HOFFMANN GROUP EDI STARTER PACK

EDI Team
As of: 17.10.2022

Preface

The document "Hoffmann Group EDI Starter Pack" provides guidance on which EDI standards and communication protocols can be used. In addition, this document describes the handling of the electronic data exchange between the Hoffmann Group and external partners. It serves as a guideline for the EDI implementation process and to ensure the transmission of data of suitable quality.

If you have any questions, please contact the EDI support: edi.team@hoffmann-group.com

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1. Electronic Data Interchange

EDI (Electronic Data Interchange) is the system-to-system exchange of business documents in a standard electronic format without the need for human intervention.

Manual management of order confirmations, delivery notes, invoices and other paper documents has a significant impact on the day-to-day operations of departments such as Purchasing, Sales and Logistics. With EDI, once you have sent us an order directly from your ERP system or e-procurement platform, you can directly receive and manage all the related documents (e.g. invoices) in electronic form in your company's system.

The Advantages of Using EDI

With EDI, you benefit from an automated document receipt and dispatch that does not require manual data entry. As a result, the number of potential and avoidable errors is significantly reduced. Electronic documents sent via EDI are automatically processed and then archived, eliminating the cost of paper-based document management. EDI accelerates your business processes by automatically checking orders, delivery notes and invoices and reducing order processing and delivery times.

EDI with the Hoffmann Group

The Hoffmann Group can electronically exchange the following documents with your company:

- Orders
- Order acknowledgements
- Shipping notifications
- Invoices
- Self-billing invoices

The use of EDI makes sense for both large and small companies. For this reason, the Hoffmann Group supports all common EDI standards, as well as simpler partner-specific solutions. Formats we support include EDIFACT, SAP-IDOC, cXML and csv. For suppliers the format is specified by the Hoffmann Group.

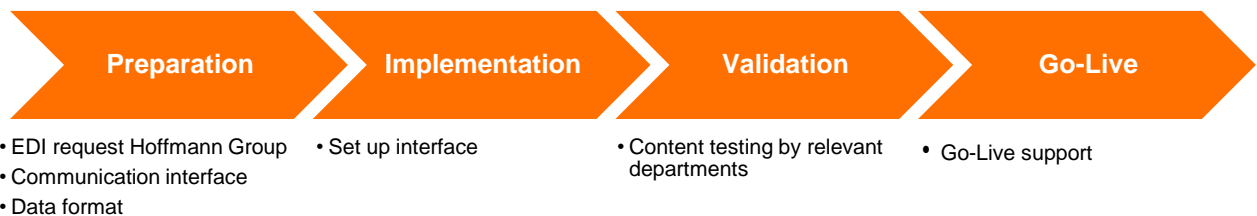Supported communication protocols are OFTP2, AS2, http(s), SFTP, FTP(S).

2. EDI Implementation Process

This chapter describes the process of connecting a business partner to the Hoffmann Group via EDI.

Business partners who are suitable for an EDI connection are selected by the Hoffmann Group and are contacted directly by their Hoffmann Group representative. However, each business partner can also proactively contact their Hoffman Group representative to start the process of setting up an EDI connection.

The implementation of a new EDI connection is divided into four successive stages:

1. Preparation
2. Implementation
3. Validation by IT and relevant department
4. Go-Live

Preparation	Implementation	Validation	Go-Live
• EDI request Hoffmann Group • Communication interface • Data format	• Set up interface	• Content testing by relevant departments	• Go-Live support

2.1 Preparation

Appropriate preparation is essential for optimal planning of resources. Therefore, please ensure that you provide all the relevant information for the business processes to be switched over, e.g. guidelines, communication parameters and technical contacts.

If you have any questions about communication interfaces and data format standards, please do not hesitate to get in touch with your personal contact. As soon as we have all the necessary information, we will offer you a suitable time slot for the implementation and ask you to ensure that you can provide the resources required at that particular time.
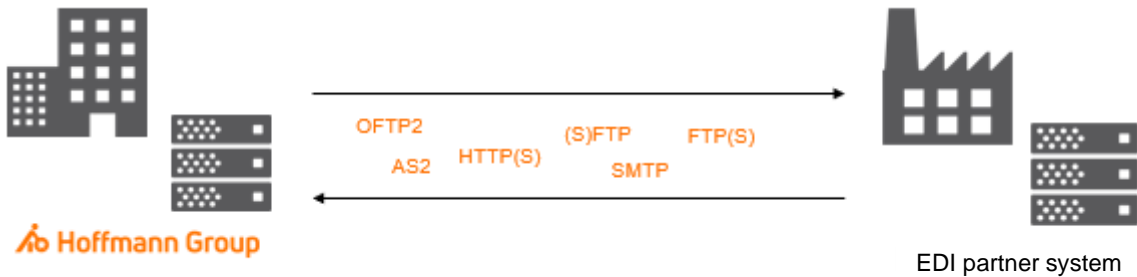
> ⚠️ **IMPORTANT**
>
> Please note that if you cannot provide the required resources at the agreed time slot for implementation, we will arrange a new time slot for implementation.
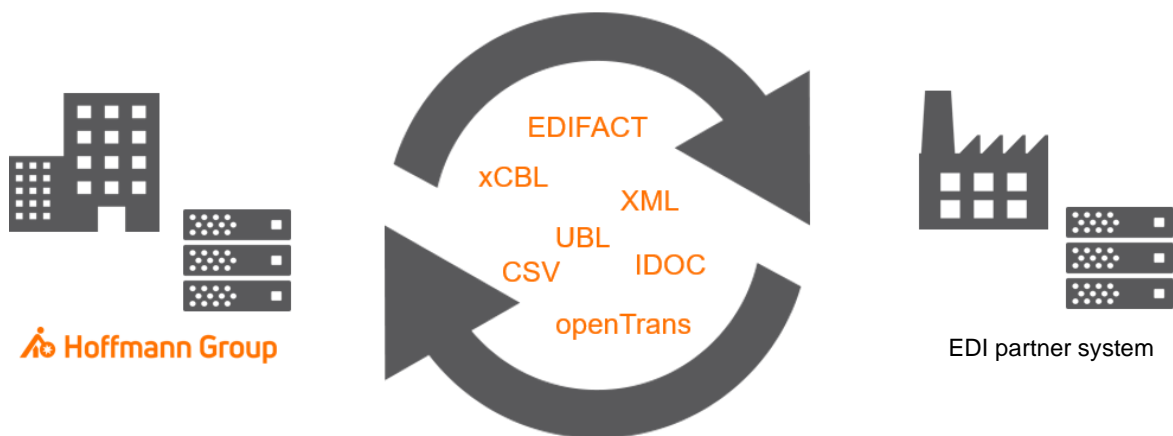
2.2   Implementation

