclusively by using the 2BA data pool. Data suppliers can offer data in different formats. A conversion takes place within 2BA. However, it is essential to provide a complete dataset, including sustainability attributes. Without a complete dataset, 2BA cannot perform a suitable conversion. For that reason, we request that you export your data to 2BA in the ETIMxChange format. This is the most recent format and enables the exchange of the full dataset supported by 2BA.

3. In a nutshell

This chapter supports an efficient exchange of data between parties. It is primarily based on the standards used in the market. If you have any questions about these standards, please refer to the documentation available to participants of Ketenstandaard. If you are not yet a member of Ketenstandaard, your company should join it first.

New business relationships can only be established when the full EDI message exchange is set up for all four message types: purchase order, order response, despatch advise and invoice.

For existing business partners, a transitional arrangement applies in which they may continue to deliver via PDF. The responsible Product Manager will make agreements.

3.1. One-off actions

- Verify the completeness and correctness of Master Data with the Procurement Support department.
- Set up your system for receiving EDI orders from Technische Unie, and set up your system to send order confirmations, packing lists and invoices to Technische Unie.
- Test the connection together with Technische Unie's EDI Coordinator.

3.2. Continuous actions

- Ensure that Technische Unie is continuously informed of changes in your Product Master Data (such as expansions or assortment changes, logistical data or pricing) by using 2BA.
- Always coordinate assortment and condition changes with your Product Manager.
- Notify Technische Unie in a timely manner of any changes in your organisation or systems, so that digital delivery can continue without interruption.

3.3. Action for each purchase order

- Technische Unie sends a purchase order. The order contains items for one delivery location and one delivery moment.
- You confirm each purchase order within 24 hours by sending an order confirmation. This applies to every purchase order created by Technische Unie.
- In case of a change in delivery date and/or quantity, a complete order re-confirmation must be sent to Technische Unie.
- A despatch advice is sent per delivery (including partial deliveries).
- The electronic despatch advice must be received by Technische Unie before 6:00 am on the day of delivery.
- The driver reports to the distribution centre and hands over a list of despatch advice (packing slip) numbers related to the delivery.
- One invoice is sent per despatch advice after the physical delivery has taken place.

Technische Unie does not accept substituted items. If an item is no longer available, the supplier must contact Supply Chain Planning immediately.

Partial deliveries are allowed; a despatch advice may never contain items from multiple purchase orders.

4. Product Master Data Exchange

Before Technische Unie can place a purchase order for a product, the product data must be available in our system. ‘Product data’ includes at least the trade data (such as description, price, GTIN/EAN and packaging hierarchy) as well as legally required documents such as a safety data sheet and/or conformity certificate, if applicable. Technische Unie also processes additional specification data from the ETIM model, as well as product images and other digital assets.

There are two ways to submit product data. Delivery via 2BA is always the preferred option. If you submit changes, please do so in a timely manner; for most updates, data must be available at least six weeks before the first intended order date.

4.1. Delivery by using 2BA

Technische Unie subscribes to your data within 2BA. This ensures that we are automatically kept informed of any changes. We expect your data to always be complete, correct and up to date. Internally, Technische Unie ensures that your data is processed in our systems.

The 2BA data pool enables you to inform multiple wholesalers and their customers with a single publication. This reduces manual work and prevent errors.

> To meet the required six-week period, you must publish updates to 2BA at least once a week.

Assortment changes for stocked products must always be aligned with your Product Manager, even when such changes have already been published through 2BA.

4.2. Delivery by using TU Template

> Technische Unie prefers to receive all Product Master Data via 2BA. This paragraph only applies if you have agreed an exception with your Product Managers within Technische Unie.

If you submit data through the TU template, you must send the Excel file to the Procurement Support Department of the product group that manages your portfolio. For correct processing, all mandatory fields must be completed, and the format of the template may not be changed.

> The same six-week period applies when using the TU Template. You may collect updates for a maximum period of one week and submit them in a single Excel file.

4.3. Products and packaging with GTIN

To enable correct identification between parties in the supply chain, a unique number is required. Such an item code is referred to as a Global Trade Item Number (GTIN), also known as an GTIN/EAN code or bar code. These codes are issued worldwide by GS1.

Each trade and logistic unit must have its own GTIN. For example, lamps may be individually packaged while twelve lamps are placed together in an outer packaging. In that case, both the lamp and the outer box have their own GTIN. In the order process, it is possible to order twelve single lamps, or one outer box. In both cases the total number of lamps delivered is the same.

In all communications (order conformation, despatch advice and invoice) you must use the same GTIN as used in the purchase order. If Technische Unie uses an incorrect GTIN in the order, please contact the Procurement Support department.

Although every company is free to provide its products with a GTIN, there are rules for when a new GTIN is required and when an existing code can be reused. These rules are mentioned in the GTIN Management Rules (https://www.gs1.org/1/gtinrules/en/en/).

Within the standard, the use of a GTIN is recommended. For all communication between your company and Technische Unie, a GTIN is required and mandatory.

All parties in the supply chain must be informed when changing or assigning a new GTIN.

4.4. Item hierarchies

Not all products are delivered per piece. They are often ordered per outer packaging. If this applies to your product(s), this information is also required. The relationship between the product and its packaging hierarchy can be submitted using a template or, in the future, directly via 2BA.

Technische Unie must be informed of all levels within the packaging hierarchy, including trade units, base units and any outer packaging. This ensures that all units can be ordered, scanned and sold correctly.

In all communications (order response, packing slip and invoice) you use the same unit of use. For example, one box containing 100 screws cannot be communicated as 1 box of 100 pieces on the order confirmation and 100 pieces on the packing slip or invoice.

Trade units

A product can be sold in several variations, while the actual product remains the same. For example, cables. Each trade unit must have its own GTIN.

Logistic units

A product may be packed in a box containing several pieces and these boxes may be placed on a pallet. Both the product and the box have their own GTIN. This means that the product and the box can never share the same GTIN.