By using an internal converter solution with integrated communication modules, the Hoffmann Group supports all standard communication protocols and data formats.

<u>Communication Protocols</u>

OFTP2   (S)FTP   FTP(S)
AS2   HTTP(S)   SMTP

EDI partner system

<u>Data Formats</u>*

EDIFACT
xCBL
XML
UBL
CSV   IDOC
openTrans

EDI partner system

*If your data format is not listed above, please provide a description of your structure and, if available, a schema file (e.g. XSD file) in advance. For suppliers the format is specified by the Hoffmann Group.

Based on the information you provide, our EDI team will create the technical communication interface and a partner-specific mapping.
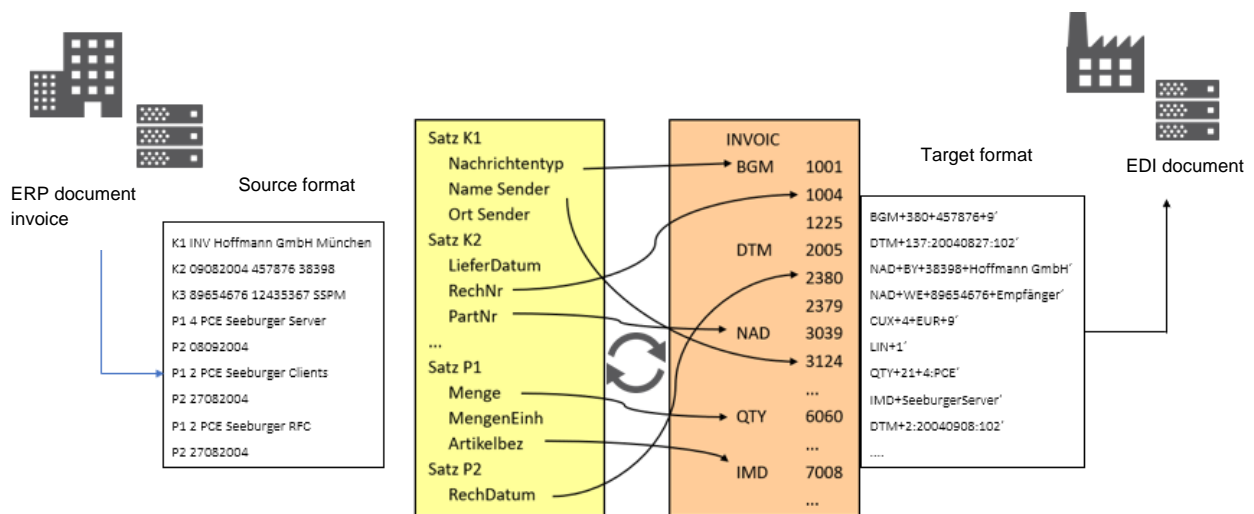
Set-up is done in three steps:

1. Set-up and test of technical communication
2. Semantic / syntax validation of the desired message type
3. Content validation of messages (Chapter 2.3)

2.3 Validation

After the technical communication interface has been set up, test data based on suitable test scenarios/test cases must be made available. These are checked by the respective department and serve as the basis for the release of the implementation.

It should be taken into account that additional documents such as order confirmations, delivery notes and invoices need to be included.

The test phase is considered complete when all parties involved have given their approval and a common Go-Live date has been set.

2.4   Production

Go-Live

On the agreed Go-Live date, we ensure sufficient resources are available to make any necessary corrections promptly. Furthermore, your direct personal contact is available for any queries you may have during the Go-Live process.

Live Operation

All incoming and outgoing messages are actively monitored by our EDI team. If necessary, proactive measures are taken to correct any potential errors.

Of course, we will inform you promptly and proactively if we are making any changes or if there are any malfunctions.

If you are planning any maintenance work or if there are any malfunctions, please contact our EDI team directly by sending an email to edi.team@hoffmann-group.com, ensuring there is sufficient lead time.

Type of Change	Min. Lead Time
Change of data structure	6 weeks
EDI provider change	6 weeks
Change of communication type	2 weeks
System maintenance	2 weeks
Change of certificate for communication	2 weeks
Change of departmental contacts	as soon as it becomes known
Change of technical contacts	as soon as it becomes known
System malfunctions	as soon as it becomes known

3. Contacts

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