5. Price changes

Technische Unie applies a quarterly fixed-price guarantee to its customers. This means that price changes can only be implemented on a quarterly basis.

To process price changes correctly, Technische Unie must receive an advance notice from you no later than three months before the new prices comes into effect. This prior announcement includes at least the following information:

- Start date of the new prices.
- The average percentage change per assortment group or discount group.
- A notification via 2BA once the price changes are visible in 2BA.
- In exceptional cases, the TU template may be used.

You must send this prior announcement by email to the responsible Product Manager, with the relevant Purchasing Support department.

Price change	**Announcement**	**Discount group change** (8 weeks in advance)	**Item file price list** (6 weeks in advance)
1 January	1 October	6 November	20 November
1 April	1 January	4 February	18 February
1 July	1 April	6 May	20 May
1 October	1 July	6 August	20 August

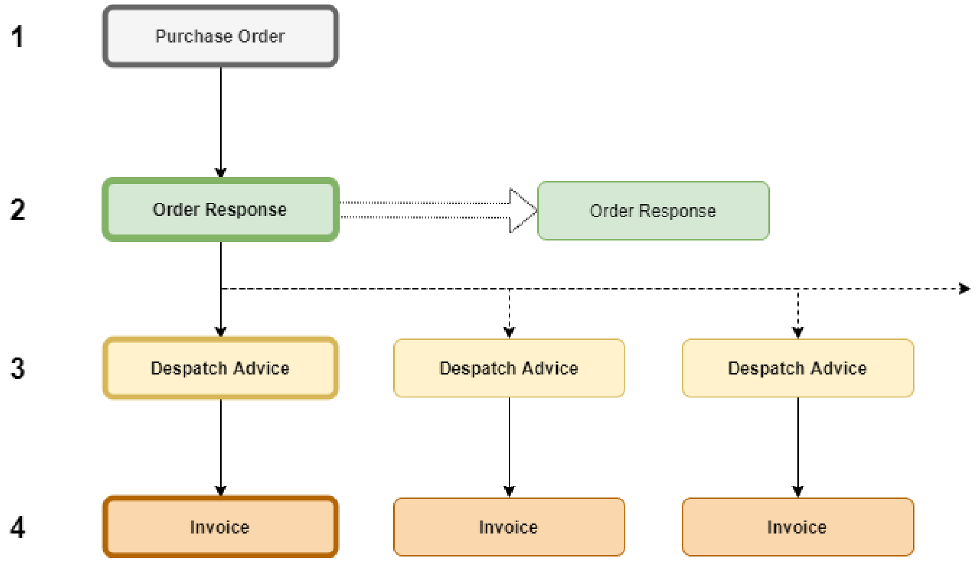
Price changes that are not received at least 6 weeks (or in some cases 8 weeks) before the start of the new quarter cannot be processed in time by Technische Unie. In such cases, the changes will automatically be carried forward to the next quarter.

Price determination: In the event of price changes, the price stated on the Technische Unie purchase order is always leading. The invoice verification process is based on this price. This means that the purchase order price remains applicable, even when the delivery date falls after the date on which the price change takes effect.

6. Schematic representation of orderflow

1. Every purchase order from Technische Unie is intended for one delivery address and one specific delivery date and time.
2. You confirm each purchase order by sending an order response. When new information becomes available, such as a change in delivery time or quantities, you must send a new order response. The most recently sent order response is always leading. It is not permitted to deliver substituted items or to add items that are not listed on the order. In such cases, you must contact Supply Chain Planning department immediately. If necessary, Technische Unie will adjust the purchase order so that goods receipt and invoice processing can take place correctly.
3. The electronic packing slip must be received by Technische Unie before 06:00 am on the day of delivery. A packing slip relates to one or more load carriers (such as pallets) that are delivered simultaneously. When a shipment is divided across multiple trucks, multiple packing slips must be submitted. Partial deliveries are allowed but will always require an additional packing slip. Delivery to any location other than the delivery address stated on the purchase order (PO) is not permitted.
4. The invoice date must not be earlier than the delivery date of the goods. Each invoice relates to exactly one packing slip. This means that the number of invoices must always match the number of packing slips.

In all digital messages, you must use the exact same GTIN as stated on the original purchase order. If you wish to receive the order using a different GTIN, please contact the Purchasing Support department.



Messages shown in bold are mandatory. Other messages only apply in case of re-confirmation or when an order is split into multiple deliveries.

7. Order

Based on current stock positions and demand forecasts, Technische Unie places purchase orders with you daily. The purchase orders are sent according to the agreed delivery day(s) and the agreed delivery time.

Due to unexpected demand, deliveries may be required on shorter notice. These deliveries will always be planned on the agreed delivery day(s). In case of urgent situations, Technische Unie will contact you by telephone to discuss any deviations.

7.1. EDI Order Message (ORDERS)

The EDI order message will be provided, upon your request, in EDIFACT or XML format and will comply with the applicable standard. Orders from Technische Unie are sent using the Ketenstandaard van Bouw and Techniek sector and meet all minimum required specifications.

7.2. PDF Order

If desired, Technische Unie can send a purchase order to you in PDF format by e-mail. However, this is not recommended. Technische Unie expects to receive the order response, packing slip and invoice via EDI. When you receive a PDF order, you are responsible for processing this document correctly within your own system.

8. Order response

To provide our customers with up-to-date delivery information, Technische Unie requires an order confirmation for every purchase order, which must be sent within one working day. An order confirmation may not contain information about multiple purchase orders. When there are changes in delivery date or quantities, you must send a complete re-confirmation that refers to the entire initial purchase order.

If your shipment contains substituted items, these items will be refused upon arrival and/or returned. If an item is no longer available, you are requested to contact the Supply Chain Planning department.

8.1. EDI Order Response Message (ORDRSP)

The order response must comply with one of the standards supported by Technische Unie (EDIFACTD96A, INSBOU003, INS008).

The order confirmation refers to the Technical Unie purchase order number and includes a delivery date and quantity for each order line, as well as the corresponding line number. For partial deliveries, a delivery date is required for each order line, especially where dates or quantities differ. The GTIN used on the order confirmation must be identical to the GTIN used in the purchase order. The units of measure and order line numbers must also be identical, ensuring that no ambiguity arises regarding packaging hierarchies.

Items are identified using the GTIN that matches the GTIN in the purchase order. Each order line is assigned the appropriate status code according to the standard.

- Accepted without change (5)
- Accepted with change (6)
- Not accepted (7)
- Delivery date unknown (4)

If the delivery time changes, a completely new order response must be sent. This will overwrite the previous message.

Technische Unie does not support a status code at header level. All confirmations must be provided per order line.

Within the EDILEKTRO standard, the status code does not exist. In case of status "Not accepted", the number 0 is returned.

8.2. PDF Order Response

We prefer to receive order response via EDI. This paragraph applies only when you have made a different agreement with your Product Manager at Technische Unie.

A separate configuration will be set up for processing PDF order confirmations. Once this configuration has been created, the PDF format may no longer be changed to ensure correct automated processing.

You must send the PDF order response by e-mail to orderbevestiging@technischeunie.com. Technische Unie processes these documents automatically using document recognition software.

The following is required for automatic and fast processing.

- The order response must be attached as an unprotected PDF document. The content of the email itself is not read; all information must be included in the PDF document.
- You must send one separate PDF order response per purchase order. Multiple PDF documents may be attached within the same e-mail.
- The document must include your general company details, such as your logo, name and address details, VAT number and bank account number.
- The order response must contain the Technische Unie purchase order number.
- Each order line must include an article number, quantity and the corresponding delivery date or delivery week.
- If the delivery date changes, you must always send a completely new order response. This new order response will overwrite the previous version.
- In case of changes in the format of the PDF, we ask you to contact the Supply Chain Planning department in advance.

For questions, comments, changes or reports of inaccuracies regarding orders, please contact: voorraadbeheer@technischeunie.com

9. Despatch Advice

For every shipment, Technische Unie expects one digital EDI packaging slip. If the purchase order consists of multiple deliveries, Technische Unie expects separate digital EDI packaging slip for each delivery.

The electronic packing slip must be received by Technische Unie before 06:00 am on the day of delivery. The packing slip number must be unique for at least 1 year.

The content of the shipment must always correspond exactly with the associated digital packing slips.

9.1. EDI Despatch Advice Message (DESADV)

The despatch advice must comply with one of the standards supported by Technische Unie (EDIFACTD96A, INSBOU003, INS008). The despatch advice refers to the Technische Unie purchase order number.

It is not permitted to deliver substituted items. The despatch advice therefore only contains items that are also listed on the purchase order. If your shipment does contain substituted items, these items will be refused and/or returned upon arrival

For a multi-piece items, the GTIN of the complete set must be stated on the packing slip.

The packing slip number on the physical document or the CMR must be identical to the number used in the EDI despatch advice message.

The GTIN on the packing slip must be the same as the GTIN stated in the purchase order. The units of the goods to be delivered used must match the order units specified in the purchase order, so that no ambiguity arises regarding packaging forms.

For EDI despatch advice messages, levels 1 and 4 are supported. In a Level 1d despatch advice, each item is listed on a single line, including the delivered quantity, without indicating the logistic unit.

In a Level 4 despatch advice, each logistic unit specifies which items and quantities are placed on that particular load carrier. Technische Unie is working towards receiving goods using SSCC labels. This will automatically result in the use of Level 4 despatch advice messages.

9.2. PDF Packing slip

We prefer to receive packing slips via an EDI message. This paragraph applies only if you have made a different agreement with your Product Manager at Technische Unie.

A separate configuration will be set up for processing PDF packing slips. Once this configuration has been created, the PDF format may no longer be changed, in order to guarantee correct automatic processing.

You must send an email with PDF packing slip(s) to the e-mail address provided by Technische Unie. Technische Unie processes these documents automatically using document recognition software.

The following is required for automatic and fast processing.

- The packing slip must be attached as an unprotected PDF. The content of the e-mail itself is not read all information must be included in the PDF-document.
- A PDF packing slip must contain the packing slip number and the Technische Unie purchase order number.
- You may send multiple PDF packing slips in one e-mail, provided that each PDF file contains exactly one unique packing slip number.

E-Mail addresses for PDF packing slips:

Alphen aan den Rijn	
Bedrijfsweg or Industrieweg	ontvangst.dca@technischeunie.com
Eikenlaan	ontvangst.dce@technischeunie.com

Strijen	
Edisonweg	ontvangst.dcs@technischeunie.com

10. Physical delivery

Goods are normally delivered to one of Technische Unie's distribution centres, in accordance with the delivery address stated on the purchase order. To ensure an efficient delivery process, specific requirements apply to the delivery time, the method of delivery and compliance with applicable laws and regulations. In some situations, goods may be delivered to a location other than a distribution centre.

10.1. Delivery day and time agreement

Technische Unie has one or more fixed delivery days per week, which may be supplemented with a fixed delivery time agreed with its suppliers. Deliveries may only take place at these pre-agreed times, unless otherwise agreed in advance. If transport is carried out by an external carrier, you are responsible for ensuring that the carrier complies with these agreements.

You must contact the relevant distribution centre at least one day in advance by e-mail in the following situations:

- The reserved time slot will not be used
- One or more additional trailer(s) will be delivered.
- Ten or more pallets will be delivered without a fixed delivery time.

The driver reports to the *"Aankomsten & Beveiliging"* department of the distribution centre at the agreed time (if applicable). If the agreed time slot cannot be met during transport, the driver must report this by telephone to the unloading platform.

Alphen aan den Rijn	(0172) 46 92 00
Bedrijfsweg or Industrieweg	losperrondca@technischeunie.com
Eikenlaan	losperrondce@technischeunie.com

Strijen	(078) 674 97 49
Edisonweg	losperrondcs@technischeunie.com

Opening hours for receiving goods:

Alphen aan den Rijn	
Bedrijfsweg	06.30 - 20.00
Industrieweg (cable)	06:30 - 14:30
Eikenlaan	06:00 - 12:00

Strijen	
Edisonweg	06.00 - 12.00

Drivers must wear safety shoes and a safety vest when entering our distribution centres and must be able to understand Dutch, German or English instructions.

10.2. Waybill/CMR

The driver must be in possession of the physical packing lists when reporting to "Aankomst en Beveiliging". The driver has a waybill/CMR sheet for each trailer showing the delivery date and the number of load carriers inside the trailer. The delivery is signed off on a single waybill/CMR by the unloading platform of the respective distribution centre.

10.3. Physical delivery

In addition to the digital packing slip(s) sent in advance, every delivery must also include a physical packing slip, consignment note or CMR, which lists the digital packing slip numbers of the goods being delivered. This information is required to link the physical delivery to the correct pre-received digital packing slips.

The following requirements apply to the load carrier(s).

- Goods are delivered only on EURO (80cmx120cm) or BLOCK (100cmx120cm).
- For DCA, a height restriction (including load carrier) of 1.20 meters applies.
- For DCA, a maximum weight (including load carrier) of 750 kg applies.
- Pallets must be undamaged, for example: pallet feet must be intact and not broken.
- Pallets must be completely free of loose or protruding packaging material (such as film or straps)
- Pallets must have free contours and unobstructed fork openings, without material that obstructs sensor recognition or handling by internal transport systems, including AGV's (Automated Guided Vehicles).
- Goods are placed within the boundaries of the load carrier and do not protrude at the sides (see appendix 4).
- Outer packaging is delivered unopened.
- Pallets can be distinguished by a sticker or sheet (see appendix 4) between:
  - SIP (Single Item Pallet) -> enter 'SIP', the GTIN and number of items on the pallet.
  - MIX (multiple items on one pallet) -> entry 'MIX'.
- Pallets are stacked as SIP pallet (layer), where possible, per order (see appendix 4).

	Maximum dimensions cm (lxbxh)	Maximum weight kg (including load carrier)	Load carrier
DCA	120x100x120	750kg	Exclusively on EURO (120cmx80cm) of BLOK (120cmx100cm) Reels excepted
DCS*	240x100x120	Geen maximaal gewicht	

*Exceptions regarding length items (max 6m)must be coordinated with your Product Manager within Technische Unie.

The following requirements apply to the reel(s):

	Maximum dimensions (bxh)	Maximum weight kg
DCA DCS	110x180	2700kg

The following requirements apply to the length articles (metal/pipe):

	Maximum dimensions cm (l x b* x h)	Maximum weight kg (including load carrier)
DCS	200 x 85 x 70	1000
	300 x 85 x 70	1000
	400 x 70 x 70	1350
	500 x 65 x 70	1350
	600 x 65 x 70	1350

* B refers to the depth of the support arm, which cannot be deviated from
**(New) length articles must always be coordinated with your Product Manager

10.4. Item identification

Each packaging unit contains a unique identification in the form of a scannable GTIN. It is visible without having to open the packaging. Types that can be scanned are EAN-13, GTIN-14, GS1-Datamatrix and ITF-14.

The GTIN on the packaging corresponds to the GTIN on the packing slip and refers to the correct quantity.

> For example, when a lamp is packaged individually, and twelve lamps are placed together in an outer box, both single lamp and the outer box have their own GTIN. If one box is delivered, the packing slip will show the GTIN of the box with quantity 1. Because Technische Unie knows the packaging hierarchy, it is clear at goods receipt that 12 lamps are being received.

> The GTIN of the product and the GTIN of the outer packaging must not be identical when the outer packaging contains more than one item. See the section 4.3 on GTIN for this.

10.5. Delivery to NON-TU (NOT-TU) location

For express deliveries and/or deliveries of special formats, it may be necessary for the delivery to be made directly to the location, for example to an end customer or a construction site. These orders can be recognised by a purchase order number that starts with 85.

In these cases, the EDI purchase order message does not contain a GLN delivery address. The required delivery address is then included as a textual address in the order. In addition, the phone number of the contact person at the delivery location is listed. In these situations, you are required to include these contact details on the physical packing slip.

10.6. Delivery of a ZAN (without Item Number)

For a ZAN item, or the outer packaging, the Technische Unie purchase order number, the supplier’s article number and the order line number must be stated on the physical delivery.

10.7. Delivery of hazardous substances and/or batteries

Items that fall under ADR legislation and regulations (transport of hazardous substances, including batteries) require specific storage and transport procedures within Technische Unie.

When a new item falls under ADR regulation, this must always be coordinated in advance with your contact person at Technische Unie.

Every ADR-classified item must have a Safety Data Sheet (SDS). Before Technische Unie takes such an item into stock, the correct and complete SDS must be available to us.

10.8. Delivery by parcel post

When a delivery is sent as loose parcels via a parcel service, a physical packing slip must be attached to each package, clearly visible on the outside. This packing slip must show both Technische Unie purchase order number and the packing slip number, so that receipt and registration can take place correctly.

If multiple items are included in one package, the package must state the corresponding quantities per item, in addition to the packing slip.

11. Invoice

Technische Unie's invoice processing is based on the EDI standards to which Technische Unie has committed itself.

For invoices related to good deliveries, this verification includes determining whether purchase order, goods receipt and invoice correspond (3-way match). When the 3-way match cannot be established, the cause must be investigated, and corrective actions must be taken. Efficient processing and payment according to the agreed payment terms require invoices to comply with the requirements described in this document.

Depending on the nature of the deviation, it may occur that Technische Unie cannot process the relevant invoice. In such cases, Technische Unie will return the invoice to the supplier, including the reason, with a request to provide an invoice that does meet the specifications as soon as possible.

Except for bonus and compensation claim invoices, for which no EDI standard exists, Technische Unie prefers to receive your invoices via EDI.

Unless stated otherwise, the points below apply to invoices submitted via EDI messages as well as PDF document.

11.1. Submission and communication

Invoices may only be submitted via the channels and addresses established by Technische Unie.

Type	Document type	Submission address
EDI	Invoice related to goods purchase order Credit invoice related to returned purchase order	EDI: X400: C=EN P=KPNEDI A=400NET S= TUEDI AS2: Available upon request
PDF	Invoice related to goods purchase order* Credit invoice related to returned purchase* Purchase bonus and compensation claim invoices**	Email with PDF attachment to goederenfacturen@technischeunie.com
PDF	Account statements and payment reminders**	Email with PDF attachment to rekeningoverzichten@technischeunie.com

* If the supplier has not yet transitioned to EDI
** EDI not applicable; no EDI standard available for this document type

Invoices must be sent in one format. Sending identical invoices in both EDI and PDF format is only permitted after consultation with the CFC (Central Invoice Control) via infocfc@technischeunie.com

Technische Unie uses scanning software. This means that only the attachment is read or processed. The content of e-mails is not read. Any additional communication or clarification must be sent separately to Infocfc@technischeunie.com

11.2. Settlement and payment term

The payment term starts on the invoice date unless the delivery date at Technische Unie is later. In that case, the delivery date is the start of the payment term.

Technische Unie pays invoices according to the agreed payment conditions. Changes to payment conditions are applied to purchase orders created from the date that the change is recorded in Technische Unie’s system.

Invoices with a due date on Saturday are paid on the preceding Friday. Invoices with a due date on Sunday are paid for the following Monday.

Credit invoices (including bonus and compensation claim invoices) are due as soon as they have been approved by Purchasing. Credit invoices will be settles by Technische Unie with open debit invoices. Payment of credit amounts to suppliers only takes place by exception and only after consultation with CFC via infocfc@technischeunie.com

11.3. Content requirements invoice

The following is based on the invoice controls implemented and the standards to which Technische Unie has committed itself:

- Each invoice must contain one Technische Unie purchase order number.
- The purchase order number must correspond exactly to the order number provided by Technische Unie (no spaces, punctuation or additions).
- Invoicing takes place per packing slip. The number of invoices must match the number of packing slips. Combined or consolidated invoices are not permitted.
- The GTIN on the invoice must match the GTIN on the purchase order, the orderconfirmation and the packing slip.
- The invoiced units must correspond to the units on the purchase order, order confirmation and packing slip.
- Freight and order costs may only be listed at invoice-header level as separate surcharde lines
- Disposal fees and deposits must be listed at line level as separate surcharge lines.
- All discounts and surcharges at line level must be inclused in the net line amount
- Invoicing or order and freight costs on separate invoices is not permitted.
- The invoice must come from the same supplier (creditor) as the creditor to whom the purchase order is sent to.

11.4. PDF invoice messages

- Technische Unie uses scanning software for processing PDF documents. A consistent and clear layout is therefore essential.
- The purchase order number must match exactly the number provided by Technische Unie.
- The PDF invoice must be delivered as an unprotected e-mail attachment.
- The text of the e-mail is not read. Any communication must be sent separately to infocfc@technischeunie.com
- PDF credit invoices must state the reason for crediting (price correction, shortage, breakage, return, repair).

11.5. EDI invoice message

- Correction invoices (EDI segment: BGM + 384) cannot be processed.
- EDI credit invoices are recognized as BGM 380 with negative amounts or BGM 381 with positive amounts.
- Without a purchase order, EDI invoices cannot be processed.
- Bonus and compensation claim invoices cannot be submitted via EDI and must always be sent as PDF, as no EDI standard exists.

11.6. Credit invoices (general)

- Each credit invoice must contain only one Technische Unie purchase order number.
- Credit invoices for price corrections, shortages or breakage must always include the relevant purchase order number.
- For correction, the entire original invoice must be credited, followed by a new debit invoice.
- The structure of credit invoices must match that of debit invoices.

11.7. Credit invoices – returns (RPO and CAS)

- For returned goods, Technische Unie sends Return Purchase Orders (RPOs) to the same address as regular purchase orders.
- For returns relating to repair or warranty, a CAS number is provided.
- The RPO or CAS number must always be listed on the credit invoice.
  - RPO numbers always start with '80'
  - Service numbers always start with 'CAS'
- If you wish to receive RPO's at different e-mail addresses, you may submit a request via infocfc@technischeunie.com

11.8. Bonus or compensation claim invoices

Because no EDI standard exists for this type of invoice, bonus and compensation claim invoices may only be submitted in PDF format.

These invoices must be sent exclusively (so not in CC or to multiple addresses) to: goederenfacturen@technischeunie.com. Only invoices sent to this e-mail address will be processed.

Mandatory information:

- Indication of the invoice type: "bonus invoice" or "compensation claim invoice."
- Indication of the period to which the invoice relates (month, quarter, year).
- Indication of the Technische Unie condition contract number and a description of the bonus agreement.
- If applicable, include the specification of the individual agreements behind the invoice in the same PDF.

11.9. Account statements and payment reminders

To ensure optimal coordination of the invoice flow, you must provide a quarterly PDF account statement of outstanding debit and credit invoices to: rekeningoverzichten@technischeunie.com.

If necessary, Technische Unie will provide feedback, for example when invoices are missing from our administration. Because of OCR scanning, the account statement must meet the following requirements:

- It must have consistent layout:
- It must include your company details and logo in the header.
- It must show one invoice per line with the following columns: invoice number, invoice date, and invoice amount.
- All columns must fit on one single page (landscape format is allowed)

Appendix 1 – EDI Profile

GLN overview distribution centres

Name	**Adress**	**ZIP code and City**	**GLN**	Function
Technische Unie B.V.	Postbus 900	1180 AX Amstelveen	8711389000001	UNB - UNOC tekenset
VAT number	NL004502863B01			BY - Buyer IV - Invoice
Distribution Centers				
DC Alphen aan den Rijn - deur 35 - 36	Industrieweg	2404 BZ Alphen aan den Rijn	8711389000292	DP - Delivery Place
DC Alphen aan den Rijn - deur 4 - 7	Bedrijfsweg 12	2404 CB Alphen aan den Rijn	8711389000278	DP - Delivery Place
DC Alphen aan den Rijn (Eikenlaan)	Eikenlaan 265	2404 BP Alphen aan den Rijn	8711389001442	DP - Delivery Place
DC Strijen - door C01 - C03	Edisonweg 9	3291 CK Strijen	8711389000346	DP - Delivery Place
DC Strijen - door A01 - A30	Edisonweg 9	3291 CK Strijen	8711389000360	DP - Delivery Place

Technical data connections

X400:	C=EN P=KPNEDI A=400NET S=TUEDI
AS2:	Available on request

Appendix 2 – Example EDI messages

EDIFACT D96A – EANCOM

Standard order

```
UNA:+.? '
UNB+UNOC:3+8711389000001:14:TECHN.UNIE+8712345003999:14+210319:2331+1201+++++EANCOM'
UNH+0+ORDERS:D:96A:UN:EAN008'
BGM+220+2392055+9'                      Purchase order number Technische Unie
DTM+2:20210324:102'                     Requested delivery date
DTM+137:20210319:102'                   Order date
NAD+BY+8711389000001::9'                GLN buyer
NAD+SU+8712345003999::9'                GLN supplier
NAD+DP+8711389000278::9'                GLN delivery party
LIN+10++8712345000004:EN'               Order line number, GTIN
QTY+21:3'                               Ordered quantity
RFF+LI:2392055:10'                      Purchase order number, Order line identifier
UNS+S'
UNT+12+0'
UNZ+1+1201'
```

Order with item without GTINUNA

```
UNA:+.? '
UNB+UNOC:3+8711389000001:14:TECHN.UNIE+8712345003999:14+210319:2331+1201+++++EANCOM'
UNH+0+ORDERS:D:96A:UN:EAN008'
BGM+220+2392056+9'
DTM+2:20210324:102'
DTM+137:20210319:102'
NAD+BY+8711389000001::9'
NAD+SU+8712345003999::9'
NAD+DP+8711389000278::9'
LIN+10'                            Line number
PIA+5+item1-SUPPLIER:SA'           Supplier's item number
QTY+21:100:MTR'                    Ordered quantity and unit
RFF+LI:2392056:10'
UNS+S'
UNT+13+0'
UNZ+1+1201'
```

RL Order Direct delivery to customer or construction site

```
UNA:+.? '
UNB+UNOC:3+8711389000001:14:TECHN.UNIE+8712345003999:14+210319:2331+1201+++++EANCOM'
UNH+0+ORDERS:D:96A:UN:EAN008'
BGM+220+2392057+9'
DTM+2:20210324:102'
DTM+137:20210319:102'
FTX+DSI+++06-12345679'                                                  Information to be printed on the despatch advice
FTX+DSI++450123'                                                        Information to be printed on the despatch advice
RFF+CR:450123'
NAD+BY+8711389000001::9'
CTA+IC+:SALES OFFICE EINDHOVEN'                                         Information contact details buyer
COM+020 1234678:TE                                                      Phone number of contact
NAD+SU+8712345003999::9'
NAD+DP++CONSTRUCTION SITE+STRATENWEG 11+LUTJEBROEK++3291AA+NL'          Delivery address (NON-Technische Unie site)
CTA+IC+:ED FOREMAN'                                                     Contact name at delivery address
COM+06-12345679:TE'                                                     Phone number of contact
LIN+10++8712345000004:EN'
QTY+21:3'
RFF+LI:2392057:10'
UNS+S'
UNT+19+0'
UNZ+1+1201'
```

Order confirmation

```
UNA:+.? '
UNB+UNOC:3+8711426006000:14+8711389000000:14+241114:1953+388796+++++EANCOM'
UNH+1+ORDRSP:D:96A:UN:EAN005'
BGM+231+0225920907+4'                                       Order response number
DTM+137:20241114:102'                                       Message document date
RFF+ON:3506372'                                             Technische Unie order number
DTM+17:20241128:102'                                        Scheduled delivery date
NAD+SU+8711426006000::9'                                    GLN supplier
NAD+BY+8711389000000::9'                                    GLN buyer
NAD+DP+8711389000278::9'                                    GLN delivery party
LIN+1+5+8711426560811:EN'                                   Order response line number 1, accepted without amendment (5), GTIN
PIA+5+1027400:SA'                                           Supplier's item number if item has no GTIN
QTY+113:50'                                                 Planned quantity to be delivered
DTM+17:20241128:102'                                        Scheduled delivery date
PRI+AAA:0.98:::1:PCE'                               The price stated is the net price including allowances/ charges and excluding taxes.
PRI+AAB:0.83:::1:PCE'                               The price stated is the gross price to which allowances/charges, if valid, must be applied.
RFF+ON:3506372:10'                                          Technische Unie order number, order line number
LIN+2+6+8711426745511:EN'       `                           Line number 2, accepted with modification (6), GTIN
PIA+5+1965500:SA'
QTY+113:115:PCE'                                            Planned quantity to be delivered
PRI+AAA:0.11:::1:PCE'
PRI+AAB:0.2:::1:PCE'
RFF+ON:3506372:20'                                          Purchase order number TU, order line number
LOC+7'                                                      Partial delivery 1
QTY+11:30'                                                  Quantity of first partial delivery
DTM+17:20241128:102'                                        Scheduled delivery date
LOC+7'                                                      Partial delivery 2
QTY+11:85'                                                  Quantity of next partial delivery
DTM+17:20241203:102'                                        Scheduled delivery date
UNS+S'
UNT+30+196850'
UNZ+1+388796'
```

Packing slip (level 1)

UNA:+.?	
UNB+UNOC:3+8712345003999:14+8711389000001:14+211024:1049+1234++DESADV+++EANCOM'	
UNH+1+DESADV:D:96A:UN:EAN005'	
BGM+351+80123456+9'	Packing slip number
DTM+137:202109101300:203'	Document date/time message
DTM+17:202110241300:203'	Scheduled delivery date/time
RFF+ON:2537039'	Technische Unie order number
RFF+ZZZ:**EANNL1**'	Level 1 (quantity per trade item)
NAD+BY+8711389000001::9'	GLN buyer
NAD+DP+8711389000278::9'	GLN delivery party
NAD+SU+8712345003999::9'	GLN supplier
CPS+1'	Shipment line shipping level
LIN+1++8712345000004:EN'	Trade item line number, GTIN
PIA+1+LB030630:SA'	Supplier's item number if item has no GTIN
QTY+12:8'	Despatch quantity
RFF+ON:2537039:20'	Technische Unie order number, order line number
UNT+15+1'	
UNZ+1+1234'	

Packing slip (level 4)

UNA:+.?	
UNB+UNOC:3+8712345003999:14+8711389000001:14+211021:0750+1235++DESADV+++EANCOM'	
UNH+1+DESADV:D:96A:UN:EAN005'	
BGM+351+80123457+9'	Packing slip number
DTM+137:202109101300:203'	Document date/time message
DTM+17:202110211300:203'	Scheduled delivery date /time
RFF+ON:2537039'	Technische Unie order number
RFF+ZZ:**EANNL4**'	Level 4 (trade item and quantity per shipping unit)
NAD+BY+8711389000001::9'	GLN buyer
NAD+DP+8711389000278::9'	GLN delivery party
NAD+SU+8712345003999::9'	GLN supplier
CPS+1'	
CPS+2'	Despatch line
PAC+1'.	Individual shipping unit (1 package/physical unit)
PCI+33E'	Marked with SSCC
GIN+BJ+387123450000000005'	SSCC of shipping unit
PCI+17'	
GIN+EU+8712345010041'	GTIN shipping unit type (e.g. Euro pallet 1200x800)
LIN+1++8712345000011:EN'	Trade item line number, GTIN
QTY+12:43'	Despatch quantity
RFF+ON:2537039:10'	Technische Unie order number, order line number
CPS+3'	Despatch line
PAC+1'.	Individual shipping unit
PCI+33E'	Marked with SSCC
GIN+BJ+387123450000000012'	SSCC of shipping unit
PCI+17'	
GIN+EU+8712345010041'	GTIN shipping unit type (Euro pallet 1200x800)
LIN+2++8712345000004:EN'	Trade item line number, GTIN
QTY+12:12'	Despatch quantity
RFF+ON:2537039:20'	Technische Unie order number, order line number
LIN+3++8712345000035:EN'	Trade item line number, GTIN
QTY+12:43'	Despatch quantity
RFF+ON:2537039:40'	Technische Unie order number, order line number.
UNT+32+1'	
UNZ+1+1235'	

Invoice

UNA:+.?	
UNB+UNOC:3+8712345003999:14+8711389000001:14+211026:1051+61234++INVOIC+++EANCOM'	
UNH+1+INVOIC:D:96A:UN:EAN008'	
BGM+380+F40123456+9'	Invoice number
DTM+137:20211025:102'	Invoice date
DTM+35:20211024:102'	Delivery date
RFF+ON:2537039'	Technische Unie order number
RFF+AAK:80123456'	Packing slip number
NAD+BY+8711389000001::9'	GLN buyer
NAD+DP+8711389000278::9'	GLN delivery party
NAD+SU+8712345003999::9'	GLN supplier
RFF+VA:NL123456789B01'	VAT number
NAD+IV+8711389000001::9'	GLN invoice
CUX+2:EUR:4'	Currency
ALC+A++++ADR'	Allowance header level (Other)
MOA+8:60.00'	Allowance amount
TAX+7+VAT+++:::21+S'	Standard VAT rate of 21%
ALC+C++++FC'	Charge header level (Freight Costs)
MOA+8:10.00'	Charge amount
TAX+7+VAT+++:::21+S'	Standard VAT rate of 21%
LIN+1++8712345000004:EN'	Invoice line number, GTIN
PIA+1+LB030630:SA'	Supplier's item number if item has no GTIN
QTY+12:8:PCE'	Despatch quantity and unit
QTY+47:8:PCE'	Invoiced quantity and unit
MOA+203:200'	Net line amount +/- charges and discounts
PRI+INV:25'	Price
RFF+ON:2537039:20'	Technische Unie order number, order line no.
TAX+7+VAT++::21+S'	Standard VAT rate of 21%
ALC+C++++CRS'	Disposal fee line level
MOA+8:5'	Amount disposal fee
UNS+S'	
MOA+77:181.50'	Total invoice amount
MOA+79:200'	Total line item amount
MOA+176:31.50'	Message total TAX/duty/fee amount
TAX+7+VAT++::21+S'	Subtotal standard VAT rate of 21%
MOA+125:150'	Subtotal taxable amount
MOA+124:31.50'	Subtotal tax amount
UNT+33+1'	
UNZ+1+61234'	

Credit Invoice

UNA:+.? '	
UNB+UNOC:3+8713206000003:14+8711389000001:14+241104:1032+815D9C31C3F6F0++INVOIC+++EANCOM'	
UNH+1+INVOIC:D:96A:UN:EAN008'	
BGM+381+219789030_2+9'	BGM: Indicates it is a credit invoice (381).
DTM+137:20241106:102'	Invoice date
DTM+35:2041106:102'	Delivery date
RFF+ON:8001755'	Order number to specify the corresponding RPO.
RFF+AAK:8001755'	Packing slip number
NAD+BY+8711389000001::9'	GLN buyer
NAD+DP+8711389000292::9'	GLN delivery party
NAD+SU+8713206000003::9'	GLN supplier
RFF+VA:NL004502863B01'	VAT number
NAD+IV+0::9'	GLN invoice
CUX+2:EUR:4'	Currency
ALC+A++++AAB'	Coding for return costs; for a return this is entered as ALC+A
MOA+8:157.19'	Amount of return costs
TAX+7+VAT+++:::21+S'	Standard VAT rate of 21%
LIN+1++8713206004469:EN'	Item line number, GTIN
PIA+1+LI2408.1901-02:SA'	Supplier item number if item does not have a GTIN
QTY+12:1:PCE'	Delivered quantity and unit
QTY+47:1:PCE'	Invoice quantity and unit
MOA+203:910.80'	Here is the original invoice amount of the item
PRI+INV:910.80'	Invoice price
RFF+ON:8001755:10'	Technical Unie order number, order line no.
TAX+7+VAT+++:::21+S'	Line level standard VAT rate of 21%
LIN+2++8713206004520:EN'	
PIA+1+LI2490.1251-02:SA'	
QTY+12:1'	
QTY+47:1'	
MOA+203:137.12'	
PRI+INV:137.12'	
RFF+ON:8001755:20'	
TAX+7+VAT+++:::21+S'	
UNS+S'	
MOA+77:1077.78'	Total invoice amount: Net total amount + VAT
MOA+79:890.73'	Here is the net total amount: sum of line amounts – return costs: 910.80 + 137.12 = 1047.92 – 157.19 = 890.73
MOA+176:421.35'	Total VAT amount
TAX+7+VAT+++:::21+S'	Subtotal standard VAT rate of 21%
MOA+125:890.73'	Subtotal VAT base amount
MOA+124:187.05'	
UNT+39+1'	
UNZ+1+815D9C31C3F6F0'	

Appendix 3 – Example SSCC label

Supplier
Address
City
Country

SIP

CONTENT
08712345000004

COUNT
0068

ADDITIONAL ID
CB650703

PURCHASE ORDER
2488616

SSCC
387123456789009512

(02) 0 8712345 00000 4 (37) 0068

(00) 3 0087123 456789009 0

Example of a Single Item Pallet (SIP).
(A5 format)

Supplier

MIX

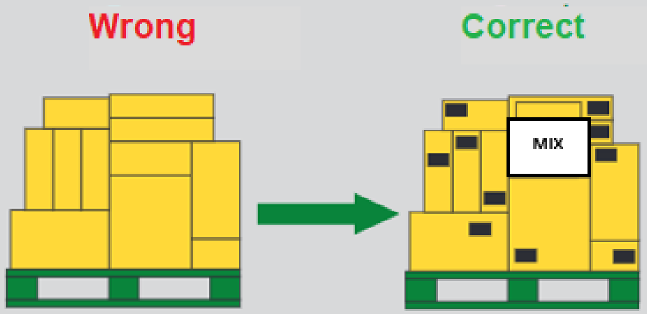
PURCHASE ORDER
2488617

SSCC
387123456789009529

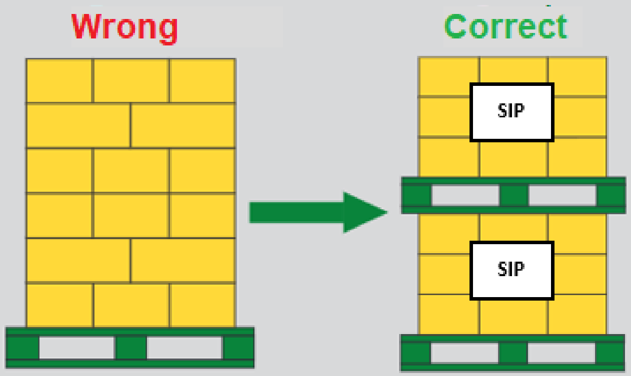
(00) 3 8712345 678900952 9

Example of an MIX pallet with different items on one pallet.
(A6 or A5 format)

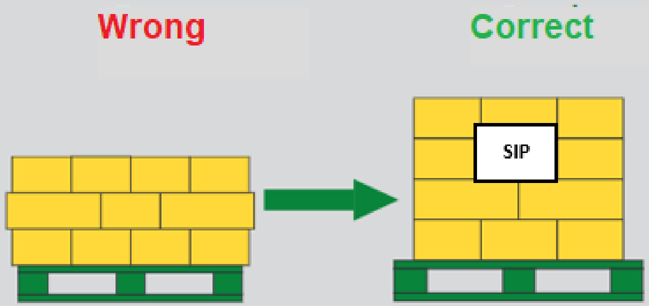
Appendix 4 – SIP/MIX



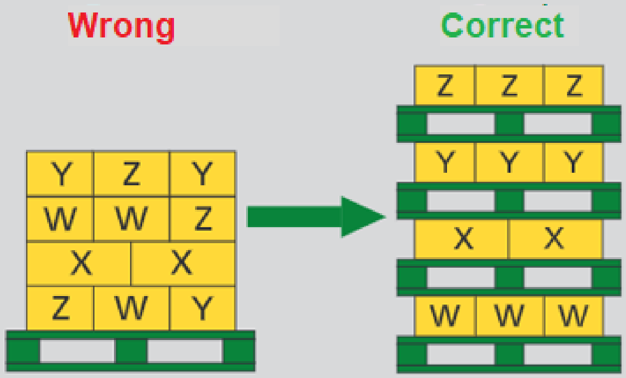
Pallets with multiple article types are clearly distinguished with labels!



Do not stack pallets higher than 1.20 metres!



Stack goods within the pallet contour!



Separate different article types with pallets!